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Bulletin No. 87-1F

P-2190 A-

P-2190 Supervisory Case Review Procedures (Continued)

A. GENERAL OFFICE PROCEDURES

Each month, ACCESS selects a sample of cases to be reviewed from each worker's caseload. Labels are printed centrally and sent to the District Office; they provide the following information:

1. Supervisor Name and Worker Name
2. Case Name and Case Number
3. SCR Review Month/Year and Date of Last Review/Recertification
4. Active Programs and Forms Mailed
5. Completion Date for the Review

"Active Programs" indicates all programs for which the household is currently active (ANFC, FS, Medicaid, GA, EA, Fuel and/or AABD/EP). "Forms Mailed" will be blank for a non-monthly-reporting case; an entry of "MRF" will appear if a monthly report form has been sent. "Completion date" is the last date to enter information into ACCESS - 65 days from the date the sample is run.

Two labels are printed for each case and are for the two copies of the "SCR Summary", DSW 245B.

B. SUPERVISORY REVIEW DEFINITIONS

ADD - ACCESS command to be used to supplement a worker's sample if the supervisor feels it is appropriate.

ADMINISTRATIVE DEFICIENCY - Federal regulations, DSW policy and/or procedures are not followed. Administrative deficiencies of themselves do not result in dollar errors.

DOCUMENTATION - Consists of documents or statements in the case file which substantiate information used to determine eligibility and the amount of benefits.

DUE DATE - Deadline for completion of reviews and data entry of results into the QUAL system.

ERROR - Household which received benefits in the review month either is ineligible in that month or received a benefit that is incorrect by any dollar amount;

FORMS - Two forms are used in the Supervisory Review process:

1. 245A is a reference checklist.
2. 245B is a four-part follow-up report indicating any action that is needed to correct the case.