

Social Welfare

1/1/90
B1

Bulletin No. 89-85

P-2723 A-

P-2723 Eligibility Review

A. Change Review

Compare reported change to data used to compute current eligibility and amount of grant.

 If significant changes affect several factors, initiate full eligibility review by mailing DSW 202 with explanatory cover letter.

Document change, including necessary verifications, on Eligibility Worksheet (DSW 203B1) or Contact Memorandum (DSW 233).

Recompute grant amount, if applicable.

Complete eligibility decision; enter to computer file. If decision is that AABD/EP group is no longer eligible; send 10-day notice.

B. Scheduled Eligibility Review

Six weeks before end of scheduled review month, mail Application (DSW 201), Statement of Need (DSW 202) and Verification Request (DSW 202RL).

- If DSW 201, DSW 202 or all the requested verification is not returned by the specified date, send the client a Verification Reminder Notice (DSW 202RL2). The client should be given a specific date to provide the information or to notify the D.O. of any problems in obtaining it. The date specified should be no later than the 15th of the review month to allow time for termination, if necessary, by adverse action deadline.

- 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 you will have to terminate AABD benefits unless he or she provides the required verification. The grant should be closed for not providing verification and a 10-day notice of adverse action is required. Whenever possible, the notice should be sent in time to prevent benefits from being provided after the review period has expired. Such an outright refusal must be documented in the case file.

NOTE: There may be instances when an immediate

closure 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 202RL2 before denying the application would be appropriate. Sending a DSW 202RL first is not required. Sending the DSW 202RL2 is not a requirement either; it is a "judgement call" on the worker's part.