



TABLE OF CONTENTS (TOC)

Absent Parent Information	Household Composition	Resources (bank accounts...)
Agreement Not to Sponsor	Identity	Retro Med
Citizenship (US)	Income: Earned, Unearned...	Shelter Expenses (rent...)
Date of Birth	Living Arrangements (Minors)	Social Security Number
Death	Marital Status / Civil Union	Sponsor Information
Deductions (Excluding Shelter)	Parent Custody Agreement...	Student Information
Disability / Incapacity	Pregnancy and Estimated Due...	Third Party Insurance
Dual Participation (Out of State)*	Program Disqualifications	Utilities
Employment Termination	Pursuit of Available Income...	
Felony Drug Conviction	Qualified Non-Citizen Status	
Financial Aid (Higher Education)	Relationship	
Fugitive, Fleeing Felon, or...	Residency (State Residency...)	

LEGEND

Always use the minimal standard of verification necessary to determine eligibility.

**Supplemental
Nutrition
Assistance
Program
(SNAP)**

**Modified
Adjusted
Gross Income
(MAGI)**

**Adult
Financial
Old Age
Pension
(OAP)**

**Colorado
Works
(CW)**

**NON Modified
Adjusted
Gross Income
(NON-MAGI)**

**Adult
Financial
Aid to the
Needy and
Disabled
(AND)**

Acceptable Verifications (not all inclusive)

NOTE: “Questionable” means inconsistent or contradictory information, statements, documents, or case documentation that requires verification from the household to determine eligibility.

CC Collateral Contact

CS Client Statement

HC Hard Copy

IF Interface

**These values may not be valid for CBMS.
Enter the source that was provided with
the application.**

Absent Parent Information

SNAP

MAGI

OAP

CW



NON
MAGI

AND

- Fill out the Child Support Referral page.

Agreement Not to Sponsor

SNAP

MAGI

OAP

HC

CW

NON
MAGI

AND

HC

- Form must be signed by all qualified non-citizens. This form is available through the Print Form Manually page in CBMS (except SNAP).
- CW / OAP / AND: A signed Single Purpose Application (SPA) or completed PEAK application meets the requirement for the agreement not to sponsor and a separate form is not required.



Citizenship (US)



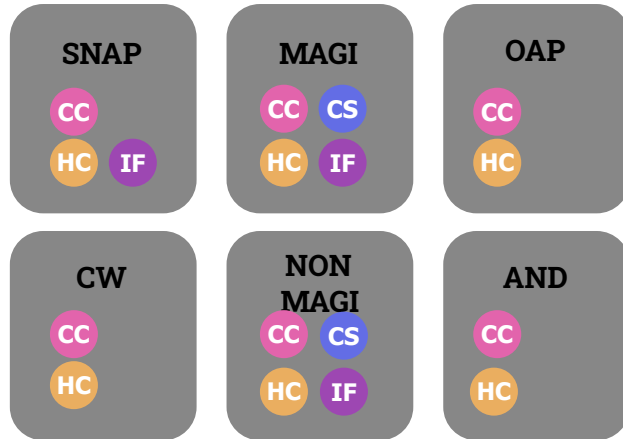
- When entering citizenship, the source should match what was used to verify citizenship.
- SNAP / AF / CW accept Client Statement when citizenship is **not questionable**.
- Example verifications:
 - MA: Electronically through the SCHIP or original/copied documents when electronic verification is not available. Can be Client Statement **until verification is received** electronically through the SCHIP.
 - For MA we don't need the original documentation.
- MA: If Identification or citizenship cannot be verified electronically, the member will receive a Reasonable Opportunity Period of 90 days to provide documentation.

Date of Birth



- Example verifications:
 - **IF:** SVES, SOLQ, SDX, BENDEX, SAVE
 - **HC:** Birth certificate
- **MA:** If Identification or citizenship cannot be verified electronically, the member will receive a Reasonable Opportunity Period of 90 days to provide documentation.

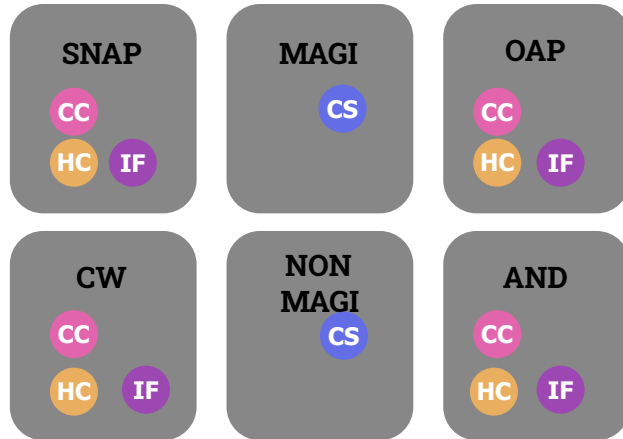
Death



- The SSA Death Interface is only acceptable for MA.
- 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. Once the date of death (DOD) information is received from the BIDM Vital Stats DOD Interface and is processed, eligibility may be determined based on the member's current MA status.
- AF / CW / SNAP: The SSA Death Interface will trigger a VCL.
 - AF / CW: Death information will affect when verified.
- SNAP: Unless Burial Assistance application is verified or SSA Death Match process occurs, mid-certification death follows Simplified Reporting rules.



Deductions (Excluding Shelter)



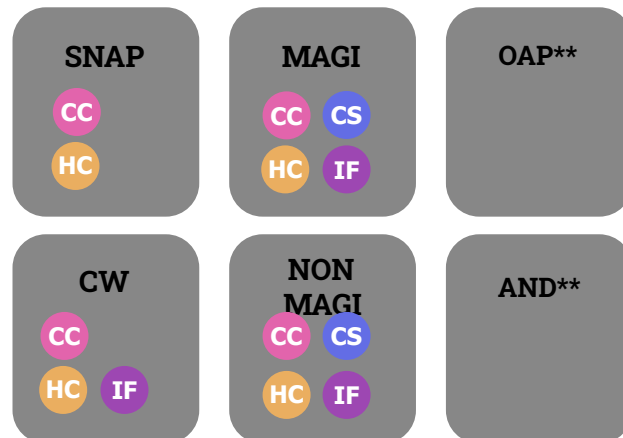
- **AF**: The only deductions allowed are medical care payments by the spouse for his or her dependents who are not covered by Medicare, Medicaid, or other health programs or any amount of obligation of the spouse due to orders of judgment or for support by a court, unless there is a garnishment when deeming non-recipient spousal income for OAP.
- **CW**: Deductions only apply to calculation of deemed income from sponsors or step-parents.
- **SNAP**: Verification requirements of deductions may differ at RRR.
 - **Medical Expense (SNAP)**
 - Verify first \$35.01
 - If a client pays more than \$200.01 in medical expenses, verify actual medical expenses amount to apply to a medical case deduction (minus \$35).
 - **Dependent care example verifications:**
 - Provider statement or receipts accepted
 - **Child Support example verifications:**
 - ACSES
 - Court Order / Order Number
 - FSR Printouts
 - UIB
 - Paycheck stub
 - Social Security Interface or Award Letter
- **MA**: For MAGI programs, the 5% disregard is only applied when a member is over income.
- **MA**: For MAGI programs there are allowable deductions to help lower an individual's Adjusted Gross Income; employment expenses, certain tax deductions, educator expenses (FSA), etc.

Disability / Incapacity



- Example verifications:
 - SNAP: Client statement for EF exemption
 - Valid Med-9 (required for AND-SO)
- ARG determination (acceptable for AND-SO, MA)
- MA / OAP / AND / SNAP: SSA interfaces (BENDEX, SDX, SVES)
- MA: Aged 65+
- OAP: Aged 60+ if declares a disability; aged 65+ if no declared disability.
- SNAP: Aged 60+

Dual Participation (Out of State)*



- Example verifications:
 - Collateral call
 - PARIS report
 - Discontinuation notices

* This is called *Duplicate Participation* for SNAP.

** There is no Dual Participation functionality for any AF program.

Employment Termination

SNAP 	MAGI 	OAP
CW 	NON MAGI 	AND

- Example verifications:
 - Work Number
 - Collateral call to former employer
 - DOLE (not acceptable for AF / CW or SNAP)
 - Employment letter
 - Layoff papers
- Client statement can be accepted for SNAP, if the agency cannot verify the termination.

Felony Drug Conviction

SNAP 	MAGI 	OAP
CW 	NON MAGI 	AND

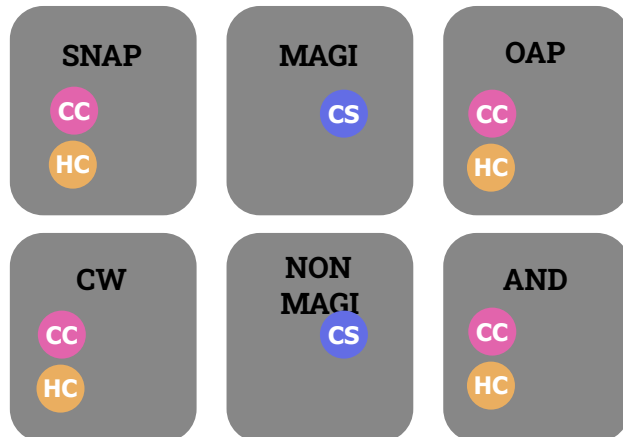
- CW: Confirmed participation in or completion of a drug treatment program needed
- Example verifications:
 - Collateral call
 - Prison / Jail Records
 - Parole / Probation Records

Financial Aid (Higher Education)



- AF / CW / SNAP: Financial aid is exempt.
 - SNAP: Enter Work Study information if that would make them a SNAP eligible student or if needed for another program.
- MA: Financial aid is only counted if it is used for living expenses.
- Example verifications:
 - Collateral call
 - Statement, letter, or records from school/organization
 - Financial Aid Verification
 - Award Letter

Fugitive, Fleeing Felon, or Parole Violator



- SNAP: There is a 4 part test used to determine a fleeing felon.
- Example verifications:
 - Call to law enforcement
 - State Auditor's Report
 - Documentation from law enforcement

Household Composition

SNAP

CS

MAGI

CS

OAP

CS

CW

CS

NON
MAGI

CS

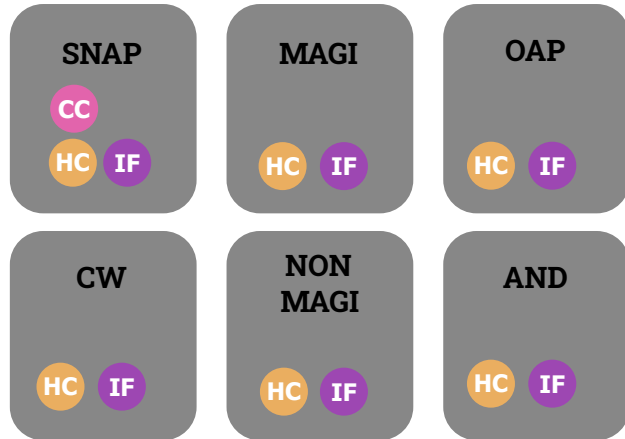
AND

CS

- Client statement, unless questionable.



Identity



- SNAP: Only for HOH and verified once.
- CW: Valid ID required at new application.
- Example verifications:
 - Valid driver's license, DMV ID card, DMV Interface, external DMV database results, or state identity card
 - Work or school ID card
 - Military service ID
 - Other documents per program rules
- MA: If Identification or Citizenship cannot be verified electronically, the member will receive a Reasonable Opportunity Period (ROP) of 90 days to provide documentation. At the end of the ROP if documentation is not received the member will be terminated.
- AF: Verified at new application. Verification can include a DL/ID expired up to 10 years from the AF application date. Identification verification can be from a noncompliant "real ID" state.

Income: Earned, Unearned, and In-Kind



- SNAP: Verification requirements of income may differ at RRR. CS is acceptable for Expedited SNAP. This is due to postponed verification.
- MA: Client statement is acceptable if the income can be verified by the Interface.

CASH CONTRIBUTIONS:

- Statement from person or agency providing the money or making payment.

CHILD SUPPORT:

- ACSES Interface
- Statement from parent providing support
- Divorce or separation decree

EARNED:

- Work Number
- Collateral call to employer
- Employer Statement
- Earning statements or check stubs

IN-KIND:

- Statement from person providing the in-kind income
- MA: Collateral Contact is acceptable

SELF-EMPLOYMENT:

- SNAP: Accepts client statement.
- CW: Accepts the client's written statement of income and itemized expenses.
- AF: Accepts the client's written statement of income and itemized expenses, ledgers, receipts, or other documents.
- MA: A ledger is required. If the ledger is completed on the application, no additional verification is needed.

UNEARNED:

- Non-MAGI: Client Statement is not acceptable. Verification must be provided.

Living Arrangements (Minors)

SNAP CS	MAGI CS	OAP CS
CW CC CS HC	NON MAGI CS	AND CS

- Group homes, maternity homes, non-biological parent
- For CW, minors must be in a county approved setting.
 - Refer to individual county policy for approved setting criteria.

Marital Status / Civil Union

SNAP CS	MAGI CS	OAP CS HC
CW CS	NON MAGI CS HC	AND CS HC

- AF: Client statement is acceptable unless questionable.

Parent Custody Agreement (Exercises Responsibility)

SNAP CC CS HC	MAGI CS	OAP
CW CC HC	NON MAGI	AND


- CW: Proof of responsibility is not required for a parent-child relationship unless questionable or determining who should receive CW when multiple parties have requested for the same child.
 - Non-parent caretakers must provide either proof of relationship (within the 5th degree) or custody.
 - If the customer does not have any documents, then the worker may use PPP and document.
- SNAP: See program rules for custodial disputes for children.
 - Court documents
 - Letter signed by parent(s)

Pregnancy and Estimated Due Date

SNAP CS	MAGI CS HC	OAP
CW CC HC	NON MAGI CS HC	AND CC CS HC










- CW: Doctor's statement, medical record with due date, medical assessment report

Program Disqualifications

SNAP    	MAGI	OAP
CW  	NON MAGI	AND

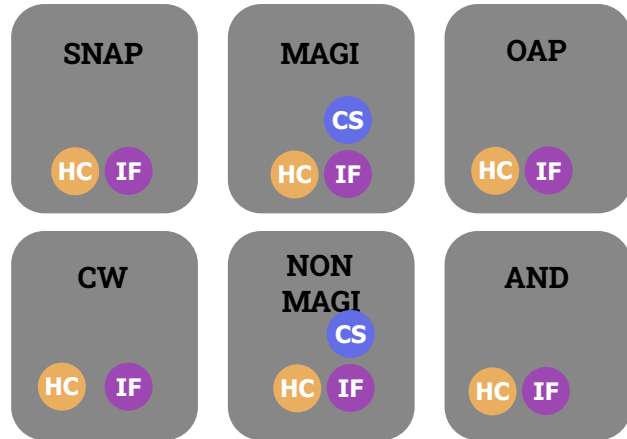
- SNAP: If information is found in eDRS, clients can affirm that information through CS.
 - If client will not affirm, we must verify DQ period and decision date or waiver date with other state.
- eDRS (then verify with state mentioned)

Pursuit of Available Income (Potential Income)

SNAP	MAGI	OAP   
CW   	NON MAGI	AND   

- Proof of application for UIB/VA benefits / Railroad retirement / Social Security or private retirement, etc.

Qualified Non-Citizen Status



- SAVE
- Form I-94, I-151, I-551, or other valid United States Citizenship and Immigration Service (USCIS) records
- SSA 40-Quarter Social Security Number Inquiry
- SNAP: CS is acceptable when documentation of status is not available for Cuban/Haitian Entrants.
- MA: CS is acceptable if verified through the interface.
- MA: If Identification or Citizenship status cannot be verified electronically, the member will receive a Reasonable Opportunity Period of 90 days to provide documentation. At the end of the ROP if documentation is not received the member will be terminated.

Relationship



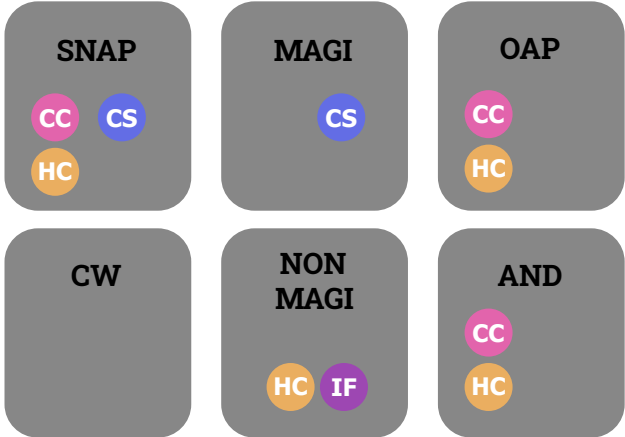
- Collateral contact
- Birth certificate
- Adoption papers or records
- Hospital or public health records of birth and parentage
- Bureau of Vital Statistics documents
- School or day care records
- Child support paternity records
- BIA or Tribal records
- Marriage license/tribal marriage certificates
- Divorce/custody papers
- Court records of parentage

Residency (State Residency, not Immigration Status)



- Client statement unless questionable
- Lease
- Mail
- DMV card

Resources (bank accounts, cars, insurance, etc.)



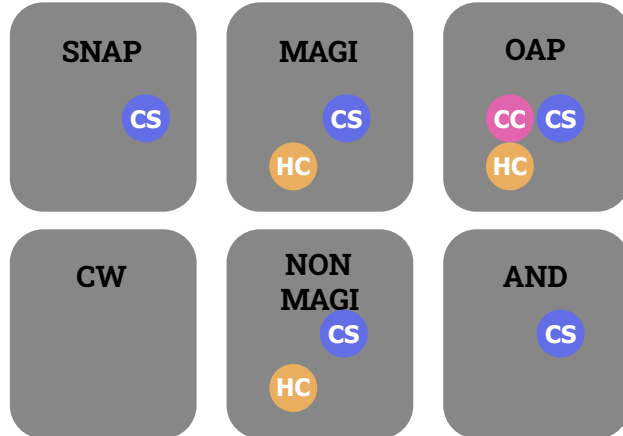
- SNAP: CS is only applicable to determine expedited service; if standard eligibility, verification is required.
 - Vehicles are exempt for all SNAP
- Kelly Blue Book
- Current bank or credit union statement(s)
- Insurance policy
- MA: For all liquid assets the Asset Verification Process (AVP) needs to be used first before requesting documentation.

Retro Med



- Date of service up to 90 days back from date of app including verification of income for the date spans.
- MA: CS is acceptable of income for the retro months if income for the prior application month can be verified electronically.
 - CS is acceptable for retro month Medical Expenses.

Shelter Expenses (rent/mortgage/taxes/insurance/HOA)

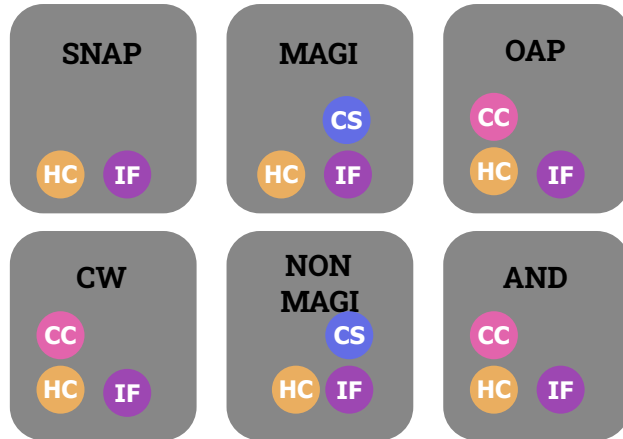


- SNAP: Client statement is accepted unless questionable. Determination of questionable must be documented in the case file.
- MA: HC is an acceptable source, but not required.
- Bank/mortgage statement
- Current lease, rental receipt
- Landlord statement
 - Only needed for AND/CS and OAP if the declared shelter cost is under the maximum ISM amount.
 - CBMS does not count shelter expenses for AND-SO.

LTC: For Spousal Allowance calculation, verification of shelter expense is required.



Social Security Number



- SVES Interface
- SNAP: Application for SSN is required to be provided for newborns within 6 months from date of birth.
- MA: If the SSN cannot be verified electronically, the member will receive a Reasonable Opportunity Period of 90 days to provide documentation. Can be client statement until verification is received electronically through the SCHIP.
- OAP: SSN will only have to be verified if the client is eligible for an SSN.

Sponsor Information









- Secondary SAVE
- Affidavit of Support I-864, I-864A
- All Sponsor income, resources, and household composition should be obtained for ALL programs.

Student Information

SNAP   	MAGI 	OAP
CW   	NON MAGI	AND

- SNAP:
 - Applicant students can participate in EF or another Employment and Training (E&T) program to be determined as an eligible student for SNAP if they meet no other qualifying criteria per program rules.
 - Students in higher education can use CS for enrollment.
- CW: All school-aged children should be enrolled in school and enrollment must be verified for children 16-18. Expected graduation dates must also be gathered for 16-18 year olds.

Third Party Insurance

SNAP	MAGI   	OAP
CW	NON MAGI   	AND

- Copy of Medical Insurance Card - both sides
- BENDEX
- Insurance Policy Numbers

Utilities

SNAP

CS

MAGI

OAP

CC CS
HC

CW

NON
MAGI

AND

CS

- AF: Only required for AND-CS / OAP if declared shelter expense is under the maximum ISM amount and not required for AND-SO.

LTC: For Spousal Allowance calculation, verification of shelter expense is required.

