

H. HOUSEHOLD NOTIFICATION OF SELECTION

Once the LEA has completed the post selection procedures, it proceeds with household notification.

CONTACTING THE HOUSEHOLD

When a household is selected for verification and is required by the LEA to submit documents or other forms of evidence to document eligibility, the household must be sent a letter informing them of their selection and of the types of information acceptable to the LEA. Prototype notification materials may be found using the link in Appendix B of this manual.

The letter must include the following:

- That the household was selected for verification;
- Use of Information Statement (please note that the Social Security Number (SSN) for all household members is no longer required for verification);
- The types of acceptable information that may be provided to confirm current income, including pay stubs, award letters from assistance agencies for benefits such as social security or supplemental security income, and support payment decrees from courts;
- That the household may provide proof that a child or any household member is receiving benefits under the Assistance Programs instead of providing income information or that a child is Other Source Categorically Eligible; that documentation of income or receipt of assistance may be provided for any point in time between the month prior to application and the time the household is required to provide income documentation;
- That information must be provided by a date as specified by the LEA and that failure to do so will result in termination of benefits;
- Name of an LEA official who can answer questions and provide assistance; and
- A no-cost to the household telephone number.

For verification inquiries, the LEA must provide a telephone number that is available at no cost to the household. The LEA may establish a toll-free number or allow the household to reverse the charges if any households in that LEA are outside the local calling area. The LEA may also provide different telephone numbers for each local calling area within the LEA.

When the LEA uses agency records or direct verification (See Section I. Sources of Verification, Agency Records in this part and Part 10 Direct Verification in this manual) to confirm eligibility, a letter informing the household of its selection for verification is not required, since the household will not have to provide documents.