

Verification

B. INCOME

ITEM	PROGRAMS	WHEN TO VERIFY	POSSIBLE SOURCES OF VERIFICATION
<p>1. Earned Income</p> <p>Verify source and amount</p> <p>NOTE: All income used in calculating eligibility and the amount of the benefit must be verified. However, income considered, but not used, need not be verified.</p> <p>NOTE: The year-to-date amounts on pay stubs may only be used when the client has verification of all of the other pay amounts whether used or not, but is missing one.</p>	<p>All Programs and coverage groups with an income test</p>	<p>Prior to approval, at redetermination.</p> <p>Medicaid: When a change in the amount is reported</p> <p>WV WORKS: When a change is reported in rate of pay, or number of hours, verify the change. When a change is reported in the source, verify rate of pay, number of hours and source.</p> <p>SNAP only: The change in the income amount must be more than \$50 for verification to be required.</p>	<p>Pay stubs, written statement from employer, self-employment records, Work Record Sheet ES-17, military Leave and Earnings Statement (LES). The amount of earnings received on a pay card may also be verified electronically via text message, calling the number on the debit card or accessing the employer's website.</p> <p>NOTE: The military LES is received at the beginning of the month and shows earnings for services performed in the prior month.</p> <p>Use the best source of verification available. When there is absolutely no other source of verification, the client's statement must be used.</p>

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ITEM	PROGRAMS	WHEN TO VERIFY	POSSIBLE SOURCES OF VERIFICATION
<p>2. Unearned Income</p> <p>Verify source and amount</p> <p>NOTE: All income used in calculating eligibility and the amount of the benefit must be verified. However, income considered, but not used, need not be verified.</p> <p>NOTE: The year-to-date amounts on check stubs may only be used when the client has verification of all of the payment amounts whether used or not, but is missing one.</p>	<p>All Programs and coverage groups with an income test</p>	<p>Prior to approval, at redetermination, when a change in the source or amount is reported</p> <p>SNAP Only: The change in the income amount must be more than \$50 for verification to be required.</p>	<p>Award letter, computer matches, written statement from source, BCSE information, written statement from contributor, RAPIDS data exchanges</p> <p>The amount of unearned income received on a pay card may also be verified electronically via text message, calling the number on the debit card or accessing the source's website.</p> <p>Use the best source of verification available. When there is absolutely no other source of verification, the client's statement must be used.</p>

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3. Shelter Expenses	SNAP	Only when information provided is questionable.	<p>Current bills or receipts. If a homeless AG has difficulty obtaining traditional types of verification, the Worker must use judgment in determining if verification obtained is adequate.</p> <p>EXAMPLE: A homeless individual claims incurred shelter costs for several nights. The costs are comparable to those incurred by other homeless people. The Worker may decide to accept this information and require no further verification.</p>

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4. Utility Expenses for SUA Standards	SNAP	Only when information provided is questionable.	Current bills or receipts, landlords statements, lease agreements
5. Child Support Verify the legally obligated amount and the amount actually paid, including the value of any in-kind payments.	SNAP	Prior to approval, at redetermination or when the client reports a change in the legally obligated amount or amount actually paid	Court order or legal separation agreement, cancelled checks, OSCAR , pay stubs showing wage withholding, signed receipt or statement from the custodial parent
6. Dependent Care Expenses	SNAP, WV WORKS	Prior to approval, at redetermination or when the client reports a change. SNAP: Only when information provided is questionable.	Day care bills, receipts, written estimates of anticipated costs from the provider, child care program certification letters showing client liability.

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3. Pregnancy	SNAP, WV WORKS	Prior to exemption	Statement from physician, physician's assistant, nurse practitioner or other licensed health care provider, which shows the expected date of delivery.
4. Good Cause For Leaving Or Refusing Employment	SNAP, AFDC Medicaid and WV WORKS	When good cause is claimed. SNAP only: Good cause is determined at redetermination and application.	Employer's statement, grievance board decisions, statements of witnesses, BEP decision, employee associations, union representatives. For WV WORKS only: Statement from school or educational facility of enrollment and/or attendance in a full-time educational activity.
5. Good Cause For Voluntarily Quitting Employment	SNAP, WV WORKS	SNAP: When an applicant quits employment within 60 days prior to the application date or a recipient quits a job. Good cause is determined at redetermination and application. WV WORKS: When an applicant quits employment within 45 days prior to the application date or a recipient quits a job at any time	Employer's statement, grievance board decisions, statements of witnesses, BEP decision For WV WORKS only: Statement from school or educational facility of enrollment and/or attendance in a full-time educational activity.

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H. GENERAL FACTORS

ITEM	PROGRAMS	WHEN TO VERIFY	POSSIBLE SOURCES OF VERIFICATION
1. Identity	<p>All Programs and coverage groups. SNAP Program: This includes authorized representatives.</p> <p>EXCEPTIONS: WV CHIP: This requirement does not apply.</p> <p>Medicaid: The following applicants and recipients are exempt from the requirement:</p> <ul style="list-style-type: none"> - SSI recipients - RSDI recipients when receipt is based on disability - Medicare enrollees or those eligible to enroll in Medicare - Individuals covered under Title IV-B child welfare services or Title IV-E foster care or adoption services. 	<p>Prior to approval. At redetermination for active Medicaid recipients, if not previously verified.</p> <p>NOTE: Is not waived for SNAP Expedited Service cases</p>	<p>Such as but not limited to: Driver's license, school ID cards or records, marriage records, library card, credit cards, Employment Services registration card, Social Security card, written statements from neighbors, police records, employment ID or records, voters registration card, military discharge papers, selective service card, state ID card, passport, military identification card, SVES data match.</p> <p>NOTE: Identity is considered verified when an application is received by inROADS which contains an E-signature.</p> <p>See Section 4.3 for specific documentation requirements for Medicaid.</p>
2. Residence	SNAP	Prior to approval	Rent or mortgage receipts, landlord's statement, written statements from neighbors, employment records

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7. Out-Of-Pocket Medical Expenses	Medicaid	When the Department causes a delay in Medicaid coverage, and the client incurs medical expenses, which would have been paid by Medicaid, had the Department acted timely	Original bills from the medical provider and proof of payment by the client; Receipts from the medical provider
8. Which Parent Will Receive Benefits For Child In Joint Custody Cases	WV WORKS, SNAP	Prior to approval, at redetermination, when a change is requested by parents. For SNAP, only verify when questionable.	Statements from parents; collateral statements from friends, neighbors, family; court order.
9. Compliance With PRC Requirements	WV WORKS	At time limits established in the PRC.	Contact with other agency or institution, written notice of compliance from the entity with whom the client was required to participate; copies of official documents from other agency or institution.
10. Adult-Supervised Living Arrangement	WV WORKS	Prior to approval; at each redetermination; when a change is reported.	Contact with the supervising adult; written statement from the supervising adult; collateral contacts; home visit