



## 103-4 Verification and Documentation

<b>Supersedes:</b>	TANF 103-4 (07/01/09); TB-55 (02/16/10); TB-62 (02/07/11)
<b>References:</b>	ARM 37.78.102
<b>Overview:</b>	<p>GENERAL RULE—Non-financial and financial criteria must be verified and/or documented for all TANF cash assistance applicants and participants and when adding a new household member to the TANF household.</p> <p>Following is a list of items that must be verified and/or documented.</p>
<b>AGE</b>	<b>Hard copy verification is required.</b> (TANF 304-1)
<b>CITIZENSHIP</b>	<b>Hard copy verification is required.</b> (TANF 301-1 and 301-2)
<b>COOPERATION WITH CSED</b>	Required for TANF cash assistance. (TANF 306-1) (TANF 306-1, 306-2 and 306-3)
<b>EMPLOYABILITY PLAN (EP)</b>	Required for all individuals who are referred to WoRC for case management services.
<b>HOUSEHOLD COMPOSITION</b>	Hard copy/collateral verification is only required if household composition is questionable. (TANF 201-1; 201-3; 302-1). (TANF 201-3)
<b>INCOME</b>	Document on case notes what verification was used and how income was derived. (TANF 500 and 600 sections)
<b>LIVING WITH A SEPCIFIED RELATIVE</b>	<b>Hard copy verification is required</b> in case file. (TANF 305-1)
<b>MARTIAL STATUS</b>	If questionable, marital status must be verified. (TANF 201-2)
<b>PREGNANCY</b>	<b>Written medical verification of the expected due date</b> is required if the woman is applying for TANF and has no other minor children in the home. (TANF 201-1 page 3)
<b>PROGRAM COMPLIANCE</b>	The caretaker relative is required to cooperate with Program Compliance Reviews of any involvement unit in the case. (TANF 1508-2)
<b>RESIDENCE</b>	Hard copy/collateral verification is not required unless residence is questionable. (TANF 302-1)
<b>RESOURCES</b>	Keep necessary hard copy verification in case file. (TANF 400 sections)
<b>SOCIAL SECURITY NUMBER</b>	Use participant statement; SSA interface will verify. Hard copy is not required. (TANF 303-1)
Date Revised	July 1, 2011