

12/1/20

Bulletin No. 20-10

P-2150B

P-2150 Desk Reviews (continued)

B. All Desk Reviews

1. Type of Transaction

Abbreviated

If the case does not meet any of the criteria listed in the full transaction section below, the case will receive an abbreviated transaction. This means that ACCESS will recompute each benefit amount.

If the case continues to be eligible, ACCESS will automatically approve the new eligibility results and create a notice (see #3 below). If the case becomes ineligible, see #2 below.

Full

A full transaction is created for all programs if any program being processed has

- edits that inhibit eligibility,
- unapproved eligibility results (i.e., pending cases or ongoing cases with unapproved results), or
- FIAT eligibility results.

A list of FIAT and cases for the programs being processed will be sent to districts prior to each desk review.

Any case that receives a full transaction will require worker attention, eligibility approval, and a district notice. To identify these cases, look on the daily report, on ELIG panel 1 or on the edit summary panel (STAT/SUM): the date processed will be the same as the date of the desk review.

ACCESS will compute new eligibility for each FIAT program. Check the result carefully. If it is correct, approve it. If the program must remain FIAT, recalculate the following month's eligibility and re-enter FIAT results. In either instance, send a district notice with the appropriate Mass Change Notice (22OCT-DR or 22ORTA-DR).

2. Closures

If desk review causes any program to close, approve the closure and send a district notice, along with the desk review Mass Change Notice (22OCT-DR or 22ORTA-DR).

P-2150 Desk Reviews

B. All Desk Reviews (continued)

3. Notice Letters

Automatic Notice for Abbreviated Transactions

Notice letters for cases that have a benefit change in Reach Up or 3SquarestVT (other than a closure) will be mailed to the client directly from BGS on behalf of state office. They are generally mailed on the fourth working day after the desk review. A copy of the notice will be available in the notice system. As-is notices will not be produced. If one program benefit changes, but another remains as-is, a notice with information on both programs will be produced.

Each notice will include the desk review Mass Change Notice (220OCT-DR or 220RTA-DR) for the explanation of changes/right to appeal/budget explanation.

District Notices

All closures and cases that require worker approval also require a district notice (computer-generated or manual). Add SEE ATTACHED to the notice and include the desk review Mass Change Notice (220OCT-DR or 220RTA-DR) with each notice. The Mass Change Notice (220OCT-DR or 220RTA-DR) will be sent as an attachment in desk review communication so each district can pre-print a supply prior to the desk review weekend. The Mass Change Notice is also available in the forms library.