

7/1/87
B2-C

Bulletin No. 87-1F

P-2190

P-2190 Supervisory Case Review Procedures (Continued)

B. SUPERVISORY REVIEW DEFINITIONS (Continued)

Eligibility Areas - There are the six general areas to be reviewed as part of the Supervisory review:

- | | |
|---------------------------------|-------------------------------------|
| (1) Basic Program Requirements, | (2) Resources, |
| (3) Income, | (4) Need Requirements, |
| (5) other, and | (6) Administrative
Deficiencies. |

Eligibility areas are further defined by Element and Nature codes:

ELEMENT - A numeric code corresponding to an area of eligibility. Element codes are assigned for data entry and tracking of errors.

NATURE - A more specific numeric breakdown relating to the element code.

SAMPLE - Randomly-selected list of error-prone cases to be reviewed.

SAMPLE MONTH - Month for which benefits will be reviewed. For example: the sample month of December will be selected in January.

SECOND-PARTY REVIEW - Conducted when a worker's supervisor is unable to conduct a SCR. Second-party reviews are distinguished from SCR's in that they are only concerned with the correctness of the eligibility decision and not with administrative deficiencies or a qualitative review of worker performance.

VERIFICATION - Process of establishing the accuracy of eligibility elements.

C. SUPERVISOR'S REVIEW OF CASE FILE

Review of Program Elements

Supervisors must do a detailed review of appropriate elements listed on the 245A to determine if benefits were issued correctly for the sample month, all necessary verifications were obtained, documentation was recorded, and policies and procedures were followed. It is necessary to establish what worker is responsible for the action.

Definition of a Complete Case Review

A supervisor's case review must, as a minimum standard, include the following: examination of a case history, both paper and electronic, beginning with the most recent eligibility review and all subsequent case actions up to the current status in order to determine the correctness of the benefit issuances for all programs during this sample month.