SNAP CASE REVIEW

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
EAP-QUALITY ASSURANCE
SFN 488 (2-2015)

Clear Fields

Case Name	Case Number	County Name
Eligibility Worker	Reviewer	Casefile Review Date
Benefit Month(s) Reviewed	Date Application/Review Received	Application/Review Approval Date

1. APPLICATION/REVIEW	CASE IS CORRECT YES	NO	NA	REVIEWER'S NOTES
All sections of form completed, signed and dated				
All forms and verifications date stamped				
Eligibility for SNAP expedited services determined/documented				
Interview date, name of client, and method of interview documented				
Telephone interview held/documented				
Verifications were postponed				
The appropriate review period assigned (postponed verification)				
Processing time frames were met (7 or 30)				
Authorized representative information updated				
Are appropriate documents on file? ☐ Hardcopy ☐ FileNet				
Are alerts processed timely? ☐ NDNH ☐ PARIS ☐ UIB ☐ IEVS ☐ SDX				
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				
Citizenship/Alien status verified				
Student status verified and system updated (over age 16)				
Residency verified				
ABAWD participation correct				
Work Requirement/Voluntary Quit determined				
Bank accounts, vehicles verified (if questionable) and updated				
Earned income verified/counted				
Unearned income verified/counted				
Self employment income verified/counted				
Legal obligation and child support received, verified and counted				
Application/Base/Processing month income verified/counted				
Income received weekly or bi-weekly converted by 4.3 or 2.15				
Tips/bonuses considered and documented				
EXPENSES (if verification not provided is request documented)				
Mortgage/rent verified and allowed				
Lot rent verified and allowed				
Current property taxes/homeowner insurance verified/allowed				
Child care expense verified and allowed				
Medical expenses verified and allowed				
Utility expenses verified/appropriate utility standard allowed				
Legally obligated child support expense verified and allowed				

3. BENEFITS/PROCESSING PROCEDURES	YES	NO	NA	REVIEWER'S NOTES
Mandatory reportable changes reported timely				
Reported changes/verification in case file were all acted on				
Hand budget or calculator sheet in file as documentation of action taken				
4. NOTICES				
Application/Review notice mailed				
Pended notice mailed if appropriate				
Scheduled interview notice or letter sent				
Missed interview notice mailed if appropriate				
F741-Household Now Over GIL and Eligible sent appropriately				
F742-Household Now Under GIL sent appropriately				
Change in benefits notice mailed timely (adequate/adverse)				
F419-Request for Information sent appropriately				
Closing notice mailed allowing correct notification timeframe				
On-line narrative template or in file narrative document used				

5. CORRECTIVE ACTION REQUIRED (DESCRIBE)

6. CORRECTIVE ACTIONS COMPLETED BY ELIGIBILITY WORKER

Reviewer Signature-Approves Corrections Completed	Date