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P-2190            Supervisory Case Review Procedures (Continued)

D.    REVIEW OF FORMS

NOTE:            The following details the steps to be completed in conducting a SCR the actual sequence of steps is optional as long as all steps listed are covered.

The First step must be to determine the date of the last full eligibility review prior to the SCR review month. (The most recent review month is indicated on the label). The supervisor should review STAT and ELIG panels either on ACCESS or in the case. It is recommended that new supervisors print these panels for at least the sample month.

It is also recommended that new supervisors complete the 245A checksheet. If there is no error in an element check "OK". If not applicable check "NA". If there is an error in any portion of that element, check which program is in error and explain under the comments (e.g. If there was a FS household composition error, check the FS box on the 245A under the case status and give a short explanation of the error). Blank lines can be used to enter any basic program requirements that are found to be in error or defective. Administrative deficiencies are to be reviewed and entered on the 245A checksheet.

The laminated checklist can also be used as a reference guide for Element, Nature and Administrative Deficiency codes.

The 245b is completed by the supervisor and given to the worker with follow-up instructions if necessary. The supervisor retains one copy as a tickler. The 245B is returned the supervisor after the worker has reviewed the form and completed any necessary action. When all actions have been completed, one copy of the 245B is returned to the worker, one copy is sent to the District Director and one copy is for the Supervisor's permanent files.

A copy of the form is not placed in the case file.

1.    201 Application

The 201 should be checked for a signature. The reviewer should insure that all programs applied for were acted upon in a timely manner.

2.    202 Statement of Need

In reviewing the 202 each question should be reviewed for accuracy and whether or not ACCESS entries are correct; special attention needs to be paid to the following areas:

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D.    REVIEW OF FORMS (continued)

Question #1 MEMB - Check members, reviewing age criteria, household composition (all members included/excluded appropriately), relationship and programs (e.g., Should all members in an ANFC household be included in the Food Stamp household?). All people listed in the 202 should have a MEMB panel in ACCESS.

Question #3 SCHL - For college students, check STIN and JINC for appropriate grants, loans and verification. For high school students, check to insure that they are in school.

Question #5 DISA - Determine whether incapacity/disability decision is current.

Question #6 PARE - If there is an ANFC child who is not a common child (i.e., Who is on the PARE panel), look for a support form.

Question #7 QUIT - If yes, review documentation to see if it was a quit with good cause. If not a quit with good cause, did the appropriate time period elapse before benefits were granted?

Question #8 EATS - Check EATS against household members to see if:

- a) every household member requesting "no assistance" on the 202 has an EATS panel and
- b) every household member who is listed in the 202 as not eating with the household has an EATS panel.

Question #9 ESSP - Assure that the essential person is a household member.

Question #10 PREG - Check for 210U (Pregnancy Verification).

Question #11 ABSP - Check for appropriate support forms. Also check "DEFRA" relationships (children of unrelated adults in the household).

Question #12 UNEM - Check work quarters and REACH UP registration. Establish who the primary wage earner is.

Question #13 INSU - Review INSU panel for correct entry of insurance coverage in ACCESS.

Question #14 CASH - Check to see that cash reported by client(s) is entered into the system.

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P-2190                      Supervisory Case Review Procedures (Continued)

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D.      REVIEW OF FORMS (Continued)

Questions #16 BANK - All accounts should be entered into ACCESS and coded properly.

Question #17 CARS - Review coding and NADA value for each vehicle owned by a household member requesting assistance.

Question #18 PROP - Review status of sale, whether it is up for sale. How old is the real estate agreement? Is client's willingness to sell sufficient to exclude from resources? Is there a DSW 108P (Property Sale Reimbursement Agreement) on file for an ANFC case and is ACCESS coded properly? If the property is listed for sale, is it listed at a fair market value?

Question #19 STOK - Review documentation on resource limits, cash value, and insurance dividends.

Question #20 JINC - Make sure that the MRF status is appropriate and that the verification and documentation present in the case file is accurate and complete. Is income figured on actual date paid?

Question #21 INKD - Review documentation of in-kind income.

Question #22 DCIN - Review verification and documentation for child care. Also check meals provided (which meals were provided and for how many children).

Question #23 RBIN - Review roomer and boarder status bearing in mind the household composition.

Question #24 BUSI - Self-employment requires close inspection. Review tax forms, employment expenses, depreciation.

Question #25 STIN - Watch for work study grants, loans and deductions. Do a thorough review of the financial statement.

Question #26 UNEA - Review UI, SDX, and/or Bendex to insure that the correct amount of unearned income is entered into the panel.

Question #27 DCEX - Review child care verification and mileage expense, hours paid for day care. Match child's need to age and school attendance. Ascertain whether SRS is paying for day care.

Question #28 FMED - Review documentation and verification to insure medical deductions are accurate and totals are correct. Include Medicare cost and dollar co-pay towards \$35 deduction.

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P-2910                    Supervisory Case Review Procedures (Continued)

D.    REVIEW OF FORMS (Continued)

Question #29 RENT - Review 202H (Shelter Expense Statement) for items included in rent. Review for public housing. Are subsidies on UNEA panel?

Question #30 HOME - Review verification of mortgage, taxes, lot rent, etc.

Question #31 UTIL - Verify entries for utilities and type fuel.

Question #32 PHON - Review documentation for allowed deductions (insurance, phone, water/sewer).

Is the 202 signed?

If any discrepancies in either client information benefit issuances are found, the supervisor must investigate the case file history as far back as necessary in order to identify and correct the initial error source.

3.    201A Agreement to Report Changes

Is there a signed 201A in the case file?

4.    201G GA Application

If the label indicates the household is receiving GA, review the 201G (Application for General Assistance) for consistency with other programs, checking for household composition, employment information, resources, income information and living expenses. Review ACCESS GAEL panels for benefits issued.

Other eligibility factors that should be reviewed: employment barriers, was work search completed, if not why not, documentation of 210A REACH UP/General Assistance Report.

5.    Other

The case history should also be reviewed to insure that previously-reported information is consistent with the current 202. If the case is a monthly

report, every MRF from initial certification to the SCR sample month should be reviewed. Claims, recoupments and underpayment adjustments should be reviewed for accurateness.



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D.    REVIEW OF FORMS (continued)

Other Areas of Concern

Disability/Incapacity - If an ANFC client's temporary WIN exemption has lasted more than 890 days, the case should be processed for a deprivation factor of incapacity. An ANFC client whose incapacity has last more than a year may need to pursue Social Security disability benefits.

Earned income - Date on wage stubs should be checked; how many weeks were there in the month (If there are 5 pay days in the month, 5 pay stubs should have been verified). Was "date paid" considered rather than "Period ending?"

Medical deduction on the pay stub - Make sure all covered members are indicated on the INSU panel.

Net vs. Gross pay - Make sure gross pay was used.

Recoupment and claims - Should be completed with paperwork entered into ACCESS correctly and accurately. Expedited FS - Were they done in a timely manner?