

12/1/93
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Bulletin No. 93-61

P-2122

P-2122 Sources of Verification for Eligibility
Determination

A. Client Interview

1. The client is the best source of information. Use the interview to obtain as much information as you can. Use the client's statement of income and expenses as a basis for discussing sources of possible income and budgeting. Be alert to major discrepancies which may indicate unrevealed information (for example: in-kind income, a third party paying bills, additional person in household paying bills). Check to make sure information is consistent, and compare it to any previous information in the case record.

During the interview, explain policy on confidentiality and collateral contacts. Also, explain that if we ask that a DSW form be completed for verification, an alternative to the form is acceptable (ex. note on doctor's letterhead regarding pregnancy rather than the DSW/VDH 210U (Pregnancy Verification). If necessary, give the client a DSW 202V (Verification Request).