CASE REVIEW

ND DEPARTMENT OF HUMAN SERVICES
ECONOMIC ASSISTANCE POLICY
SFN 701 (02-2009)

Clear Fields

Case Name	Case Number	County Name
Eligibility Worker	Reviewer	Casefile Review Date
Date Application/Recert./Redet. received TANF	SNAP	ME
Date Processed TANF	SNAP	ME
Action Taken (Approval, Denial, Closure) TANF	SNAP	ME
Benefit Month(s) Reviewed TANF	SNAP	ME

CASE IS CORRECT

1. APPLICATION/RECERTIFICATION/REDETERMINATION	YES	NO	NA	REVIEWER'S NOTES
All sections of form completed, signed and dated				
All forms and verifications date stamped				
Eligibility for FS expedited services determined/documented				
Interview date, name of client, and method of interview documented (FS)				
Telephone interview held/documented (FS)				
Verifications were postponed (FS)				
Processing time frames were met (7 or 30)				
The appropriate certification period assigned				
2. ELIGIBILITY				
Identity is verified				
All required household members included				
Commodities were received in month of application				
Social Security numbers or 5028 application provided/verified				
Date of Birth verified (TANF/ME)				
Pregnancy verified (TANF/ME)				
Residency verified				
Aid Cat/Living Argmt/Fin. Resp. correct (ME)				
Citizenship/Alien status verified				
Student status verified/updated				
Marital status updated				
Specified relative verified				
JOBS Requirement (TANF)				
ABAWD Requirement (FS)				
Work Requirement/Voluntary Quit determined (FS)				
Bank accounts verified/updated				
Designated Burial Fund (ME) Preneed Burial Contract (TANF/FS)				
Vehicles verified (if questionable) correctly coded and updated				
Rental property value and/or income (ME both considered)				
Asset screens updated if appropriate				

2. ELIGIBILITY (Continued)	YES	NO	NA	REVIEWER'S NOTES
Earned income verified/counted				
Unearned income verified/counted				
Self employment income verified/counted				
Number of work hours for earned and self-employment income (TF)				
Legal obligation and child support received verified and counted				
Tips/bonuses considered and documented				
Application/Base/Processing month income verified/counted				
Income received weekly or bi-weekly converted by 4.3 or 2.15 (FS)				
EXPENSES - (FS - If not provided is request documented)				
Mortgage/rent verified and allowed				
Lot rent verified and allowed				
Current property taxes and homeowners insurance verified/allowed				
Medical expenses verified and allowed				
Child care expense verified and allowed				
Utility expenses verified and utility standard allowed				
Legally obligated child support expense verified and allowed				
3. BENEFITS/PROCESSING PROCEDURES				
Determined prospectively (TANF - 2 mo. & reworked)				
Base month budgeting (if applicable)				
THMP months processed/information verified (ME)				
TPL entered (TANF/ME)				
ND Health Tracks (EPSDT) referral				
Reported changes/verification in case file acted on (FS)				
Hand budget or calculator sheet in file as documentation of action taken (FS)				
IEVS checked and worked (TANF/ME)				
4. NOTICES				
Application Approval notice mailed (ME address THMP months)				
Appropriate Recertification/Redetermination notice sent				
Pended notice sent if appropriate				
Scheduled interview notice or letter sent (FS)				
Missed interview notice mailed if appropriate (FS)				
F741-SR requirements for CE HH over G.I.L sent appropriately (FS)				
F742-SR requirements sent appropriately (FS)				
Change in benefits notice mailed				
F419 Request for verif-SR sent appropriately				
Closing notice mailed allowing correct notification timeframe				

5. CORRECTIVE ACTIONS REQUIRED (DESCRIBE)

6. CORRECTIVE ACTIONS COMPLETED BY ELIGIBILITY WORKER

Reviewer Signature - Approves Corrections Completed	Date