

**MODEL
FORM**

Use Form When Unable to Obtain Third-Party Verification

If you're unable to get a third-party source to respond in writing, orally, or electronically, you can use the following form to document your efforts to obtain third-party verifications. Fill out a new form for each item of income that you can't get verified by third parties. And place these forms in the household's file so you can refer to them later if a question arises.

UNABLE TO OBTAIN THIRD-PARTY VERIFICATION

Site: _____

Staff Member: _____

BIN #: _____ Unit #: _____

Applicant/Household: _____

CHOOSE ONE: Initial Certification Recertification (if applicable)

Please Provide the Following Information:

1. Item that could not be verified by the third party: _____

2. When did you originally request this verification? (Attach copy of original date-stamped request.): _____

3. Why was third-party verification unobtainable?

4. What follow-up efforts were made to reach third-party to obtain verification?

5. In lieu of third-party verification, I am providing the following documents:

Staff Member's Signature: _____ Date: _____