MODEL FORM

Document Telephone Contact with Verification Source

Use this form to keep a record of telephone contacts to show that you made phone calls to verification sources. Keep this form in the household's file, and attach it to the verification form when completed.

TELEPHONE CONTACT RECORD WITH VERIFICATION SOURCE

Instructions: Complete this form whenever you call a verification source to confirm information provided by the household member. Each time you call a source, enter the date and time you called and the name and title of the person you spoke with. If you leave a voicemail message, write "voicemail" in the name and title column. In the right-hand column, describe the result of the call—spoke to source and got requested information; information to be sent by email; or refused to provide.

If a source returns a call, enter the date, the time, the name and title of the person who returned the call, and the result of the call.

Ask the source the questions on the relevant verification form and write down the source's answers on the verification form. Attach the completed verification form to this form and keep the forms in the household's file.

Staff Member's Name _____

Household Member's Name _____

Household Member's Address _____

Source's Name _____

Source's Tel. # _____

Date & Time	Name & Title of Person Spoken To	Result of Call