

Department of Social and Health Services
Olympia, Washington
EAZ Manual

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Category Verification Chart
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Summary

Updated clarifying information in regards to what verification is acceptable for Work Study in the verification chart. See below for edited text:



Verification Charts

Verification Chart - Acceptable Forms

Revised ~~March 10, 2016~~July 29, 2019

Acceptable Forms of Verification Chart

The following table is a suggested list of reliable sources of verification for each eligibility factor. Any source, including verbal, written, and email statements, can be used as long as it meets the "[Criteria for Evaluating Verification](#)".

WHAT TO VERIFY	ACCEPTABLE VERIFICATION
Alien Status (For all non-citizen AU members)	See tables in NILC Guide for documents used to verify alien status
Child Support Obligation	<ul style="list-style-type: none"> • Court papers • SEMS data • Statement from custodial parent • Receipt
Citizenship and Identity for Medicaid	<ul style="list-style-type: none"> • See Citizenship and Identity Documents - Tier 1-4
Citizenship for Cash, ABD and state funded medical assistance (Only if questionable)	<ul style="list-style-type: none"> • Birth Certificate • Naturalization Papers • Passport
Dependent Care Expenses	<ul style="list-style-type: none"> • Statement from the provider • Bills or receipts • SSPS data
Disability	<ul style="list-style-type: none"> • Award letter from SSA • DDDS disability approval • Collateral contact with SSA • Collateral contact with VA • Decision from disability program specialist (ABD cash)
Emergent Medical Condition	<ul style="list-style-type: none"> • Hospital bills • Statement from the provider
Household Composition	<ul style="list-style-type: none"> • Statement from landlord • Rental agreement

WHAT TO VERIFY	ACCEPTABLE VERIFICATION
	<ul style="list-style-type: none"> • Collateral contact
Identity (for Cash and Food)	<ul style="list-style-type: none"> • Driver's license • State ID card • Birth certificate • Passport • School records • Current Alien Registration Card • Collateral Contact outside the client's household • SOLQ
Incapacity	<ul style="list-style-type: none"> • Doctor's statement • Medical records • Decision from disability program specialist
Income	<ul style="list-style-type: none"> • Pay stubs • Employer statement by telephone or in writing • SEMS data • ACES Interfaces • Bank statement that shows direct deposits (many deposits show the net amount, you may need additional information that shows the gross income) • Collateral contact • <u>SOLQ</u> • <u>Financial Aid Award Letter</u>
LAM (Living Above Means)	<ul style="list-style-type: none"> • Alternate Income Verification • Bills/Receipts • Collateral contact • Bank Statement
Medical Expenses	<ul style="list-style-type: none"> • Bills/Receipts • Statement from the provider • Mileage log or receipt for medical transportation costs

WHAT TO VERIFY	ACCEPTABLE VERIFICATION
Pregnancy	<ul style="list-style-type: none"> • Medical records or statement from a licensed medical practitioner (for TANF/SFA/PWA) • Client's statement that she had a positive result from a pregnancy test (for Pregnancy Medical, Family Medical, and Children's Medical only)
Residency	<ul style="list-style-type: none"> • Rental or lease agreement • Statement from landlord • Mortgage papers • Utility company records or bills
Resources - including those of an immigrant's sponsor	<ul style="list-style-type: none"> • Bank statements • Insurance documents • Vehicle registration • Stock certificates • Courthouse records • Property tax statement
Shelter Costs	<ul style="list-style-type: none"> • Landlord statement • Current lease • Rent or mortgage receipt • Utility bills • Collateral contact
SSN Application	<ul style="list-style-type: none"> • Collateral contact with SSA • SSA printouts or documents • Birth document that states SSN was applied for
<u>Work Study</u>	<ul style="list-style-type: none"> • <u>Financial Aid Award Letter</u> • <u>Collateral contact with the institution of higher education</u>

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Verification Chart - Cash and Basic Food

Revised March 10, 2016

Verification Requirements Chart - Cash Assistance and Basic Food

WHAT TO VERIFY	CASH ASSISTANCE	BASIC FOOD
Alien Status	X For all non-citizen AU members*	X For all non-citizen AU members*
Child Support Obligation	X	X Only if questionable (Continue to check SEMS for cases through DCS)
Citizenship	X Only if Questionable	X Only if questionable
Dependent Care Expenses (Including transportation costs)		X Only if questionable (Continue to check WCAP for WCCC copays)
Disability	X	X
Emergent Medical Condition		
Household Composition (Includes Purchase & Prepare arrangements)	X Only if questionable	X Only if questionable
Identity	X For all AU members	X For applicant or both the Head of Household and Authorized Representative

WHAT TO VERIFY	CASH ASSISTANCE	BASIC FOOD
Incapacity		X
Income	X	X Recertification: · If source has changed; or · If amount has changed over \$50. NOTE: There is no requirement to verify income-in-kind for BF.
LAM (Living Above Means)	X Only if Questionable	X Only if questionable
Medical Expenses		X Only for elderly persons or persons with disabilities: <ul style="list-style-type: none"> • At initial application if expenses are more than \$35 monthly; and • At recertification or change of circumstances if expenses have changed by more than \$25.
Pregnancy	X Including Estimated Due Date	
Residency		X Households that are not Categorically Eligible (CE) for Basic Food

WHAT TO VERIFY	CASH ASSISTANCE	BASIC FOOD
Shelter Costs	X Only if questionable, or causes an increase to benefits for a recipient.	X Only if questionable
SSN Application	X	X
Questionable Information	X	X

* Persons who are here without documentation are not required to verify that fact.