



POLICY CHANGE ALERT #15-024F

TITLE: PARTICIPANT STATEMENT VERIFICATION

ISSUE DATE: 07/01/2015

EFFECTIVE DATE: EFFECTIVE IMMEDIATELY

Summary

Programs Impacted: NA and CA

This Policy Change Alert is being issued to clarify the use of participant statement verification and the information that must be obtained when participant statement verification is used. This revision is based on a clarification received from the Food and Nutrition Service (FNS).

FAA staff must attempt to obtain proof of mandatory eligibility factors from other acceptable verification sources prior to participant statement verification being used. When using participant statement verification the case file must be documented indicating that the statement was accepted as proof of the eligibility factor.

Participant statement verification is considered an appropriate initial source of verification when the specific policy for the eligibility factor indicates that it is acceptable.

Revision Details

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

POLICY REFERENCE: FAA2.A01C – PARTICIPANT STATEMENT VERIFICATION

Participant statement **verification** is the participant's account of a particular situation.

Participant statement verification may be received in any of the following forms:

- **The current signed application**
- **A written participant statement**
- **The participant's verbal statement of facts**

Key CS in the verification field when participant statement **verification** is used.

A written participant statement must include all details, the participant's signature, and the date signed.

When a participant's verbal statement is used the [case file\(g\)](#) must be documented to indicate the details of the statement and that the statement was accepted.



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For CA and NA, a participant's statement can be used to verify [Self Employment Expenses](#). When current documented verification is not available, obtain the participant's statement at the time of the interview.

For verification of mandatory [eligibility factors](#), obtain a participant statement when ALL of the following apply:

- The participant has attempted, but is unable to provide the verification.
- No other source of verification is available. This includes [documented verification](#) and [collateral contact](#) verification.
- The participant has requested assistance from the local office.
- Local office staff has evaluated the request for assistance and cannot obtain the verification from any acceptable source.
- The participant's statement is not [questionable](#).

EXCEPTION

Do NOT use a participant's statement to verify the following factors:

- **Citizenship**
- **Estimated Date of Delivery (For Tribal-PG ONLY)**
- **Identity**
- **Medical Disability and Incapacity (depending on the program requested)**
- **Noncitizenship Status**
- **Pregnancy (For Tribal-PG ONLY)**
- **Relationship**
- **Social Security Enumeration**

Do NOT use a participant's statement when the participant's statement is questionable

NOTE Clarify questionable information with the participant and clearly document the [case file\(q\)](#).

NOTE Do not send an information request notice for a participant statement.

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at FAAPolicyMgmt@azdes.gov with any questions or concerns regarding this broadcast.



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Please consider the environment before printing this broadcast.

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