SNAP PROGRAM NEGATIVE CASE REVIEW

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
EAP-QUALITY ASSURANCE
SFN 293 (11-2019)

Clear Fields

Case Name	Case Number	County Name
Eligibility Worker	Reviewer	Date of Review
Action ☐ Denial ☐ Closure ☐ Withdrawn		Date Action Taken
Effective Date of Action		

REASON FOR DENIAL/TERMINATION/WITHDRAWAL

	CASE IS CORRECT		
PROCEDURE/POLICY	**YES**	**NO**	**NA**
Household composition correct			
ABAWD/Work Requirement correct			
Residence verified and correct			
Income calculations correct and documented			
Asset coded and counted correctly			
Expenses coded and allowed correctly			
Correct notice(s) were sent			
Applicant/Authorized Representative Identity Verified			
Other policy correctly applied to support action			
Timely agency action on reported changes			
Documentation/narrative explaining action taken			
Adverse action time period met			
Notice explains reason for action			
Are appropriate documents on file? ☐ Hardcopy ☐ FileNet			
Interface tasks processed timely (select only those that apply) ☐ NDNH ☐ PARIS ☐ UIB ☐ IEVS ☐ SDX			

DEFICIENCIES NOTED/CORRECTIVE ACTIONS REQUIRED

CORRECTIVE ACTIONS COMPLETED BY ELIGIBILITY WORKER

Reviewer Signature - Approves Corrections Completed	Date