

Operations Bulletin 2017-7: Self-Declarations (Issued: July 20, 2017)

Tom submitted a timely Interim Report. On the IR, he reported a \$25 increase in rent and is now responsible to pay \$500 per month.

True or False: The case manager processing the Interim Report must send a Verification Checklist (VC-1) for Tom's rent expense.

Answer: False. The signed IR is the self-declaration. A circumstance that may be self-declared does not require an additional form of verification unless the information reported is questionable.

What is Self-Declaration?

A self-declaration is a *written* statement from the client verifying an expense amount or other case circumstances. Clients may self-declare certain expenses or case circumstances in accordance with Department regulations. A signed document of any type satisfies a self-declaration. This includes an application, Interim Report, recertification or reevaluation form.

Why are Self-Declarations helpful?

Self-declarations expedite the verification process for clients and case managers. It is easier for clients to sign a statement attesting to certain circumstances than it is to gather documents from the source. Self-declarations also save time for case managers as they can immediately verify certain items rather than waiting hours or days for a client to provide additional verification. This has a significant impact on the timeliness of eligibility determinations and helps ensure that benefits to which the client is entitled are maximized.