

Department of Social and Health Services
Olympia, Washington
EAZ Manual

Revision #1144
Category Student Status
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Summary

Updated verification for the temporary student expansions for EFC of \$0 in Worker Responsibilities under Case Documentation and updated hyperlinks.
See below for edited text:

Revised ~~January 15~~February 23, 2021

○ **Case Documentation:**

Document in a case record how you determined that a student was eligible for Basic Food along with how you verified that the student is eligible for benefits. The verification may be obtained from the student, source, or school. Examples of verification are:

- **Responsibility for child:** Student's statement he/she is responsible for the child if there is an age appropriate child in the household. His/her explanation about the availability of adequate child care should be written and is acceptable, unless questionable. If questionable, further clarification is needed. For example, if the non-student parent in a two parent household is not employed,

but the student claims to provide more than half the care for a child in the home, further inquiry and documentation is warranted to explain why the non-student parent does not provide the majority of care.

- **Physical or mental impairment:** If the disability is evident to the worker, no further verification is required. If not, verification may consist of temporary or permanent disability payments (paid because the individual is unable to work) from governmental or private sources (SSA, SSI, etc.), or a statement from the individual's physician or licensed or certified psychologist that the individual is unable to work.
- **School status:** Statement from the student that he/she is enrolled at least half time is acceptable unless questionable. If questionable, verification is required (examples; awards letter, statement from school regarding number of credit hours student is attending and how many credit hours are needed for at least half-time, etc.). Some schools may indicate the student is attending "part time." This must be clarified, as this does not mean "less than half time."
- **"Eligible to participate" in Work Study:** During the COVID-19 public health emergency, a school may determine a student is "eligible" ~~to participate in for~~ work study without ~~being awarded work study as part of their financial aid~~ actually participating in a job placement. A statement from the student that they are eligible for federal or state workstudy is sufficient unless questionable. If questionable, A student can provide proof they have been awarded work study or notice from the school that they were deemed "eligible."
- **Expected Family Contribution (EFC) of \$0:** During the COVID-19 public health emergency, a statement from the student that has an EFC of \$0 is sufficient unless questionable. If questionable, verification can include: A letter by the school verifying \$0 EFC; the first page of the Student Aid Report (SAR) which will show a string of zeros; or using the financial aid award letter if the student was awarded the maximum Pell Grant (NOTE: all students with a maximum Pell Grant have EFC of \$0, but not all EFC of \$0 get a Pell Grant):
 1. \$3,172 per semester for full time enrolled
 2. \$2,379 per semester for three-quarter-time enrolled
 - 4.3. \$1,586 per semester for half time enrolled
- **Income eligibility:** Work Study, TRA/TAA, and WIA may be verified by the student (awards letters, copies of checks, etc.), school (financial aid officer), or source (Job Services). TANF may be verified via ACES.
- **On-the-job Training:** Documentation from the employer that the individual is attending school as part of the employee's training.
- **BFET enrollment:** Basic Food applicants accepted for enrollment in an institution of higher education through the Basic Food Employment and

Training program will provide a letter from the school ([BFET partner college](#)) indicating the student is enrolled in an approved program of study and will be accepted into the BFET program contingent upon DSHS approval of Basic Food benefits. See [WAC 388-444-0015](#) for more information about BFET.