

P-2723     Eligibility Review (Continued)B.     Scheduled Eligibility Review (Continued)

- If the client does not submit the necessary information and does not indicate that there are any problems in obtaining the information, the grant should be closed for not providing verification. The client's failure to contact the D.O. must be documented in the case file, and the client should be sent a 10-day notice. When time permits, the 10-day notice of termination should be sent in time to prevent benefits from being provided after the review period has expired.

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 grant should remain open for an additional 30 days (e.g. review month is June; grant remains open through July); document in the case file the reasons for the decision. If the information is received, complete the review. If the information is not received within the second 30 days, close the grant; send a 10-day notice of termination stating that the grant will be reinstated when the client provides the information and demonstrates that "good cause" continued. When time permits, the 10-day notice of termination shall be sent in time to prevent benefits from being provided after the review period has expired. (If good cause is demonstrated, the client may be reinstated back to the date of closure. Before reinstating, 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 original request for verification, a new DSW 202 is required.)

If NO, the grant should be closed by the adverse action approval deadline in the review month for "failure without good cause to provide

verification". Document in the case file the reasons for the decision.

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.

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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 verification).

If the grant is closed for other than an outright refusal and the worker later learns that a determination of good cause should have been made, the grant should be reinstated. Before reinstating, the worker needs to determine that the information given on the DSW 202 is still current. If the determination of good cause is made 60 days after the original request for verification, a new DSW 202 is required.

Complete review data collection, verification and documentation by same procedures for initial eligibility (applicant statement review, and telephone or mail clearance, as needed--see Section P-2722 B); compare new data to statement and documentation used for last full eligibility decision (initial or review) plus interim reported changes.

Complete eligibility decision; enter to computer file.