

TA/FS DOCUMENTATION/VERIFICATION DESK GUIDE

TA	FS	ELIGIBILITY FACTOR	PRIMARY	SECONDARY	TA	FS	ELIGIBILITY FACTOR	PRIMARY
M	M	Identity	Photo I.D. Driver's License US Passport Naturalization Certificate Hospital/Doctor's Records Adoption Papers For FS – Identity is only mandatory for the person making the application.	Statement from Another Person Social Security Number Birth/Baptismal Certificate SOLQ For FS - In the case of an authorized representative, both the auth rep and applicant must verify Identity.	M	N	Absent Parent Information	Pay Stubs Tax Returns Social Security or VA Records Unemployment (UIB) Book ID Cards (Health Insurance) Driver's License or Registration
M	N	Marital Status	Marriage/Death Certificates Separation Agreement Divorce Decree Social Security Records VA Records	Statement from Clergy Census Records Newspaper Notice Statement from Another Person	M	M *	Social Security Number	Social Security Card Official Correspondence from SSA For TA and FS , provided or apply for # at certification; must verify at first recertification unless validated by WMS SOLQ
M	M *	Residence	Statement from Landlord Current Rent Receipt or Lease Mortgage Records For FS - Residence is verified at a household level	Statement from Another Person Current Mail School Records Utility bill	M M	Q M	Citizenship Alien Status	Birth/Baptismal Certificate Hospital Records US Passport Military Service Records Naturalization Certificate USCIS Documentation Evidence of Continuous US Residence since Prior to 1/1/72 For TA and FS , alien status is verified on an individual basis For FS Only , citizenship is verified only if questionable
M	M *	Household Composition/ Size	Statement from Non-relative Landlord For FS – household size must be verified. This can be done through collateral contacts or readily available documents which can be used to establish Identity.	Statement from Other Persons	M	M *	Earned Income	Current Wage Stubs and Statement of Tips Pay Envelopes Contact with Employer Business Records Records and Related Materials Concerning Self-Employment Earnings and Expenses Current Income Tax Return Statement from Roomer, Boarder, Tenant Income Tax Records
M	M *	Age	Birth Certificate Baptismal Certificate Hospital Records Adoption Records Naturalization Certificate Driver's License For FS Only , DOB can be Verified at Recertification	Insurance Policy Census Records School Records Statement from Another Person Physician Statement Official Correspondence from SSA	M	M *	Unearned Income	Statement from Family Court Statement from Person Paying Statement from School Statement from Bank or Credit Union Statement from Broker/Agent Support Check stubs Current Award Certificate Current Benefit Check
M	N	Absent Parent	Death Certificate Survivor's Benefits Hospital Records VA or Military Records Divorce Papers Proof of Remarriage	Newspaper Notice Insurance Company Records Institutional Records Agency Case Records and Burial Payment Lines Statement from a Non-Relative				Official Correspondence with NYS Dept. of Labor Official Correspondence from SSA Official Correspondence from VA Official Correspondence from source of income Award Letter

LEGEND: **M** = Mandatory Documentation/Verification required for Certification
N = No Documentation/Verification required
O = Optional Documentation/Verification (may be necessary for TA and/or FSP eligibility or benefit amount.)
***** = Verification can be pended under FSP Expedited Processing

TA/FS DOCUMENTATION/VERIFICATION DESK AID

TA	FS	ELIGIBILITY FACTOR	PRIMARY	EXPENSES THAT MAY AFFECT ELIGIBILITY OR BENEFIT AMOUNT			
M	M *	Resources	Statement from household Statement from nursing home Current bank records Current credit union records Stock certificate Bonds Statement from financial institution Insurance policy Statement from insurance company Burial agreement Burial plot deed Statement from funeral director Refund or EITC check Statement from tax office Deed Statement from real estate broker Appraisal/estimate of current value by broker Title of ownership Registration (older models) Appraisal of current value by dealer Financing data Statement from source of payment	TA	FS	ELIGIBILITY FACTOR	PRIMARY
			O	O *	Shelter Expenses	Current rent receipt Current lease Mortgage book/records Property and school tax records Landlord statement Sewer and water bills Homeowner's insurance records Fuel bills Non-heating utility bills Telephone bills	
			O	O *	Medical Bills	Copies of medical bills (paid and unpaid) Provider Statement of Health Insurance premiums Medicare Prescription Drug Card For FS, for A/D individuals only	
			O	O *	Unpaid Bills Rent, Utility	Copy of each bill showing amount owed, period of services and provider	
			O	O *	Other Expenses Dependent Care Cost	Court order Statement from day care center or other child care provider Statement from aide or attendant Cancelled checks or receipts	
M	O *	Health Insurance	Insurance policy Insurance card Statement from provider of coverage Medicare card				
M	O *	Disabled/ Incapacitated/ Pregnant	Statement from medical professional verifying pregnancy and expected date of birth Statement from medical professional Proof of SSA or SSI benefits for disability or blindness				
N	M *	Able-Bodied Adult Without Dependents (ABAWD) Eligibility	For non-waiver areas and non-exempt individuals Proof of working and/or work program participation for at least 80 hours per month Check Time Limit Tracking Menu (#17 on WMS menu) for 3 or more months of FS receipt in past 36 months without meeting ABAWD work requirement				
M	O *	Referral	Statement from provider of treatment Statement from employment service				
O	O *	School Attendance	School records (current report card) Statement from school For FS, affects work registration and earnings of children under 18				
				<p>*LEGEND: M = Mandatory Documentation/Verification required for Certification N = No Documentation/Verification required O = Optional Documentation/Verification (may be necessary for TA and/or FSP eligibility or benefit amount.) Q = Verification is only necessary if questionable * = Verification can be pended under FSP Expedited Processing</p>			