

Application Completeness Fact Sheet

What is the difference between an incomplete application and an application with verification issues?

Factor	Incomplete application	Verification Issues
Income	The application does not provide proof of income for all sources listed in the application, or proof of income is not current.	Client does not provide proof of income for all wages reported to Texas Workforce Commission
	The application provides proof of income that is not accepted by THMP	The client provides paystubs that do not match anything reported by Texas Workforce Commission wages.
	The application does not provide end date and name of last employer if unemployed.	Texas Workforce Commission does not clearly show that former job ended, and that job or that job plus the new job would make the client over scale.
	The application states the client is married but does not include spouse's income or explanation of spouse's financial situation.	Client is stating a marital status that is different from what THMP has on file or finds through verification and does not explain why.
	The application states the client has children living in the home but does not list names and dates of birth.	The client lists children in the application that it appears do not live in the home.
Application Integrity Issues	Pages are missing	NA
	The application is unsigned or the signature is more than 60 days old.	
	Income Verification form or Supporter Statement, if required, are not signed by the employer or supporter or the signature is more than 60 days old.	
	The application is for a new enrollment, and there is not a Medical Certification Form.	
	There are unexplained blanks on the application.	
	The application provides contradictory	

Factor	Incomplete application	Verification Issues
Insurance	The application indicates the client is insured or has Medicare Part D but does not complete the SPAP/TIAP form.	The client does not report health insurance, but THMP finds it during verification.
Residency	The application does not include valid proof of residency. THMP does not accept the provided proof of residency. The application provides an out of state or out of country mailing address, residential address, or employer address, and there is no explanation given.	It appears the client may live in a different state or country.