

Social Welfare

1/1/90
A1

Bulletin No. 89-85

P-2722

P-2722 Initial EligibilityA. Application Screening (IMS)

Check application (DSW 201) for signature(s) and date stamp (filing date); set deadline for application decision.

Check ACCESS (INFC/SDX.01) for current receipt of SSI/AABD:

Pay-code = C01

OR

Pay-code = M01 plus

SSI-ELIG = \$ amount other than 0 and/or

AABD-ELIG = \$ amount other than 0

If not current SSI/AABD recipient, check for application based on disability (applicant's age less than 65); flag for immediate action on disability test (see Section P-2732).

Check for completed and signed Statement of Need (DSW 202) submitted with
DSW 201.

1. If DSW 202 submitted but not signed by applicant(s), and by spouse if designated as essential person, flag to return for signature(s) after data collection review.
2. If no DSW 202 is submitted, mail a Verification Letter (DSW 202V); the client should be given at least 10 days to return the form and verification. (Two additional days should be allowed for mailing time.)
 - If DSW 202 or all the requested verification is not returned by the specified date, send the client a Verification Reminder Notice (DSW 202V2). The client should be given at least 10 days to provide the information or to notify the D.O. of any problems in obtaining it. (Two additional days should be allowed for mailing time.)
 - If the client actually states that he or she will not provide necessary information (i.e. the DSW 202 or verification needed to determine eligibility), make sure to tell the client that you will have to deny the AABD benefits unless he

or she provides the required verification. The application should be denied for refusal to provide verification. Such an outright refusal must be documented in the case file.

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P-2722 Initial Eligibility (Continued)A. Application Screening (IMS)

2. (Continued)

NOTE: There may be instances when an immediate denial may not be the best approach. For example, a client who becomes upset during an interview and "storms out" of the office might decide a few hours or a few days later to cooperate in providing the verification. If the worker thinks that this might be the case, sending a DSW 202V2 before denying the application would be appropriate. Sending a DSW 202V first is not required. Sending the DSW 202V2 is not a requirement, either; it is a "judgment call" on the worker's part.

- If the client does not submit the necessary information and does not indicate that there are any problems in obtaining the information, the application should be denied on the 30th day for not providing verification. The client's failure to contact the D.O. must be documented in the case file.
- If the client indicates that he or she is having difficulty in obtaining any or all of the information, the worker should
 - (1) assist the client in obtaining the verification, completing the DSW 202, etc.
 - (2) determine if the client has good cause for not providing the information:

If YES, the application should be kept pending an additional 30 days. Document in the case file the reasons for the decision. If the information is received, grant back to the date of application. If the information is not received within the second 30 days deny the application. The denial notice needs to state that the application will be reopened when the client provides the information and demonstrates that "good cause" continued. (In this case, the client may be granted back to the original date of application. Before granting, the worker needs to determine that the information on the DSW 202 is still current. If the requested information is received more than 60 days after

the date of application, a new DSW 202 is required.)

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P-2722 Initial Eligibility (Continued)A. Application Screening (IMS)

2. (Continued)

If NO, document in the case file the explanation given for failure to obtain verification and why the explanation does not represent good cause. Deny the application on the 30th day from the date of initial application if you still lack verification.

NOTE: Possible "good cause" reasons are listed in the verification section of ANFC policy (WAM 2211.3). The list is not meant to be all inclusive, and additional reasons may be found by the District Director or his or her designee to constitute "good cause" in a specific case.

There may be extraordinary circumstances when verification is unlikely ever to be available and obtaining it is outside the control of the client. (In such cases the District Director or his or her designee may waive the requirement of proof).

If the application is denied on the 30th day (i.e. for other than an outright refusal), the client provides the requested information and the worker later learns that a determination of good cause should have been made, the client should be granted back to the original date of application. Before granting, the worker needs to determine that the information given on the DSW 202 is still current. If the requested information is received more than 60 days after the date of application, a new DSW 202 is required.