



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

DEVAL L. PATRICK
Governor


TIMOTHY P. MURRAY
Lieutenant Governor

JUDYANN BIGBY, M.D.
Secretary

JULIA E. KEHOE
Commissioner

Operations Memo 2010-55
November 23, 2010

To: Department of Transitional Assistance Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC, EAEDC and SNAP – Verification

Purpose of Memo

In an effort to streamline the verification process and simplify case managers' efforts to assist clients who are experiencing economic hardship, the Department is issuing this Operations Memo.

Generally, while clients must verify both financial and nonfinancial eligibility at application, recertification and reevaluation, it is most often financial eligibility that needs to be re-verified.

The purpose of this memo is to advise case managers about:

- permanent verifications;
 - avoiding “over-verification”;
 - when to ask for verifications;
 - alternative verifications;
 - optional verifications for SNAP; and
 - providing assistance in obtaining verifications.
-

**Permanent
Verification**

Some information, because it does not change, only needs to be verified once unless:

- questions arise about the validity of the original verification; or
 - the Department has reason to believe that a change may have occurred for which re-verification is required.
-

**Permanent
Verification:
TAFDC and
EAEDC**

The following are TAFDC and EAEDC eligibility factors that only need to be verified once:

- date of birth;
- application for potential benefits (except for SSI which needs periodic reverification of application status);
- application for a Social Security number (SSN);
- cooperation with the Child Support Enforcement Unit (CSEU) (unless a new child is added to the grant);
- death;
- identity;
- noncitizen status (however, noncitizen status may change, so clients may want to update);
- paternity;
- pregnancy;
- relationship; and
- windfall/lump sum payments.

The Verifications Job Aid (Attachment A) lists examples of documentation most commonly used to verify these eligibility factors. The policy citations noted in the Job Aid after each verification type provide case managers a more complete list of acceptable verifications.

The following example illustrates a circumstance when it may be appropriate to request additional verification:

A noncitizen's alienage status was established at application. The case manager learns through published reports in the newspaper that the client became a naturalized citizen at a recent swearing-in ceremony. The case manager should send out a VC-1 asking for verification of this change.

**Permanent
Verification:
SNAP**

The following is a list of SNAP eligibility information that needs to be verified only once, unless questions are raised about the validity of the original verification (see next section), or the Department has reason to believe that a change has or may have occurred for which re-verification is required:

- date of birth;
 - application for a Social Security number (SSN); and
 - identity.
-

**Avoiding Over-
verification:
TAFDC, EAEDC
and SNAP**

It is important to remember that if a client has already provided a permanent verification, case managers must not require the client to provide this verification again, unless questionable. To be considered questionable the information on the application/reevaluation/recertification must be inconsistent with statements made by the client, with other information on the application/reevaluation/recertification or previous applications, or with other information known or reported to the Department.

Example: Paternity was established for a child in a TAFDC case when the child was born. A year later, the client states she made a mistake in claiming the original person's paternity. Paternity has thus not been established and must be reverified.

It is also important not to request more verification than is needed to determine client eligibility. TAO staff is reminded that one document may satisfactorily verify more than one eligibility factor.

Example 1: A birth certificate can be used to verify the following TAFDC eligibility factors: age and relationship. In certain circumstances a birth certificate may also be used to verify citizenship status.

Example 2: A birth certificate can be used to verify the following SNAP eligibility factors: age and identity.

Important: If a physical case record is not readily available at the time of application, reevaluation or recertification, but an eligibility factor is listed as having already been verified on BEACON, it does not need to be reverified. **The client is not required to provide this information again.**

**Avoiding Over-
verification:
TAFDC, EAEDC
and SNAP
(continued)**

Case managers can also use the information from recently received verifications to determine eligibility, even if not all of the requested verifications are available. Recently received verifications are defined as verification that is no older than two months from the date of the application/reevaluation/recertification.

Example: A client has pay stubs that reflect a year-to-date total. A pay stub for a week in the middle of the requested period is missing. Case managers can use the year-to-date totals of the pay stubs received to determine the gross income of the missing pay stub.

Case managers are also reminded only to verify information that impacts current benefit eligibility.

Example: An applicant tells her case manager that she has not worked in two months. The case manager does not need to verify the lost employment, since it ended in the past and has no impact on current eligibility. The case manager should instruct the client who is applying for cash to apply for unemployment compensation since that would have an impact on current eligibility.

**Verifications at
Application and
Recertification:
TAFDC, EAEDC
and SNAP**

Information that is subject to change must be reverified at eligibility review, when changes are reported (in which case only the reported changes need to be verified), or whenever the Department receives information that a change has or may have occurred that affects continued eligibility. Information subject to change includes, but is not limited to: bank deposits, cash on hand, health insurance coverage, incapacity, earned income, IRAs, Keoghs and pension plans, school attendance, securities, unemployment, certain unearned income (workman's compensation) and work-related expenses, i.e., for dependent care.

Remember, however, that SNAP cases that meet the requirement of Categorical Eligibility are not subject to asset verifications. See 106 CMR 365.180.

**Reminder about
Verification
Requests:
TAFDC, EAEDC
and SNAP**

Verification should not be limited to any one type of document and may be obtained from a household member or some other source (106 CMR 361.640 (A) and 702.340). For SNAP, no requirement for a specific type of verification may be imposed (106 CMR 365.830).

For example, to verify earned income, a pay stub is usually requested, but a letter from the employer (on company letterhead with a contact name and telephone number) that identifies the last four weeks' gross pay or a payroll print-out from the employer may also serve as alternate forms of verification

**Reminder about
Verification
Requests:
TAFDC, EAEDC
and SNAP
(continued)**

of earned income. For residence or shelter expenses, a current rent receipt, copy of the lease or the landlord verification form (LL-VER), may all be acceptable forms of verification. For SNAP, a self-declaration is sufficient to verify shelter and utility expenses. See Field Operations Memo 2010-29, keeping in mind that verification of shelter and utility expenses is optional for SNAP.

Reminder: The Verifications tab lists acceptable verifications for each item to be verified.

In instances when documentary evidence cannot be obtained, case managers should explore with the applicant or client possible collateral contacts. See 106 CMR 361.640 (B) and 106 CMR 702.340 (B) for details. If collateral contact is the means of verification, annotate this in the Narrative tab.

Finally, if after *all* reasonable attempts by the client and the case manager, documentary or collateral contact information cannot be obtained, case managers are reminded that self-declaration is another acceptable form of verification for all DTA programs.

**Alternative
Verification:
TAFDC and
EAEDC**

If original documentation is not available, applicants and clients for TAFDC and EAEDC may provide verification through:

- **Collateral Contact:** A collateral contact is when the case manager assists the client in getting the needed verification. A collateral contact is a verbal or written confirmation of a household's circumstances by a third party who has firsthand knowledge of the circumstances of the applicant or client; it may be used to verify certain types of information. The case manager must obtain written consent from the applicant or client for each contact, except as specified in 106 CMR 702.320: Information from Government Sources, Contractors and Banks. If the applicant or client refuses to allow the Department to verify information by contacting a third party, assistance must be denied, terminated, or reduced unless other verification is provided. In the Narrative tab, the case manager must record the contact date, the relevant information provided, the identification and position of the contact person providing the information and a means of contacting that person in the future should it become necessary to support the applicant's or client's right of rebuttal at a hearing, if requested.
-

**Alternative
Verification:
TAFDC and
EAEDC
(continued)**

- **Self-declaration:** A self-declaration is a written statement of fact from the applicant or client. When the applicant or client cannot obtain the verification and the collateral contact option has not been successful, a self-declaration may be accepted as verification of the following eligibility factors:
 - ✓ cash on hand;
 - ✓ ownership of bank deposits;
 - ✓ inaccessibility of joint bank accounts and securities;
 - ✓ age;
 - ✓ relationship;
 - ✓ noncitizen status;
 - ✓ Canadian-born Indian status;
 - ✓ good cause for failure to cooperate with the Child Support Enforcement Unit;
 - ✓ good cause for refusing a bona fide offer of employment or training for employment;
 - ✓ paternity;
 - ✓ temporary absence; and
 - ✓ health insurance coverage.

Important: The statement from the client does **not** need to be notarized to be an acceptable verification.

The self-declaration must be filed in the case record.

**Example of
Alternative
Verification:
TAFDC and
EAEDC**

A TAFDC client has stated that she is a victim of domestic violence. She has a joint bank account with her husband (who she states has been abusing her). The client can self-declare that the bank account is inaccessible to her at this time.

**Alternative
Verification:
SNAP**

Similarly for SNAP, if documentation is not available, applicants and clients may provide verification of certain types of information through collateral contact or self-declaration.

Remember that for SNAP, a self-declaration is sufficient to verify dependent care expenses, and to verify shelter or utility expenses, unless the self-declaration is questionable. See Field Operations Memo 2007-19, *Food Stamp Program: Verification of Dependent Care Expenses*, and Field Operations Memo 2010-29, *SNAP: Self-Declaration of Shelter and Utility Expenses*, for more information.

**Optional
Verifications:
SNAP**

Certain SNAP verifications are considered optional and are not mandatory to establish eligibility for SNAP benefits, but if verified, may result in a higher benefit amount. Optional verification items include:

- shelter expenses;
- utility expenses;
- dependent care expenses; and
- medical expenses.

Reminder: Once all mandatory verifications are received, SNAP applications and recertifications must be processed by case managers and reviewed for approval by their supervisors to ensure clients receive benefits timely. If optional verifications are provided at a later date, enter the information on BEACON to adjust the benefit amount accordingly.

**Providing
Assistance to
Clients in
Obtaining
Verifications:
TAFDC, EAEDC
and SNAP**

Case managers are reminded that they are required to assist all clients, when requested in obtaining verifications. See 106 CMR 361.650 and 106 CMR 361.920 through 361.930 for SNAP and 106 CMR 702.310 for TCAP (EAEDC and TAFDC).

Applicants and clients must be informed about alternative forms of acceptable verifications, including collateral contacts and self-declarations. While the VC-1 has a statement about contacting their case managers if they have problems getting verifications, clients must also be verbally informed about alternative forms of acceptable verification. They must be advised to call their case manager if they are having any difficulty obtaining required verifications.

One way to assist clients if they are having difficulty getting verifications is to have the client sign a *Voluntary Authorization to Release Information* form (found in Policy Online in the Online Forms folder under Cross Program) and then make a collateral or third-party contact to obtain the needed information and verification on behalf of the client.

Another way to assist clients with obtaining verifications is via electronic interfaces with other agencies. The SAVE, SVES, BENDEX, SDX and UC screens must be used to verify information rather than sending a client to other agencies to verify information.

**Further
References**

For further guidance, case managers should also consult:

- the SNAP Application Processing Workflow job aid found in Policy Online in the Job Aids folder;
 - Field Operations Memo 2006-43, *Permanent Verifications in BEACON*;
 - Field Operations Memo 2006-30: FS (NPA or PA) *Application Processing Guidelines*; and
 - Field Operations Memo 2007-39: *Food Stamp Program: Negative Errors*, which provides additional examples of negative errors and how to avoid them.
-

**Verifications
Job Aid**

A new job aid titled “Verifications Job Aid” (Attachment A) has been created to assist case managers and supervisors in determining which verifications are required and what documentation is acceptable in processing cases. This job aid, which lists the most common verification types and documentation, can be found in Policy Online in the Job Aids folder.

**Final
Instructions/
“Best Practices”**

Case managers are reminded that:

- applicants and clients must be assisted by determining which verifications are required and what documentation is acceptable to certify eligibility;
 - SNAP applications can be processed by case managers and their supervisors if optional verification has been delayed but all mandatory verification has been provided;
 - one document may satisfy several eligibility factors;
 - in instances when documentary evidence cannot be obtained, case managers should explore possible collateral contacts and self-declaration options with the applicant or client; and
 - when changes are reported, only those changes effecting eligibility need to be verified.
-

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.

Attachment A

	VERIFICATIONS JOB AID Guidance for use of this document is found in Operations Memo 2010-55. Please note that this is a general cross-program Job Aid and not all verifications are necessary for each program.	
Verification of:	Examples of Verifications the Client May Provide	Policy 106 CMR
	Verification of Who the Client Is	
Identity	Driver's license, birth certificate, hospital birth record, court records, or other official government documents.	TAFDC: N/A EAEDC: 320.510 SNAP: 361.610 (G)
Date of Birth	Driver's license, birth certificate, hospital birth record, court records, or other official government documents. Self-declaration for SNAP. (A verbal statement is sufficient.)	TAFDC: 203.570 and 203.575 EAEDC: 320.100 and 320.500 SNAP: N/A
Social Security Number	Verbal statement of the Social Security Number of household members or written proof of application for a Social Security Number for all household members applying for benefits (verified by SVES in an overnight batch process).	TAFDC: 701.230 EAEDC: 701.230 SNAP: 361.610 (F), 362.500(B)
Relationship	Birth certificate showing name(s) of parent(s), marriage certificate, divorce papers, adoption papers, or records that show that all members of the household are related.	TAFDC: 203.585 EAEDC: N/A SNAP: N/A
Foster Care	Child protection agency documents or court records that show a foster care arrangement. For SNAP: verification needed only when the foster child is included in the SNAP household and the foster care payments are counted.	TAFDC: 203.100 and 203.620. EAEDC: N/A SNAP: 361.240 (F), 363.220 (B) (2), 363.230 (K) (5)
Guardianship	Child protection agency documents or court records that show a guardianship arrangement. For SNAP: verification needed only when questionable.	TAFDC: 203.200, 203.300 and 203.620 EAEDC: 320.400 SNAP: 361.200
Citizenship	U.S. passport, birth certificate, certificate of naturalization.	TAFDC: 203.670 EAEDC: 320.600 through 320.620 SNAP: 362.200, 362.210
Noncitizen Status	Alien Registration Card, Employment Authorization Card, Temporary Resident Card, Arrival-Departure Record or other written documentation from the United States Citizenship and Immigration Services or an Immigration Attorney. Documents showing sponsorship arrangement.	TAFDC: 203.265 through 203.685. EAEDC: 320.600 through 320.660 SNAP: 362.200 through 362.240

Verification of:	Examples of Verifications the Client May Provide	Policy 106 CMR
School Attendance	Signed statement from a school official or School Verification form; or the client may provide good cause for not meeting school attendance requirements. For SNAP: verification needed only when a secondary school student is working or when a college student is receiving state or federal work study income	TAFDC: 203.570, 203.575, 203.610, 203.640 and 203.900 EAEDC: N/A SNAP: 362.320, 362.400, 362.410
Family Cap Exception/Waiver Request	Proof that a child may be included in the grant by meeting an exception to or waiver of the Family Cap rule. The case manager must explain what proofs the client needs to provide and give the client a DTA form to complete and return.	TAFDC: 203.300 EAEDC: N/A SNAP: N/A
Where the Client Lives		
Address	Current rent receipt or lease, deed, mortgage statement, Landlord Verification form, Shared Housing Verification form, voter registration card or written statement from the person with whom the client is living.	TAFDC: 203, 595, 203.650 EAEDC: 320.530 SNAP: 361.610(H) and 362.100 through 362.120.
Living Arrangement	Current rent receipt or lease, deed, mortgage statement. If the client is living with another person and is sharing expenses, a Shared Housing Verification form or written statement from the person with whom he or she is living that shows the entire monthly housing costs and his or her portion of the monthly costs. For SNAP: Verification needed only when questionable.	TAFDC: 203.580, 203.595 EAEDC: 321.410 SNAP: 364.400
Massachusetts Residence	Current rent receipt or lease, deed, mortgage statement, Landlord Verification form, Shared Housing Verification form, voter registration card or written statement from the person with whom the client is living.	TAFDC: 203, 595, 203.650 EAEDC: 320.530 SNAP: 361.610 (H) and 362.100 through 362.120
Temporary Absence	Proof that absence is temporary, for example, medical documentation, work or school documents.	TAFDC: 203.660 EAEDC: 320.540 SNAP: N/A
Income		
Earned Income	Proof of gross income for all household members. The last 4 weeks' pay stubs or a statement from the employer written on company letterhead.	TAFDC: 204.200 through 204.236 and 204.250 through 204.290 EAEDC: 321.200 through 321.235 and 321.250 through 321.290 SNAP: 363.200 through 363.300, 365.180

Verification of:	Examples of Verifications the Client May Provide	Policy 106 CMR
Self-employment Income	Records that show gross income: tax records, IRS 1099 form. Business records to prove the client's business-related expenses.	TAFDC: 204.200 through 204.236 and 204.250 through 204.290 EAEDC: 321.200 through 321.235 and 321.250 through 321.290 SNAP: 363.200 through 363.300, 365.180
Rental Income	Records that show how much the client receives for rent from the tenant or roomer/boarder: lease agreement or written statement from the tenant showing the amount of rent paid. To get credit for business costs for rental units, the client must provide copies of current mortgage, tax bill, home insurance, water and sewer bills; and current utility bills if utilities are provided for the rental units.	TAFDC: 204.210 (E) EAEDC: 321.210 (E) SNAP: 363.200 through 363.300, 365.180
Business Expenses for Rental Income	Business records to prove the client's business-related expenses. To get credit for business costs for a rental units, the client must provide copies of current mortgage, tax bill, home insurance, water and sewer bills; and current utility bills if utilities are provided for the rental units.	TAFDC: 204.210 (E) EAEDC: : 321.210 (E) SNAP: 363.200 through 363.300, 365.180
Unearned Income	Electronic interfaces with other agencies. For example: BENDEX, SDX and UC. Proof of unearned income for all household members. Benefit or award letter, copy of payment document or check, or written statement from agency making the payment. For example, Retirement, Survivors, Disability Insurance (RSDI), SSI, Unemployment Benefits, Worker's Compensation, Veteran's Benefits, Railroad Retirement Benefits, support/alimony payments received, pension award letters.	TAFDC: 204.210 (B) and 204.260 EAEDC: 321.210 (B) and 321.260 SNAP: 363.200 through 363.300, 365.180
Loss of Employment	Layoff notice or letter of dismissal, current unemployment registration, proof of unemployment claim status. For SNAP: At application, if the household has no income, a statement from the household that it has no income shall be acceptable verification, and is needed only when job loss occurred within the past 60 days. At recertification, verification of job loss is needed.	TAFDC: 702.930 EAEDC: 321.220 SNAP: 363.210
Garnishment	Pay stubs or other income stub showing garnishment amount, or statement from employer or agency written on official letterhead.	TAFDC: 204.220 EAEDC: 321.220 SNAP: 363.220
	Health and Medical Information	
Pregnancy	Statement from a doctor/medical provider of pregnancy and due date.	TAFDC: 203.565 EAEDC: N/A SNAP: N/A

Immunization	Immunization records, a written statement from a health care provider, a completed <i>Certification of Immunization Status</i> form; or provide proof of good cause for not immunizing the child.	TAFDC: 203.800 EAEDC: N/A SNAP: N/A
Health Insurance	Copy of health insurance card or copy of health insurance policy. For SNAP: verification needed only when medical expenses are claimed as a deduction.	TAFDC: 204.240 (Lump Sum Exclusions) EAEDC: 321.240 (Lump Sum Exclusions) SNAP: 361.610(D), 364.420, 364.450(A) and 366.320(C)(3)
Physical or Mental Incapacity	Written statement from a health care provider, TAFDC Disability Supplement form, EAEDC Disability Supplement form with the EAEDC Medical Report, proof of Social Security Disability or SSI benefits, proof of application for SSI benefits.	TAFDC: 203.530 through 203.545 EAEDC: 320.200 through 320.250 SNAP: 362.310, 362.320
Child Support Information		
Absence of a Parent	Court records, divorce decree, separate support order, correctional institution records, proof of death of absent parent.	TAFDC: 702.140 (D) EAEDC: N/A SNAP: N/A
Paternity	Determined by case manager based on case information.	TAFDC: 203.590 EAEDC: N/A SNAP: N/A
Cooperation with Child Support	Official documents that provide good cause for not cooperating with Child Support; for example, court, medical, criminal, child protective services, social services, psychological or law enforcement records. Note: DOR determines final good cause	TAFDC: 203.700 et seq EAEDC: N/A SNAP: N/A
Assets For SNAP, verifications in this section are needed only for clients who are not categorically eligible.		
Bank Account	Current statement from bank or financial institution for all checking, savings or Certificates of Deposit or IRAs.	TAFDC: 204.120 EAEDC: 321.120 SNAP: 363.100 through 363.150
Life Insurance	Life insurance policy or written statement from the issuing agency showing face value and cash surrender value.	TAFDC: 204.120 EAEDC: 321.120 SNAP: N/A

Verification of:	Examples of Verifications the Client May Provide	Policy 106 CMR
Vehicles	Verification from the Kelly Blue Book webpage (www.kbb.com). Documents showing the ownership and value of the client's vehicle(s). For example, the title(s) of a car, truck, or any vehicle or written estimate of the vehicle's fair market value from a licensed dealer.	TAFDC: 204.120 EAEDC: 321.120 SNAP: N/A
Burial Insurance or Prepaid Funeral Agreement	Policy or signed statement from seller; burial contract or trust; cemetery plot deed.	TAFDC: 204.120 EAEDC: 321.120 SNAP: 363.100 through 363.150
Trusts, Stocks, Bonds, and Other Financial Holdings	Trust fund documents; proof of ownership of stock certificates and/or bonds; documents showing the value of the asset. If inaccessible, documents from the institution proving inaccessibility.	TAFDC: 204.120 EAEDC: 321.120 SNAP: 363.100 through 363.150
Other Assets and Financial Holdings	Documents showing the value of the asset. If inaccessible, documents from the institution proving inaccessibility.	TAFDC: 204.120 EAEDC: 321.120 SNAP: 363.100 through 363.150
Property	Current tax bill, written appraisal. If inaccessible, documents from a real estate agency providing proof of inaccessibility.	TAFDC: 204.120 EAEDC: 321.120 SNAP: 363.100 through 363.150
Pension and Retirement Funds	Documents showing value of pension, IRA, Keough, 401k or other pension funds. If inaccessible, documents from the institution proving inaccessibility.	TAFDC: 204.120 EAEDC: 321.120 SNAP: 363.100 through 363.150
Transferred Asset	Receipts or documents proving how assets were spent.	TAFDC: 204.135 EAEDC: 321.135 SNAP: 363.100 through 363.150
Lump Sum Payment	Benefit or award letter, copy of payment document or check, written statement from agency making the payment.	TAFDC: 204.240 EAEDC: 321.240 SNAP: 363.100 through 363.150
	Expenses	
Dependent Care Expenses	Written statement from the child care provider or a canceled check or money order paid to the child care provider, signed statement from person who is employed or participating in an educational or training activity. Self-declaration for SNAP. Optional verification for SNAP.	TAFDC: 204.275 EAEDC: 321.280 SNAP: 364.400 through 364.450

Verification of:	Examples of Verifications the Client May Provide	Policy 106 CMR
Medical Expenses	Receipts for out-of-pocket expenses, such as co-payments or premiums on health insurance, dentures, eyeglasses, hearing aid batteries, prescription medications, doctor-prescribed pain relievers, over-the-counter drugs, and transportation expenses that the client pays to get medical services. Optional verification for SNAP.	TAFDC: 204.135 EAEDC: 321.135 SNAP: 364.400 through 364.450
Child Support Paid to a Non-household Member	Court documents showing a legal obligation, proof of payment. Note: For SNAP, if the household wishes to claim child support expenses, the client must provide the verification. If the household does not verify the expense, calculate the eligibility and benefit level without the expense.	TAFDC: 204.240 EAEDC: 321.240 SNAP: 361.610 (J), 364.400 through 364.450
Shelter Expenses	Current rent receipt, Landlord Verification form or lease agreement, mortgage statement, tax and home insurance bills. Self-declaration for SNAP. Optional verification for SNAP.	TAFDC: N/A EAEDC: 321.410 (B) SNAP: 364.400 through 364.450
Utility Expenses	Current bills for oil, gas, electricity, telephone (including cellular phone), or other utility expenses such as wood, coal, garbage disposal; fuel assistance letter. Self-declaration for SNAP. Optional verification for SNAP.	TAFDC: 204.210 and 204.220 EAEDC: 321.210, 321.220 and 321.410 (A) SNAP: 364.400 through 364.450
	Other Information	
Authorized Representative	Statement from client giving permission to a person to apply or get benefits on the client's behalf. This is included on the SNAP application form.	TAFDC: N/A EAEDC: N/A SNAP: 361.300 through 361.370
Asset: Percent Accessible	Documentation of the availability of the asset.	TAFDC: 204.125 and 204.130 EAEDC: 321.125 and 321.130 SNAP: 363.130, 363.140
Date of Death	Death certificate, newspaper death notice, signed statement from the funeral director, hospital records, police records.	TAFDC: 203.200 (D), 203.300 (D) and 702.140 (D) EAEDC: 702.140 (D) SNAP: N/A
Prior Assistance	Closing letter or statement that the client is no longer receiving assistance in another state. For SNAP: verification needed only when questionable.	TAFDC: N/A EAEDC: N/A SNAP: N/A

Verification of:	Examples of Verifications the Client May Provide	Policy 106 CMR
Vendor Payments	Certificate or proof that housing meets health and safety standards, including lead paint certificate (if appropriate), current utility bill. For SNAP: verification needed only when questionable.	TAFDC: 706.600 through 706.690 EAEDC: 706.600 through 706.690 SNAP: 363.230
Deemor Information	Information about a person (deemor) who may be financially responsible for the client, for example, statement from a sponsor, proof of that person's additional dependents. For SNAP: verification needed only when questionable	TAFDC: 204.235 EAEDC: N/A SNAP: 362.270, 363.220
Effort to Become a Citizen	Verification of courses taken or applications filed.	TAFDC: N/A EAEDC: 320.620 (B) SNAP: N/A

Note: The acceptable verifications listed above are the most commonly used. They are examples only and do not represent a complete list. If the client cannot provide one from the list, the client may contact the case manager for help in finding a different acceptable verification.

For those factors marked N/A, please note that verification may be required if the information given by the household is inconsistent with statements made by the applicant, other information on the application or previous applications, or with information known to the case manager.

OBSOLETE