

PART III		VERIFICATION/DOCUMENTATION
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A. VERIFICATION

Verification is the use of third party information or documentation to establish the accuracy of statements on the application or Interim Report. Households have at least ten days to provide required verification.

1. Mandatory Verification at Initial Application/Reapplication (7 CFR 273.2(f))

Local agencies must verify the following information before certification for households initially applying and for reapplications:

a. Residency

Applicants must provide the residency requirements of Part VII.B except in unusual cases, such as homeless households, some migrant farm worker households, or households newly arrived in a locality, where verification of residency cannot reasonably be accomplished. Verification of residency may be accomplished, to the extent possible, in conjunction with the verification of other information, such as, but not limited to, shelter expenses or identity. If the agency cannot verify residency when verifying other information, the agency must use a collateral contact or other readily available documentary evidence. Verification may include statements from migrant service agencies or camp officials, letters from the people with whom the household is staying, hotel check-in receipts, day care enrollment forms, and health clinic records for the family. The agency must accept any document or collateral contact that reasonably establishes the applicant's residency. Households do not have to provide a specific type of verification.

b. Identity

Applicants must verify the identity of the person making the application. When an authorized representative applies on behalf of a household, the agency must verify the identity of both the authorized representative and the head of the household. The agency may verify identity through readily available documentary evidence, including DMV inquiries through SPIDeR, or through a collateral contact, if no other source is available. Acceptable documentary evidence includes, but is not limited to, a driver's license, work or school ID, ID for health benefits or assistance or social services program, a voter registration card, wage stubs, a Social Security card or card stub issued by the Social Security Administration (SSA), or a birth certificate. The agency must accept any documents that reasonably establish the applicant's identity. Households do not have to provide a specific type of verification.

For drug or alcoholic treatment center residents, the authorized representative may be the resident's collateral contact for purposes of verifying the resident's identity and residency.

c. Gross Nonexempt Income

The agency must verify gross nonexempt income for each household member before certification. The process of verifying income includes establishing the onset and termination of income.

d. Citizenship and Immigration Eligibility

The applicant must declare in writing the citizenship or immigration status of all household members. Immigrants must present documentation for local agencies to determine if they are eligible immigrants as defined in Part VII.F. To establish eligibility for immigrants, applicants may need to establish:

- 1) the date of admission;
- 2) the date USCIS granted the status;
- 3) a military connection;
- 4) battered status;
- 5) presence in the U.S. on August 22, 1996;
- 6) the number of work quarters; or
- 7) tribal membership.

While awaiting acceptable documentation, the immigrant in question is ineligible, but the agency must determine the eligibility of any remaining members except in the instance when a member disputes the SSA report of countable work quarters to establish eligibility. The member may participate for six months during the SSA investigation. See Part VII.F.3.

The agency may verify the validity of an immigrant's documents through an automated or manual system for the U.S Citizenship and Immigration Services (USCIS). The procedures for the Systematic Alien Verification for Entitlements (SAVE) Program verification system are in Appendix 2 of Part VII.

The agency must not verify the citizenship of household members unless the information provided by the household is questionable. See Part VII.F.4 for suggested forms of verification and the procedures to verify citizenship.

e. Shelter Expenses

- 1) Continuing Shelter Charges. The local agency must verify shelter expenses specified in Part X.A.4 other than utilities, if allowing the expense could potentially result in a deduction. The agency must not verify the shelter expenses of homeless households that qualify for the Homeless Shelter Allowance unless the claim is questionable. See Part X.A.7.

- 2) Utility Expenses. The local agency must verify a household's utility expenses if the household wishes to claim expenses in excess of the utility standard or if the household is not entitled to the utility standard, but has allowable utility expenses, provided the expense would actually result in a deduction. If the household does not verify actual utility costs by the 30th day, the agency must allow the utility standard if the household is entitled to it. For households that want to use the utility standard, verification that the household incurs a heating or cooling expense is required only if the information presented by the household is questionable and if the expense would result in a deduction.

NOTE: Recipients of Low-Income Home Energy Assistance payments are entitled to the utility standard even if they do not incur direct utility costs as long as they received the assistance at the current residence.

- 3) Telephone Expenses. For households entitled to claim the telephone standard, verification that the household incurs an expense for a basic rate is required only if the information presented by the household is questionable, and if the expense would result in a deduction.

f. Dependent Care Expenses

For those households claiming dependent care expenses, as described in Part X.A.3., the local agency must verify that the household actually incurs the expense and the actual amount of the expense, if allowing the expense could potentially result in a deduction.

g. Resources

Applicants must declare the amount of their liquid resources at each application. Unless the declared amount is questionable or the household fails to declare an amount, the EW must not request verification of resources.

When verification is requested, the agency may obtain verification of liquid resources through checking and savings account statements, clearances sent to banks and savings institutions, credit union statements, etc.

h. Loans

The agency must verify all monies a household receives that the household reports as loans.

i. Medical Expenses

The local agency must verify the amount of any medical expenses that may be deductible, including expenses that the household expects to incur during the certification period. The agency must also verify amounts for reimbursement of medical costs, such as a reimbursement from an insurance company for a

hospital bill. The agency must obtain verification before initial certification if the household indicates the existence of a deduction for a household member who is 60 years of age or older or disabled. For expenses anticipated but not verified at certification, the agency must advise the household that the household will receive the deduction for the expense if the household provides verification during the certification period.

j. Social Security Numbers (7 CFR 273.2(f)(1)(v))

The local agency must verify the Social Security number (SSN) of all household members reported by the household by submitting them to the Social Security Administration (SSA) through SOLQ-I. The agency, however, must not delay certification of an otherwise eligible household solely to verify a Social Security number even if the 30-day processing period has not expired. As soon as the agency completes all other steps necessary to certify a household, except for verification of the Social Security number, the agency must certify the household.

When the SOLQ-I inquiry indicates that SSA is unable to verify the SSN provided by the client, the EW must contact the household to determine if the information the household provided is correct and obtain the correct information, as appropriate. If the information the agency has is correct, but the information SSA has is incorrect, the agency must notify the household that it must resolve the discrepancy with the SSA.

If the household fails to provide the necessary information that would allow the verification of an SSN, the household member for whom the number is unverified is ineligible.

If a household must provide information or documentation to the local agency or the SSA, the household must complete the action before the next recertification or show good cause why it was unable to do so.

If a household claims it cannot complete required actions for reasons beyond its control, the EW must verify the household's inability to cooperate. For example, a household may claim it cannot verify a name change because fire destroyed official records. The EW must verify this claim to the point he/she is satisfied the claim is accurate, i.e., documentation of the name change no longer exists. In these cases an SSN match cannot be accomplished since SSA records cannot be corrected without the missing documentation. If the EW verifies that the household is unable to provide the information needed to verify the SSN, the household member will remain eligible. The case file must adequately document the household's inability to provide the information.

Conversely, if the EW is unable to substantiate the household's claim that it cannot provide the information, the household member will be ineligible.

Appendix I to this chapter contains suggested language for a form that the EW may give to clients who must provide SSA with information or documentation to complete the verification process.

k. Disability (7 CFR 273.2(f)(1)(viii))

Whether the stricter or more relaxed definition of disability is evaluated, disability status of individual household members must be established. If a household fails to verify disability when necessary, the individual in question is not considered disabled.

Work Registration, Student Identification, Work Requirement

A statement from a licensed medical provider is sufficient for the less restrictive standards for these policy areas. Receipt of temporary or permanent disability payments may also be used.

Separate Household Status for Elderly, Disabled Persons

For elderly, disabled persons who are unable to purchase and prepare meals separately, the agency must first determine the disability and then establish that these persons are unable to purchase and prepare meals because of the disability. The Social Security Administration's list of disability conditions may be used for this evaluation.

If it is obvious that the individual could not purchase and prepare meals because of the disability, the agency must consider the individual disabled even if the disability is not specifically mentioned on the SSA list. If the disability is not obvious, the EW must verify the disability by a statement from a licensed medical provider or licensed or certified psychologist, along with a statement that, in the doctor's opinion, the disability prevents the individual from purchasing and preparing meals.

Disabled for Determining Eligibility for Group Homes, Medical Expenses, Unlimited Shelter Expenses, Net Income Standards, 24-month Certification Periods, Resource Eligibility, Immigration Eligibility, Exemption from Interim Reporting

Verification of this evaluation of disability, as noted in Definitions, will usually be determined by receipt of or approval for certain income sources or benefits. For example, approval for or receipt of a disability check from the SSA, including SSI, verifies disability.

l. Child Support Payments

A household member's legal obligation to pay child support, the obligated amount of support to be paid, and the amount of child support actually paid must be verified in order to allow a deduction.

Documents which may be used to verify the household's legal obligation to pay child support and the obligated amount include a court or administrative order, or a legally enforceable separation agreement. The actual payment of support may be verified through such methods as cancelled checks, withholding statements from wages or unemployment compensation, statements from custodial parents about direct payments or payments made to third parties, or payment records of

the Division of Child Support Enforcement. Documents used to verify legal obligation to support do not constitute verification of what is actually being paid. Therefore, separate verification of the obligation and actual payment must be obtained, unless the information is obtained through APECS.

2. Verification of Questionable Information (7 CFR 273.2(f)(2))

Local agencies shall not verify any other factors of eligibility prior to certification unless they are questionable and affect a household's eligibility or benefit level. To be considered questionable, the information on the application must be:

- a. inconsistent with statements made by the applicant;
- b. inconsistent with other information on the application or previous applications; or,
- c. inconsistent with any other information received by the local agency.

When determining if information is questionable, the local agency must base the decision on each household's individual circumstances. A household's report of paid expenses that exceed its income may be grounds for a determination that further verification is required. This circumstance alone may not be grounds for a denial. The local agency must explore with the household how it is managing its finances; whether the household receives excluded income or has resources, and how long the household has managed under these circumstances.

If the agency needs verification to resolve questionable information, the local agency must document why it considered the information questionable. The documentation must also include the verification the agency used to resolve the questionable information.

The definition of questionable information contained in this chapter applies to all references of questionable information throughout this manual.

3. Sources of Verification (7 CFR 273.2(f)(4))

Documentary Evidence

Local agencies must use documentary evidence as the primary source of verification. Documentary evidence means written confirmation of a household's circumstances. Examples include wage stubs, rent receipts, and utility bills. The EW is responsible for determining if the evidence provided is sufficient to determine eligibility. Evidence is sufficient if the agency can derive correct information about the element from the evidence provided. For example, the EW may use the Year-to-Date totals on pay stubs to establish a missing amount.

Although documentary evidence is the primary source of verification, acceptable verification is not limited to any single type of document. The agency may obtain the

information through the household or other sources. The local agency must use alternate sources of verification such as collateral contacts and home visits whenever the EW cannot obtain documentary evidence.

To verify residency, a collateral contact, as well as documentary evidence, will serve as a primary source of verification.

When attempts to verify countable income are unsuccessful, the EW must determine an amount to be used for SNAP purposes based on the best available information. The agency may use the household's statement if alternate sources of verification are not available or are uncooperative with the household and the agency.

#### Example

A farm owner refuses to verify a tenant's income. The local Migrant Seasonal Farmworker's Association (MSFA) or Agriculture Stabilization and Conservation Service (ASCS) may be able to provide information as to what the household member might expect to receive.

Where information from another source contradicts statements made by the household, the household must have an opportunity to resolve the discrepancy prior to an eligibility determination and within the maximum time limits described in Part II.F.

#### Example

A farm owner reports that the applicant, a tenant farmer, earned a specified amount from the sale of a crop. The applicant reports that this amount is incorrect. If there is no one else to verify the income, and the applicant himself is unable to do so, the agency could use an estimate provided by the Agriculture Stabilization and Conservation Service (ASCS).

#### Collateral Contacts and Home Visits

A collateral contact is a verbal confirmation of a household's circumstances by a person outside of the household. The person supplying the information may be either in person or over the telephone. Before approval of the initial application/reapplication, the local agency may select a collateral contact only if the household fails to designate one or designates one that is unacceptable to the local agency. Examples of acceptable collateral contacts include employers, landlords, social service agencies, migrant service agencies, and neighbors of the household who are able to provide accurate third party verification. If the local agency designates a collateral contact, the agency may not make the contact without prior written or oral notice to the household. At the time of this notice, the agency must inform the household that it has the following options:

- a. Consent to the contact;
- b. Provide acceptable verification in another form; or,
- c. Withdraw its application.

If the household refuses to choose one of these options, the agency must deny the application in accordance with the normal procedures for failure to verify necessary information.

When the EW contacts the collateral contact, the EW must not disclose that the household applied for benefits or share any of the information provided by the household. In addition, the EW may not suggest wrongdoing by the household. The EW may disclose to the collateral contact only that information the contact needs to supply the information the agency seeks.

Systems of records to which an agency has routine access are not collateral contacts and, therefore, the household does not need to designate them. Examples include APECS, BENDEX, SDX, VEC, or the SOLQ-I inquiry system.

Before approval of the initial application/reapplication, home visits may serve as verification but only if the agency cannot obtain documentary evidence. The EW must schedule the visit in advance with the household for a time that is acceptable to the household.

Upon approval of the application, the requirements for selection of a collateral contact by the household and advance notification of the collateral contact or home visit no longer apply when deemed necessary for the investigation of a possible overissuance. Documentation is necessary before making the collateral contact or home visit as to the information received that indicates the possibility of an overissuance. For example, after the agency approves an application, the agency may make a home visit without advance notification if an anonymous caller identified an additional household member. The investigation may be to evaluate the possibility of an overissuance that already occurred or to prevent an overissuance from occurring in the future.

Home visits deemed necessary for front-end or preventative investigations are not subject to advance notification and scheduling requirements with the household. Inconsistencies in a household's circumstances may warrant preventative investigations.

#### 4. Checklist of Needed Verifications

The agency must provide a checklist that informs each applying household of the verifications the agency needs to process the application and the date by which the household must provide information. The agency must provide the checklist for each new application, reapplication and recertification application filed.

#### B. RESPONSIBILITY FOR OBTAINING VERIFICATION (7 CFR 273.2(f)(5))

The household has primary responsibility for providing documentary evidence to support statements on the application and to resolve any questionable information. Unless verification is readily available to the household, the household is not responsible for providing verification of reported unearned income for which verification is accessible to the local agency through systems of records. These records include APECS, SOLQ-I, and the VEC inquiry of

unemployment benefits. The agency should access the SDX system only as an alternate method when an applicant's Social Security Number is not available or when the SOLQ-I record is unavailable. The screener must document the case record to note why the SDX system was used and why SOLQ-I was not used.

In addition to using certain information systems to verify income, the agency must review all systems available to determine the accuracy of information presented on applications for SNAP benefits. This screening of systems for each household member must take place before the approval of all applications. Systems that must be evaluated include those listed above, and VEC for employment. The agency may need to use either the household member's name or Social Security number to conduct the screenings. The agency must resolve discrepancies noted between the completed application and automated reports before the approval of the application.

The local agency must assist the household in obtaining requested verifications provided the household is cooperating with the agency as outlined in Part II.C. The agency may access the Work Number, for example, to verify earned income, if the employer is affiliated with the Work Number, and the household **either** does not have other verification **available or requests assistance in obtaining the information**. Households may supply documentary evidence in person, through the mail, by facsimile or other electronic means, or through an authorized representative. The household must provide information during the normal business hours for the local office. Information received after the normal business hours is counted as being received the next day. The local agency may not require the household to present verification in person at the local office. The agency must accept any reasonable documentary evidence provided by the household. The focus of the agency must be primarily on how adequately the verification proves the statements on the application.

Whenever a collateral contact must substitute for documentary evidence because documentary evidence is not available, the local agency must generally rely on the household to provide the name of a collateral contact. The household may request assistance in designating a collateral contact. The local agency is not required to use a collateral contact designated by the household if the collateral contact cannot provide accurate third party verification. When the collateral contact designated by the household is unacceptable, the eligibility worker must ask the household to designate another collateral contact or the eligibility worker will designate the collateral contact. The eligibility worker is responsible for obtaining verification from acceptable collateral contacts.

The eligibility worker may contact only those persons designated as collateral contacts with the permission of the household. In the absence of documentary evidence and any other source of verification, the eligibility worker must determine the amount to use for certification purposes based on the best available information.

In instances when outside knowledge of an application for SNAP benefits may jeopardize the employment or safety of the applicant household, the agency must determine that that verification source is unavailable. Examples include an employer or a migrant worker's crew leader who may discourage participation in the Supplemental Nutrition Assistance Program, in which case, the eligibility worker must use another source.

**C. DOCUMENTATION (7 CFR 273.2(f)(6))**

The eligibility worker must document case files to support eligibility, ineligibility, and benefit level determinations. The documentation must be sufficiently detailed to permit a supervisor or reviewer to determine the reasonableness and accuracy of the determination. The documentation must also indicate that the household received all available options to which it is entitled. At a minimum, the eligibility worker must document the following:

1. The reason for withdrawal of an application, if the household provides a reason and confirmation of the withdrawal. (Part II.B.4.)
2. Details regarding refusal to cooperate. (Part II.C.)
3. The reason the eligibility worker considered information questionable and the information used to resolve the questionable information. This should include an evaluation of the household's actual expenses, if allowing the utility or telephone standard causes the expenses to exceed the income. This evaluation should address if there are unreported sources of income or resources when the income is insufficient to allow the household to meet its financial obligations. (Part III.A.2.)
4. The reason the eligibility worker considered an alternate source of verification (a collateral contact or home visit) necessary. Note that in verifying residency, a collateral contact is a primary source of verification. (Part III.A.3.)
5. The reason the eligibility worker rejected a collateral contact and requested an alternate or why the agency designated the collateral contact. (Parts III.A.3 and III.B.)
6. A statement that the use of the standard utility allowance or actual utility costs was a decision made by the household. (Part X.A.)
7. Results of record/information systems reviews for pending applications. (Part III.B.)
8. An explanation as to why the household could not reasonably verify residency, e.g., the household has just recently arrived in the locality. (Part III.A.1.a.)
9. Whenever the agency must verify earned income, the eligibility worker must verify and document the rate and frequency of pay. The eligibility worker must determine the payment cycle and document on what day(s) the household member receives pay and when the wages earned during a pay period are available.
10. The number of hours, period and place of employment or other activity used to regain eligibility for the work requirement. (Part XV.C.)

**D. VERIFICATION AT RECERTIFICATION (7 CFR 273.2(f)(8))**

At recertification, the eligibility worker must verify eligibility factors to determine a household's continued eligibility for SNAP benefits and the amount of benefits to which the household is

eligible. In most instances, the eligibility worker must verify only the elements that have changed since the last verification. The eligibility worker must not verify unchanged information unless the information is incomplete, inaccurate, inconsistent, or outdated.

In addition to the verification requirements for recertification applications, the eligibility worker must monitor all available information systems for all household members as addressed in Part III.B.

Households must supply requested verifications to allow the eligibility worker to anticipate income and expenses properly for the new certification period. Generally, the eligibility worker must request information from the month before the last month of certification. For households that file recertification applications after the certification

period ends or in the month before the last month of certification, the eligibility worker must request verification that reasonably will reflect the first month of the new certification period.

The following chart lists items the eligibility worker must verify at recertification.

Verification at Recertification

Earned Income	Verify amount.
Unearned Income	Verify changes in the source or the amount if changed by more than \$50.
Medical Expenses for a Household Member Who Is Eligible for Medical Deductions	Verify any previously unreported or recurring expenses if changed by more than \$25. Verify any expenses reasonably expected to be incurred in the certification period.
Actual Utility Expenses for Households Opting to Use Actual Expenses	Verify changes in the source or the amount if changed by more than \$25.
Dependent Care Costs	Verify changes in the source or the amount if changed.
Shelter Costs Other Than Utilities.	Verify changes in the source or the amount if changed.
Child Support Expense	Verify new obligation if the obligation changed. Verify the amount paid.
Work hours or other work activity hours of an individual subject to the work requirement who is not receiving time-limited benefits because of a work activity	Verify that the weekly average is 20 hours or more for the number of hours an individual is working, participating in a work program, or involved in volunteer effort. Verify that the number of hours assigned for the SNAPET work experience component is met.

In addition to the items above, the agency must address the following items:

- ♦ Change in alien status;
- ♦ Change in loans;
- ♦ Change in resources;

- ♦ Change affecting entitlement to utility and/or telephone standard;
- ♦ Identity of the person filing the recertification application if this person's identity had not previously been verified;
- ♦ Change in residency;
- ♦ Newly obtained Social Security numbers;
- ♦ Incomplete, inaccurate, inconsistent or outdated items; or
- ♦ Questionable information, as defined in Part III.A.2.

## E. VERIFICATION DURING THE CERTIFICATION PERIOD

The provisions of this chapter do not apply to verifications of changed elements reported through the Interim Report. See Part XIV.C.2.c. The verification requirements addressed here are not dependent on whether a household is required to report the change. The eligibility worker must address changes, as outlined in Part XIV.A.2, and may need to verify the information regardless of whether the household is required to report the change. See Part XIV.A.1 for reporting requirements.

### 1. Impact on the Benefit Level

During the certification period, households may need to verify information if household circumstances change. For changed information that is unrelated to the Interim Report, households must verify elements that cause benefits to increase. The benefit amount for the first month after the change may reflect the reported change without verification, if the verification is unavailable.

The eligibility worker must obtain verification of the change before the household can receive the second issuance of benefits that reflects the change. If the household does not provide verification within 10 days of the verification request, the eligibility worker must change the allotment back to the original amount certified before the change was entered. The eligibility worker does not have to issue an advance notice if benefits revert to the original level because of the lack of verification as long as the previous notice advised the household that this would happen at the time of the increase.

For changes that result in a decrease in the amount of benefits or that cause no change in the amount of benefits, the eligibility worker must act on the change with or without verification of the change. If the eligibility worker does not verify the changed element at the time of handling the change, the agency must verify the element in conjunction with processing the Interim Report, if applicable, but not later than for the next recertification.

### 2. Verification Requirements

The eligibility worker must verify the following elements if changes are reported:

- Earned income. Verify the new amount.
- Unearned income if the source changed or the amount changed by more than \$50 since the last verification.

- Number of hours worked or performed for a work activity for persons subject to the work requirement.
- Voluntarily reported medical expenses if the amount changed by more than \$25 since the last verification. If the EW learns of a change in medical expenses, from a source other than the household, the EW must act on the change if the expense is verified upon receipt and if the EW can make the change without additional information or verification from the household. If the change requires additional information from the household, the EW may not act on the change during the certification period.
- Shelter expenses, including actual utility expenses, if the amount changed by more than \$25 since the last verification.
- Dependent care expenses if the amount changed by more than \$25 since the last verification.
- The legal obligation to pay child support or the amount actually paid.

In addition to verifying changed elements that may affect the benefit amount, the agency must address other changes when changes occur, but no later than at recertification, for elements such as:

- Residency
- Identity (if the person whose identity was verified is no longer a household member)
- Immigrant status
- Liquid resources
- Money received that is reported as a loan

The agency must request verification for any changes where the information provided is questionable, as defined in Part III.A.2, or for information that is incomplete, inaccurate, inconsistent or outdated. The local agency cannot require verification of other changes, except as indicated here, but the agency may seek clarification or explanations of the household's circumstances.

When attempts to verify mandated items are unsuccessful because someone outside the household fails to cooperate with the household or the local agency, the EW must determine the information to be used for SNAP purposes based on the best available information. The agency must explore alternate sources of verification available.

F. INCOME ELIGIBILITY VERIFICATION SYSTEM (IEVS) (7 CFR 273.2(f)(9))

The Income Eligibility Verification System (IEVS) provides information by running matches of the client population against the files of other state and federal agencies. These include:

- the Social Security Administration for earnings information from the Benefit Exchange Earnings Records (BEERS);
- the Virginia Employment Commission for new hire information; and
- the Internal Revenue Service for unearned income, such as interest income (RES).

The purpose of the matches is to determine whether available information is known to local social services departments.

Information from IEVS matches is considered unverified. Prior to taking action to terminate, deny or reduce benefits, agencies must independently verify the amount of the asset or income involved, and whether the asset or income is or was accessible to the household.

The agency must obtain independent verification of information obtained from IEVS by contacting the household and/or the appropriate source of the income or resource. If the agency opts to contact the household, the contact must be in writing, informing the household of the information received, and requesting that the household respond within 10 days. If the household fails to respond in a timely manner, the agency must send an advance notice to terminate the case. The agency may contact the appropriate source of the information. Once independent verification is provided, either by the household or source, the agency must properly notify the household of the action it intends to take and provide the household with an opportunity to request a fair hearing prior to any adverse action.

10/09

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SUGGESTED CLIENT LETTER ON SSN UPDATE

Case number  
Case name  
Case address  
Date

Dear \_\_\_\_\_

We have attempted to verify the Social Security number for \_\_\_\_\_ through an online system for the Social Security Administration, (SSA). Information from that system shows that the number you provided is not the same as what we have in your assistance record.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please take verification of your \_\_\_\_\_ to the SSA office nearest you to have this information corrected.

Please have the representative at the SSA Office complete the bottom of this page to verify that you have completed this requirement.

Return this form to the Department of Social Services by: \_\_\_\_\_

EW's Signature

\_\_\_\_\_  
To Be Completed By Social Security:

\_\_\_\_\_, has provided the Social Security Administration with the information/documentation necessary to update the records on this individual.

\_\_\_\_\_  
Signature of SSA Representative

\_\_\_\_\_  
Date

TRANSMITTAL #1