

Public Assistance Verification Matrix

Always use the Minimal Standard.
 The preferred method of verification is listed first. If it is not available, go to the next method.

CC = Collateral Contact; CS = Client Statement; HC = Hard Copy; IF = Interface

Note: these values may not be valid values for CBMS.

Eligibility Criteria	FA	CW	MA		AF		ACCEPTABLE SOURCE (not all inclusive)
			MAGI	NON - MAG I	OAP	AND	
Absent Parent Information	-	CS CC HC	-	-	-	-	<ul style="list-style-type: none"> Fill out the Child Support Referral page
Agreement not to Sponsor		HC	HC CS IF	HC CS IF	HC	HC	<ul style="list-style-type: none"> Form must be signed by all qualified non-citizens and is available in CBMS
U.S. Citizenship	CS	IF HC	CS IF HC	HC -IF	CS IF HC	CS IF HC	<ul style="list-style-type: none"> AF and CW accepts CS when citizenship is not questionable. SVES/SCHIP may be used, if available. Citizenship will be verified electronically through the SCHIP for Medical, or original documents when Electronic Verification is not available When entering citizenship, the source should match what was used to verify citizenship.
Date of Birth	CS	IF HC	CS IF HC	CS -IF	IF HC	IF HC	<ul style="list-style-type: none"> DOB Verified via SVES, SOLQ, SDX, BENDEX, SAVE Birth certificate



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Death	CC HC	CC HC	IF CC HC	IF CC HC	CC HC	CC HC	<ul style="list-style-type: none"> ■ The SSA Death Interface is only acceptable for MA. ■ For AF, CW, and FA the SSA Death Interface will trigger a VCL ■ For FA: Death Information will follow Simplified Reporting rules unless a Burial Assistance application is processed, then it will follow Verified Upon Receipt (VUR) rules. ■ Once verified, death information will affect an AF or CW case. ■ For MA once death information is verified, run EDBC back to the death month and authorize the termination for the med span to be end dated to equal the date of death.



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Deductions *excluding shelter (Dependent care, medical, child support paid, etc.)	IF CC HC	IF CC HC	CS	HC	IF CC HC	IF CC HC	<ul style="list-style-type: none"> ■ For AF, the only deductions allowed are unreimbursed medical expenses including Medicare premiums when deeming non-recipient spousal income for OAP. ■ Dependent care (provider statement, receipt) ■ ACSES Interface (for Child Support) ■ For FA, customers only have to verify the first \$35.01 of a medical expense in order to receive the Standard Medical Expense Deduction (SMED) of \$165. ■ For FA, if a customer pays more than \$200.01 in medical expenses, it's encouraged they verify their actual expense amount. They will be eligible to receive a deduction based on their actual expense amount (minus \$35). ■ Following documents that show Child Support Deductions: <ul style="list-style-type: none"> ■ Court Order/Order Number ■ FSR Printouts ■ UIB ■ Paycheck Stub ■ Social Security Interface or Award Letter ■ For FA, verification requirements of deductions may differ at RRR. Refer to rule 4.502 (B). ■ For MAGI, the 5% disregard is only applied when a member is over income.



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Disability/Incapacity	HC CC	-	CS	HC	CS	HC	<ul style="list-style-type: none"> ■ Observation by EF worker for EF exemption ■ Doctor's statement ■ Med-9 (required for AND-SO) ■ ARG determination (acceptable for AND-SO) ■ AND-SO: After receiving a completed Med-9 with Box 2 checked, the RFCSM is completed for those with a 6 month or longer disability. ■ Interface acceptable for AND-CS
Dual Participation (Out of state)	CC HC	CC IF HC	-	-	CC IF HC	CC IF HC	<ul style="list-style-type: none"> ■ Collateral call ■ PARIS report ■ Discontinuation notices
Employment Termination	CC IF HC	CC HC IF	CS	CS	CC HC IF	CC HC IF	<ul style="list-style-type: none"> ■ Work Number ■ Collateral call to former employer ■ DOLE ■ Employment letter ■ Layoff papers
Felony Drug Conviction	-	CC HC	-	-	-	-	<ul style="list-style-type: none"> ■ Collateral call ■ Confirmed participation in or completion of a drug treatment program ■ Prison/Jail Records ■ Parole/Probation Records
Financial Aid (Higher Education)	-	CC HC	CS	HC	CC HC	CC HC	<ul style="list-style-type: none"> ■ CW/AF: Only countable income are work study earnings above the need standard ■ Collateral call ■ Statement, letter or records from school/organization ■ Financial Aid Verification ■ Award Letter ■ For FA/CW/AF financial aid is exempt. ■ For FA, You would only have to enter Work Study information if the student's receipt of Work study would make them eligible for FA. ■ For MA, financial aid is only counted if it is used for living expenses.



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Fugitive, Fleeing Felon, or Parole Violator	CC HC	CC HC	-	-	CC HC	CC HC	<ul style="list-style-type: none"> ■ Call to law enforcement ■ State Auditor's Report ■ Hard Copy Documentation from law enforcement ■ For FA, person must be aware that warrant has been issued to be considered fleeing; there is a 4 part test used to determine a fleeing felon for FA- refer to rule 4.304.4(B)
Household composition	CS	CS	CS	CS	CS	CS	<ul style="list-style-type: none"> ■ Client statement unless questionable
Identity (Only verified once)	HC IF CC	HC IF	HC IF CS	HC IF	HC IF	HC IF	<ul style="list-style-type: none"> ■ For FA, only for HOH ■ Valid driver's license, DMV ID card, DMV Interface, or state identity card ■ Work or school ID card (for cash programs refer to the Lawful Presence Desk Aid) ■ Military service ID ■ <u>NOT ALL INCLUSIVE for FA, please refer to rule 4.301</u>



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<p>Income – Earned, Unearned, and In-Kind</p> <p>(Wages, Self-employment, child support, SSA, etc.)</p> <p>For earned income, must be able to determine accurate, representative income with a minimum amount of verification</p>	CC HC IF	CC HC IF	CS IF HC	CC HC IF -	CC HC IF	CC HC IF	<ul style="list-style-type: none"> ■ Work Number ■ Collateral call to employer ■ Earning statements or check stubs ■ Self-Employment: recent IRS tax return or business records *For FA, the customer’s self-attestation is an acceptable source for self-employment. However it’s entered into CBMS as self-employment ledger. *AF and CW accept the client’s written statement of income and itemized expenses. *For MA, a ledger is acceptable. ■ For FA, S-Corp or LLC: refer to rule 4.403(F) ■ Cash contributions: Statement from person or agency providing the money or making payment for you ■ Employer Statement ■ Statement from person providing In-Kind income ■ Consider Reasonable Compatibility for MAGI Medicaid ■ Child support: <ul style="list-style-type: none"> ■ Out of state verification ■ Current court records ■ Statement from parent providing support ■ Support agreement ■ Divorce or separation decree ■ ACSES Interface ■ For FA, verification requirements of income may differ at RRR. Refer to rule 4.502 (B). ■ For MA, Client Statement is acceptable if the income can be verified by the Interface.
Lawful Presence Affidavit only	-	HC IF	HC	HC	IF HC	IF HC	<ul style="list-style-type: none"> ■ Signed lawful presence affidavit Or DMV lawful presence interface
Living arrangements (minors)	-	CS CC HC	CS	-	-	-	<ul style="list-style-type: none"> ■ Group homes, maternity homes, non-biological parent ■ Refer to individual county policy for other approved setting criteria



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Marital Status / Civil Union	CS	CS	CS	HC	CS CC HC	CS CC HC	<ul style="list-style-type: none"> For AF, need CC or HC of divorce or legal separation. CS acceptable for all other status though the verification source should match what is contained in the file and/or CBMS.
Parent Custody Agreement (Exercises Responsibility)	HC* CC*	CC HC	CS	-	-	-	<ul style="list-style-type: none"> Court documents Letter signed by parent(s) *Specified Caretaker for CW customer does not have any documents then worker should use PPP and document Caretakers – Proof of custody *Only applicable for FA if two HHs are disputing custody and are applying for FA for the same child(ren)
Pregnancy and Estimated Due Date	-	CC HC	CS	CS	-	CS CC HC	<ul style="list-style-type: none"> For FA EF exemption: worker observation, Doctor's statement, or CC For CW, Doctor's statement, medical record with due date, medical assessment report
Program Disqualifications	CC HC CS	CC HC	-	-	-	-	<ul style="list-style-type: none"> eDRS (then verify with State mentioned) For FA: If information is found in eDRS, client can affirm that information through CS. If client will not affirm, we must verify DQ period and decision date or waiver date with other state
Pursuit of Available Income	-	CC IF HC	-	HC CC IF	CC IF HC	CC IF HC	<ul style="list-style-type: none"> Proof of application for UIB/VA benefits/Railroad retirement/Social Security or Private Retirement, etc.
Qualified non-citizens status	IF HC	HC	HC	HC	HC	HC	<ul style="list-style-type: none"> SAVE Form I-94, I-151, I-551 or other valid United States Citizenship and Immigration Service (USCIS) records SA 40-Quarter Social Security Number Inquiry For MA, Client Statement is acceptable if verified through the interface.



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Relationship	CS	CS HC CC	CS	CS	CS	CS	<ul style="list-style-type: none"> ■ Collateral contact ■ Birth certificate ■ Adoption papers or records ■ Hospital or public health records of birth and parentage ■ Bureau of Vital Statistics documents ■ School or day care records ■ Child support paternity records ■ BIA or Tribal records ■ Marriage license/tribal marriage certificates ■ Divorce/Custody papers ■ Court records of parentage
Residency	CS	CC HC CS	CS	CC HC	CS	CS	<ul style="list-style-type: none"> ■ Client statement unless questionable ■ Lease ■ Mail ■ DMV card
Resources (Bank accounts, cars, insurance, etc.)	CS* CC* HC*	-	CS	HC CC IF	CC HC	CC HC	<ul style="list-style-type: none"> ■ Kelly Blue Book ■ Current bank or credit union statement(s) (including Online printouts) ■ Insurance policy <p>*FA: Resources count only for HHs subject to standard eligibility rules. Use CS unless questionable</p> <p>*FA: Vehicles exempt for ALL HHs.</p> <ul style="list-style-type: none"> ■ <u>NOT ALL INCLUSIVE FOR ALL TYPES OF RESOURCES...</u>
Retro Med	-	-	CS	CS	-	-	<ul style="list-style-type: none"> ■ Date of service up to 90 days back from date of app including verification of income for the date spans
Shelter Costs (Rent/Mortgage/Taxes/Insurance/HOA)	CS	-	CS	HC	CC HC	CC HC	<ul style="list-style-type: none"> ■ FA: Client statement unless questionable ■ Collateral call ■ Statement from mortgage company or bank ■ Current lease, rental receipt ■ Statement by landlord <p>*Only needed for AND/CS and OAP</p> <p>*CBMS does not count ISMs per rule for AND-SO.</p>



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Social Security Number	CS IF HC	IF CC HC	IF CS HC	CS IF	IF CC HC	IF CC HC	<ul style="list-style-type: none"> ■ SVES Interface ■ Application for SSN
Sponsor Information	HC	HC CC	HC	HC	HC CC	HC CC	<ul style="list-style-type: none"> ■ Secondary SAVE ■ Affidavit of Support I-864 ■ All Sponsor income, resources, and household comp. should be obtained. For FA, resources count only for Standard Eligibility households. ■ For FA, only request Sponsor income, resources and household comp. when the sponsored individual is an eligible non-citizen.
Standard Utility Allowance (SUA)	CS	-	-	-	CC HC	CC HC	<ul style="list-style-type: none"> ■ LEAP ■ For AF - only required if needed to determine responsibility for fair share in addition to shelter costs
Student Information (high school)	CC HC	CC HC	CS	-	-	-	<ul style="list-style-type: none"> ■ Verification from school if: <ul style="list-style-type: none"> ■ 16-18 & HOH ■ 16-18 employed & living with parents ■ For CW: all school-aged children should be enrolled in school and CW should verify enrollment for children 16-18 and ask what is the highest graded completed for CW customers aged 6 and over.
Third Party Insurance	-	-	CS IF	HC IF	-	-	<ul style="list-style-type: none"> ■ Copy of Medical Insurance Card – both sides ■ BENDEX ■ Insurance Policy Numbers

