

## Food Assistance Shelter Changes Chart

Time of Action	Verification/Action
<u>Application/Review (1322.3(6) and 9333)</u>	<p>Verification of shelter costs is not mandatory. Allow customer statement, unless questionable. If questionable, document same and request verification</p> <p>If verification of a questionable expense(s) is not provided, allow zero shelter expense(s).</p>
<u>IR (9122.6)</u>  NOTE: If the client has no address/shelter changes at the time of the IR, a Landlord Letter should not be sent unless shelter costs or household composition is questionable and documented as such.	<p>Verification of shelter costs is not mandatory. Allow customer statement, unless questionable. If questionable, document same and request verification</p> <p>If verification of a questionable expense(s) is not provided, allow zero shelter expense(s).</p>
<u>Change Reported (Other than at IR or Review) 9121.2, 1322.3(6)</u>	<p>Verification of shelter costs is not mandatory. Allow customer statement, unless questionable. If questionable, document same and request verification.</p> <p>If verification of a questionable expense is not provided, <b>allow previously verified amount (i.e., do not change shelter amount).</b></p>