Use Form to Help Keep Household Files Complete, Track Verification Efforts

To help you get the verification information you need at a glance, you can use the following example to format your site's verification tracking sheet. The sheet identifies what household information the site needs to verify and shows how verification efforts are progressing.

VERIFICATION TRACKING SHEET

Name of Household Head: _____

BIN _____

Unit # _____

Household Member	What Must Be Verified (describe)	Third-Party Verification					Documentary Verification		Resident Certification Signed (date)	Information Verified? (Y/N)
		Source Name	Form Sent (date)	Form Returned (date)	Oral Verification Sought (date)	Oral Response Received (date)	Document(s) Reviewed	Date		