

Verification Requirements and Program Options

Item of Eligibility	Mandatory (1)	Optional (2)	Program Flexibility	State Options (3)
Identity	Yes, of the person making application.	Yes, for other household members.	No specific type of document can be required, such as a picture id.	
Residency	Yes, in most cases.		Exceptions include homeless households, some migrant farm-worker households, or households newly arrived in project area when the verification is not reasonably available.	
Household composition		Yes, if questionable		
Alien eligibility	Yes			
Social Security numbers	Yes			
Disability	Yes, if applicable		For some types of disability, observation by the worker suffices.	
Resources		Yes, if questionable	No need to verify for categorically eligible households unless resources have been transferred.	
Gross nonexempt income	Yes		If verification of income unsuccessful after exhausting all attempts, the eligibility worker can determine an amount to be used for certification purposes based on the best available information.	States may exclude certain types of income not counted under TANF or Medicaid. This option does not apply to wages, salaries, benefits from major public assistance programs, regular government payments, worker's comp, and child support payments

- (1) Mandatory according to program rules. Once a State agency determines an item is questionable, then it becomes mandatory to verify it. Program rules provide that the State agency must verify all other factors of eligibility determined to be questionable.
- (2) The State agency can opt to verify anything it chooses. Verification may be required Statewide or throughout a project area, but shall not be imposed on a selective, case-by-case basis on particular households.
- (3) State options that may provide beneficial workload relief are highlighted in green.

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Item	Mandatory	Optional	Program Flexibility	State Options
Shelter costs (excluding utility expenses)	No, but information is needed to calculate the excess shelter deduction.		If verification causes delay in certification, eligibility can be determined without deduction. EW may be able to verify shelter costs in conjunction with residency (i.e. rental or mortgage agreement).	Simplified determination of deductions - state agencies can disregard reported changes in certain deductions until the next recertification except changes with a new residence or earned income. Applies to shelter costs (including utilities), child or dependent care, child support payments, and medical expenses.
Utility expenses	Yes, if claiming expenses in excess of the State agency's utility standard and the expense would actually result in a deduction or for unoccupied homes. Otherwise, no.		The standard utility allowance shall be used if the household is entitled to claim it and has not verified higher actual costs.	See state option under shelter costs. In addition, the simplified SUA eliminates the requirement to prorate the SUA among those that share living space; also allows the SUA for certain households on public housing with shared meters charged excess utility costs.
Child or dependent care expenses	No	Yes		See state option under shelter costs.
Child support	Yes, must verify legal obligation, the amount of obligation, and the monthly amount actually paid.			See state option under shelter costs. Also, option to treat legally obligated child support payments as income exclusion instead of a deduction.
Medical expenses	Yes. No need to re-verify if unchanged or change is \$25 or less.		If verification causes delay in certification, eligibility can be determined without deduction.	See state option under shelter costs.