STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF
Department for Children and Families

FROM: Richard Giddings, Deputy Commissioner
Economic Services Division

DATE: September 1, 2013

BULLETIN NO.: 13-34

SUBJECT: Changes to All Programs Procedures

CHANGES ADOPTED EFFECTIVE 9/1/2013

INSTRUCTIONS

X Maintain Manual - See instructions below.

Proposed Regulation - Retain bulletin and attachments until you receive
Manual Maintenance

Information or Instructions - Retain until

MANUAL REFERENCE(S):
P-2122 B13

This bulletin updates All Programs Procedures section P-2122 B13 to provide guidance on the verification of death dates when ESD receives a report of a death in a benefit household.

Vertical lines in the left margin indicate changes.

Manual Maintenance

All Program Procedures

Remove

P-2122 B13 (93-32)

Insert

P-2122 B13 (13-34)
P-2122  Sources of Verification for Eligibility Determination

B.  Source of Verification by Eligibility Factor

16.  Alien Status  (Continued)

If there are discrepancies between the documentation provided by the individual and INS records, or if secondary verification is required based on the initial inquiry, FSD will be responsible requesting it. If additional hard copy documentation is needed for secondary verification, FSD will request it from the district.

In no case, however, should benefits be delayed, denied or reduced solely on the basis of immigration status before the results of the secondary verification have been received.

17.  Death date

Before entering a death date in an individual’s member panel, the death date should be verified for all programs except Supplemental Fuel. The Social Security Administration updates death date information on a daily basis. Death dates can be retrieved by updating SVES using the deceased individual’s SSN. Other acceptable sources of verification include:

- death certification
- hospital records
- newspaper obituary
- Social Security, Railroad Retirement, Veterans Administration or similar award.