

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	TEMPORARY CASH ASSISTANCE MANUAL	
VERIFICATION 207	COMAR 07.03.03.04	VERIFICATION 207

207.1 REQUIREMENTS

A. The case manager must verify:

1. The customer's identity
 - a. The customer is not required to have a photo ID
 - b. Acceptable means of verification of identity include, but are not limited to the following and may include items used for other required verification:
 - i. Photo ID such as a driver's license, if available
 - ii. Military ID card
 - iii. Alien identification,
 - iv. Naturalization papers
 - v. Library card
 - vi. School/college ID for children
 - vii. Collateral contact, such as another case manager who has identified the customer previously
 - viii. Health insurance card
 - ix. Employer identification
 - x. A lease or utility bill in the customer's name
 - xi. Passport or other travel documents
 - c. Birth certificates do not verify identity
2. All countable income;
3. All assistance unit members have applied for all benefits they may be potentially eligible to receive;
4. Social Security Number (SSN) for each assistance unit member, or proof of application for a new or replacement card;
 - a. The customer does not have to provide a social security card
 - b. There is a CARES–Social Security match that will verify the number that is entered in CARES.
5. Immigration status of each non-citizen assistance unit member:

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- a. Use the SAVE system to verify status of each non-citizen.
 - b. Immigrants without documentation are not eligible.
 - c. Do not contact the Bureau of Citizenship and Immigration Services (BCIS) unless specifically requested to do so by the immigrant.
6. Questionable information relating to the eligibility decision.
- B. The case manager may require verification for eligibility factors as determined by the local department.
- C. If verification such as identity and social security number are already available in the file do not request them again.

207.2 The case manager must:

- A. Advise the customer what verification is needed;
 - 1. Ways to obtain the verification;
 - 2. Acceptable optional verifications; and that
 - 3. The customer has 10 days to return required verification.
- B. The case manager provides the customer with a written list of required verifications and
- C. Confirms that the customer can obtain the verification.

207.3 The applicant or recipient is responsible for obtaining verification.

- A. The case manager assists in obtaining the necessary verification if the individual is:
 - 1. Physically or mentally incapable of meeting the requirement, or
 - 2. Lacks the resources to meet the requirement, or
 - 3. Needs the case manager's assistance to meet the deadline
- B. The case manager may not limit acceptable proof to a specific document when an eligibility factor can be verified in more than one way
- C. When the case manager can obtain the information easier than the customer, it is the case manager's responsibility to obtain the verification such as:
 - Verification of case closing in another State.
 - The case manager can contact the other State

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- The customer does not need a closing letter.

Note: When a customer delays a recertification appointment, the deadline to return verification necessary to make an eligibility decision may be less than 10 days.

Do not delay the recertification eligibility decision because the customer has not provided information that the customer is not required to provide.

The deadline cannot extend beyond the end of the current eligibility period.

207.4 EXAMPLES

Example 1

Molly Pitcher applies for herself, her 15- year-old daughter, Sally, and her 10–year-old distant cousin, Henry, whom she has raised since he was an infant. Ms. Pitcher’s great-grandfather is Henry’s great-great-uncle. Ms. Pitcher works part-time. Sally also works after school and on the weekends. Ms. Pitcher declares that all are U.S. citizens and all have Social Security numbers. Ms. Pitcher must verify:

- Ms. Pitcher’s earnings;
- SSN for assistance unit members;
- Even though Henry is distantly related, it does not need to be verified.
Accept the customer’s statement that he is a related child.
- Sally’s earnings do not have to be verified since the record documents that she is a minor child.

Example 2

Karen and Ken Doll apply for themselves and their twin sons, Ken, Jr. and Karl. Mr. Doll states he has not been able to work for a year because of a back injury. He was injured on the job, but never received compensation. Mrs. Doll has never been employed, but now that the twins are 3 years old, she is looking for a job. Mr. Doll states he still cannot work. The Dolls have never received assistance. They have lived in the same apartment for 4 years. The Dolls claim that their parents and siblings help them pay the rent and utilities, buy food, etc. The Dolls are required to verify:

- The status of Mr. Doll’s worker’s compensation and why he is not receiving benefits;
- Proof of the frequency, amount, and type of financial help from family;

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- A medical evaluation (402b and 402W) form for Mr. Doll for continued disability; and
- An application for Social Security Disability or SSI for Mr. Doll. Mr. Doll must comply with Social Security requirements.