Public Assistance

Verification Matrix

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UTILITIES

LEGEND

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

Supplement 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.**

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Absent Parent Information

SNAP	MAGI	OAP

CW	NON MAGI	AND

CW: CC CS HC

- Fill out the Child Support Referral page

Agreement not to Sponsor

SNAP	MAGI	OAP

MAGI: HC

CW	NON MAGI	AND

NON MAGI: 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.

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Citizenship (US)

SNAP
CS · HC · IF

MAGI
CS · HC · IF

OAP
CS · HC · IF

CW
CS · HC · IF

NON MAGI
CS · HC · IF

AND
CS · HC · IF

- 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

SNAP
CS · HC · IF

MAGI
CS · HC · IF

OAP
HC

CW
CS · HC · IF

NON MAGI
CS · HC · IF

AND
HC

- 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.

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LEGEND

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Death

SNAP	MAGI	OAP
CC HC IF	CC CS HC IF	CC HC

CW	NON MAGI	AND
CC HC	CC CS HC IF	CC HC

- 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

  o AF/CW: death information will affect the case when verified

- SNAP: Unless Burial Assistance application is verified or SSA Death Match process occurs, mid-certification death follows Simplified Reporting rules.

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Deductions (Excluding Shelter)

SNAP	MAGI	OAP
CC HC IF	CS	CC HC IF

CW	NON MAGI	AND
CC HC IF	CS	CC HC IF

- 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 stepparents.
- 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 a medical expense 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.

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LEGEND

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Disability/Incapacity

SNAP	MAGI	OAP
CC CS HC	CS	CS HC IF

CW	NON MAGI	AND
	HC IF	HC IF

- 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)*

SNAP	MAGI	OAP**
CC HC	CC CS HC IF	

CW	NON MAGI	AND**
CC HC IF	CC CS HC IF	

- 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.

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Employment Termination

SNAP	MAGI	OAP
CC CS	CC CS	CC
HC IF	HC IF	HC IF

CW	NON MAGI	AND
CC	CC CS	CC
HC IF	HC IF	HC IF

- 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
CS		

CW	NON MAGI	AND
CC		
HC		

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

CC: Collateral Contact — **CS:** Client Statement — **HC:** Hard Copy — **IF:** Interface

Financial Aid (Higher Education)

SNAP	MAGI	OAP
CC CS HC	CC CS HC	CC CS HC

CW	NON MAGI	AND
CC CS HC	CC CS HC	CC CS HC

- 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	MAGI	OAP
CC HC	CS	CC HC

CW	NON MAGI	AND
CC HC	CS	CC HC

- 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 enforcements

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Household Composition

SNAP — CS
MAGI — CS
OAP — CS
CW — CS
NON MAGI — CS
AND — CS

- Client statement, unless questionable.

Identity

SNAP — CC, HC, IF
MAGI — HC, IF
OAP — HC, IF
CW — HC, IF
NON MAGI — HC, IF
AND — HC, IF

- SNAP: Only for HOH and verified once
- CW: Verified at new application in relation to lawful presence
- Example verifications:
  - Valid driver's license, DMV ID card, DMV Interface, external DMV database results, or state identity card
  - Work or school ID card (for CW refer to the Lawful Presence Desk Aid)
  - 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.

CC: Collateral Contact — **CS:** Client Statement — **HC:** Hard Copy — **IF:** Interface

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Income: Earned, Unearned, and In-Kind

SNAP
CC CS
HC IF

MAGI
CC CS
HC IF

OAP
CC CS
HC IF

CW
CC CS
HC IF

NON MAGI
CC CS
HC IF

AND
CC CS
HC IF

- 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.

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Lawful Presence (Affidavit Only)

SNAP

MAGI

OAP

CW
HC IF

NON MAGI

AND

- Signed lawful presence affidavit
- DMV lawful presence interface
- External DMV verification

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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.

CC: Collateral Contact — **CS:** Client Statement — **HC:** Hard Copy — **IF:** Interface

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Marital Status / Civil Union

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

- AF: Client statement is acceptable unless questionable.

Parent Custody Agreement (Exercises Responsibility)

SNAP	MAGI	OAP
CC CS / HC	CS	
CW	**NON MAGI**	**AND**
CC / HC		
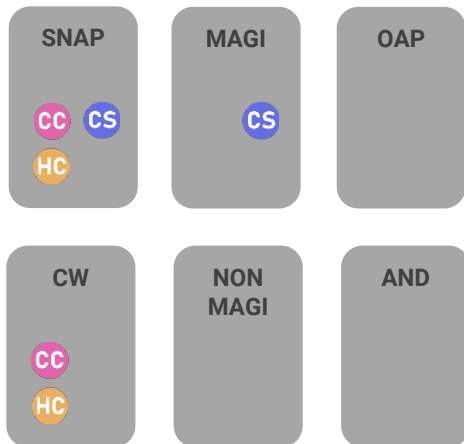
- CW: proof of responsibility is not required for a parent-child relationship unless questionable or determining who should receive CW when multiple parties have requested for the same child.
  - Non-parent caretakers must provide either proof of relationship (within the 5th degree) or custody.
  - If 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)

CC: Collateral Contact — **CS:** Client Statement — **HC:** Hard Copy — **IF:** Interface
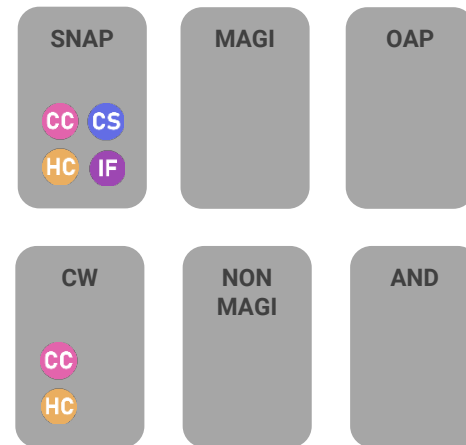
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LEGEND

Pregnancy and Estimated Due Date

SNAP	MAGI	OAP
CS	CS HC	

CW	NON MAGI	AND
CC HC	CS HC	CC CS HC

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

Program Disqualifications

SNAP	MAGI	OAP
CC CS HC IF		

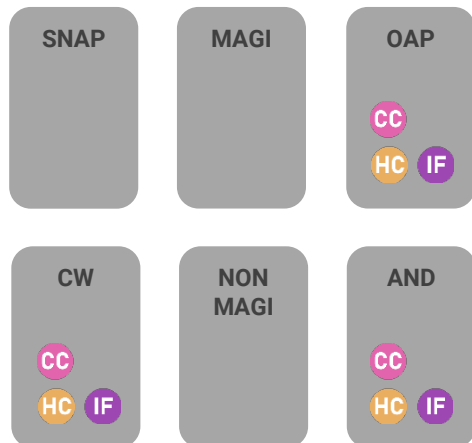| CW	NON MAGI	AND
CC HC		

- 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)

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Release Date: October 2023

Pursuit of Available Income (Potential Income)

SNAP	MAGI	OAP
		CC HC IF

CW	NON MAGI	AND
CC HC IF		CC HC IF

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

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LEGEND

Qualified Non-Citizen Status

SNAP	MAGI	OAP
	CS	
HC IF	HC IF	HC IF

CW	NON MAGI	AND
	CS	
HC IF	HC IF	HC IF

- 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.

CC: Collateral Contact — **CS:** Client Statement — **HC:** Hard Copy — **IF:** Interface

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Relationship

SNAP	MAGI	OAP
CS	CC CS HC	CS

CW	NON MAGI	AND
CC CS HC	CC CS HC	CS

- 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

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LEGEND

Residency (State Residency, not Immigration Status)

SNAP	MAGI	OAP
CS	CS HC IF	CS

CW	NON MAGI	AND
CS	CS HC IF	CS

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

CC: Collateral Contact — **CS:** Client Statement — **HC:** Hard Copy — **IF:** Interface

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

SNAP
CC CS
HC

MAGI
CS

OAP
CC
HC

CW

NON MAGI
HC IF

AND
CC
HC

- 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.
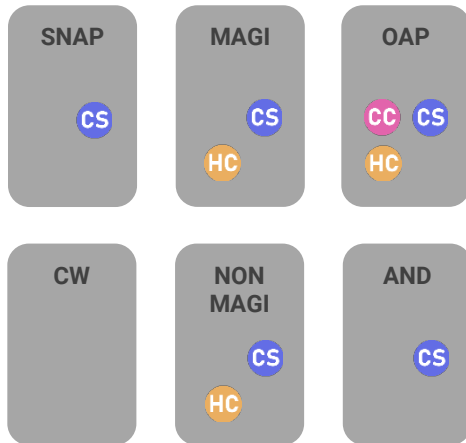
Retro Med

SNAP

MAGI
CS

OAP

CW

NON MAGI
CS

AND

- 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.

CC: Collateral Contact — **CS:** Client Statement — **HC:** Hard Copy — **IF:** Interface

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Public Assistance Verification Matrix | Version 12 |
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Shelter Expenses
(Rent/Mortgage/Taxes/Insurance/HOA)

SNAP
CS

MAGI
CS
HC

OAP
CC CS
HC

CW

NON MAGI
CS
HC

AND
CS

- 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

SNAP
HC IF

MAGI
CS
HC IF

OAP
CC
HC IF

CW
CC
HC IF

NON MAGI
CS
HC IF

AND
CC
HC IF

- 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.

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Sponsor Information

SNAP

HC

MAGI

CS
HC IF

OAP

CC
HC

CW

CC
HC

NON MAGI

CS
HC IF

AND

CC
HC

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

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LEGEND

Student Information

SNAP

CC CS
HC

MAGI

CS

OAP

CW

CC CS
HC

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.

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Third Party Insurance

SNAP	MAGI	OAP
	CS HC IF	

CW	NON MAGI	AND
	CS HC IF	

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

Utilities

SNAP	MAGI	OAP
CS		CC CS HC

CW	NON MAGI	AND
		CS
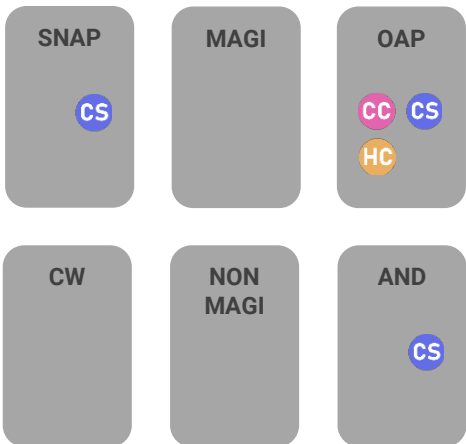
- AF: only required for AND-CS/OAP if declared shelter expense is under the maximum ISM amount and not required for AND-SO.
- SNAP: The receipt of LEAP at the same address in the past 12 months automatically grants HCUA.

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

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