

## 2406.35.00 RESIDENCY VERIFICATION

Indiana residency must be verified upon initial application and at any point where it becomes questionable.<sup>1</sup> Residency for minor children can be considered verified if their parent/caretaker has verified residency and states the children live with them, again unless the information is questionable. It is appropriate to request verification of when residency is in question due to, for example, returned mail or a data exchange record that shows an out-of-state residence for the member/s. Documentation that provides a name and address, such as the following, may be used to verify residency:

- Driver's license
- School records
- Other forms of I.D.
- Employment records
- Church records
- Rent/mortgage receipts and/or utility bills
- Local postal record
- Written statement from a third party.

In the event no written documentation is available, a collateral contact such as the following may be used:

- Landlord
- Neighbor
- Utility company
- School
- Shelter manager
- Employer.

If the new address for an ongoing member is unknown, the worker should send a request for information to the last known address. If attempts to learn the new address are not successful, the member may be closed with appropriate notice to the last known address; but if they later contact the office the closure should be rescinded if the time when the member's next annual redetermination (after the residency change) would have been due has not passed.<sup>2</sup>

Exception: Homeless individuals may self-attest to Indiana residency without hard copy verification.

<sup>1</sup>IC 12-15-1-24(a)

<sup>2</sup>42 CFR 431.231(d)

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