

2025.10.05 Client Attestation and Written Statements

When all reasonable attempts have been made but neither the worker nor the applicant/recipient can secure the necessary documentation, the applicant/recipient's signed statement is to be acceptable information. The signed statement will serve as documentation of why DFR took action and is protection against future audits. The document could also be used for possible investigations if the attestation is later found to be questionable.

Client Attestation cannot be used for any or all the following:

- Citizenship status
- Social Security number
- Valid exception to applying for SSN (i.e., when client's stated SSN is not verified by data match, or when proof of application or for SSN is not provided for an applicant/member who is not a newborn).
- Legal documentation that includes but limited to trusts, wills, court orders, contracts and any referenced schedules, exhibits, or attachments to these documents.
- Disability status
- Waiver approvals
- For assets held by an open financial institution, a written attestation may only be accepted if the applicant/member has attempted to gather the documentation but was unable to; and the applicant/member has signed the Authorization for Release of Financial Information (State Form 3234/ FI 0014) or Life Insurance Verification (State Form 4478/FI 0775) and returned the form to DFR, but the institution has not responded to DFR by the deadline

A written statement must be submitted to the DFR detailing what steps were taken to gather the required documents. The statement must include the applicant or member's best estimate of the information that was requested (for example, an estimate of income received or when the income ended). The statement must be dated and signed by the applicant/recipient or authorized representative. All written and attested statements must include a signature, date, and give specific monetary/frequency terms of actual/anticipated projections of income and or resources when applicable. For example: My husband earns \$500/month, or I have \$50.00 in cash on hand. This information will need to be provided for applicants/household members. The worker must document the reason for the signed statement.

Examples of satisfactory written attestation:

Example: 1

Name: Janet Jones	
DOB: 01/01/1980	
Address: 123 Main Street, Indianapolis, IN	
I lost my job with ABC Company on March 1 st of this year. I asked them to fill out a form or give me a letter about my job but they are not responding. Their phone number is 317-555-1212.	
My last pay from ABC Company was March 15 th . I was paid every two weeks, and the check was for 60 hours at \$10.00 an hour, for a total of \$600 before taxes.	
This information is complete and correct to the best of my knowledge.	
Signature	Date

Example: 2

Name: Michael Miller	
DOB: 01/01/1980	
Address: 123 Main Street, Indianapolis, IN	
I do not have the 2014 Honda Civic anymore and I don't have any paperwork on it. It broke down and was towed away by the city around August of 2022.	
This information is complete and correct to the best of my knowledge.	
Signature	Date

Note: This does not apply when an applicant/recipient is failing to cooperate with the Authorized Representative or third party in securing required documentation. In these cases, the worker must reach out to the applicant/recipient to determine whether the applicant/recipient has attempted to cooperate with obtaining verifications and needs assistance. An Authorized Representative's statement that they cannot obtain the verifications from their client cannot stand in for the required documentation.

If there is a question as to whether a submission or statement is sufficient, send to PAL for review before taking an adverse action on the case.