

STATE OF VERMONT  
AGENCY OF HUMAN SERVICES

**DCF**

Department for Children and Families

*Pamela J. Dalley for Richard Giddings*  
**FROM:** Richard Giddings, Deputy Commissioner  
Economic Services Division

**BULLETIN NO.:** 13-34

**DATE:** September 1, 2013

**SUBJECT:** Changes to All Programs Procedures

**CHANGES ADOPTED EFFECTIVE** 9/1/2013

**INSTRUCTIONS**

- Maintain Manual - See instructions below.**
- Proposed Regulation - Retain bulletin and attachments until you receive Manual Maintenance \_\_\_\_\_**
- Information or Instructions - Retain until \_\_\_\_\_**

**MANUAL REFERENCE(S):**

P-2122 B13

This bulletin updates All Programs Procedures section P-2122 B13 to provide guidance on the verification of death dates when ESD receives a report of a death in a benefit household.

Vertical lines in the left margin indicate changes.

**Manual Maintenance**

**All Program Procedures**

**Remove**

**Insert**

P-2122 B13 (93-32)

P-2122 B13 (13-34)

9/1/2013

Bulletin No. 13-34

P-2122 B13

---

P-2122 Sources of Verification for Eligibility Determination

B. Source of Verification by Eligibility Factor

16. Alien Status (Continued)

If there are discrepancies between the documentation provided by the individual and INS records, or if secondary verification is required based on the initial inquiry, FSD will be responsible requesting it. If additional hard copy documentation is needed for secondary verification, FSD will request it from the district.

In no case, however, should benefits be delayed, denied or reduced solely on the basis of immigration status before the results of the secondary verification have been received.

17. Death date

Before entering a death date in an individual's member panel, the death date should be verified for all programs except Supplemental Fuel. The Social Security Administration updates death date information on a daily basis. Death dates can be retrieved by updating SVES using the deceased individual's SSN. Other acceptable sources of verification include:

- death certification
- hospital records
- newspaper obituary
- Social Security, Railroad Retirement, Veterans Administration or similar award.