FFY 2003 Food Stamp Management Evaluation (Outside NYC)

Review Finding

Correct ☐

Error ☐ Reason: _____

FOOD STAMP APPLICATION PROCESSING
CASE FILE REVIEW DOCUMENT

District: _____ Date of Review: _____

Case Name: _____ Reviewer: _____

Case Number: _____ Case Type _____

Case Status:

☐ PA acceptance (Section I & IIB) ☐ NPA-FS acceptance (Section I)

☐ PA denial (Section I & IIA) ☐ NPA-FS denial (Section IA, IC & IIB)

☐ PA withdrawal (Section I & IIA) ☐ FS withdrawal (Section IA & B)

☐ PA closing (Section IIC)

(For PA denials, withdrawals and closings, look up corresponding NPA cases.)

Comments/Findings:

_____

_____

_____

_____

_____

_____

_____

I. Application Processing Note to Reviewer: Gray Areas= System Look-Up or Info. Available on Case list

A. Application Date Agreement   Yes   No   N/A

   1. Completed LDSS-2921/LDSS4826 in casefile?   ☐   ☐   ☐

   2. Date application was filed _____
      ☐ Date stamp on application
      ☐ Date written on top of application
      ☐ Application log date
      ☐ Other: _____

   3. Application date recorded on WMS _____

   4. Are the dates in 2 and 3 the same?   ☐   ☐   ☐

  • if no, explain why _____
                  _____
                  _____

B. Withdrawal From Program

    1. Did client withdraw from PA?   ☐   ☐   ☐

    2. Did client withdraw from FS?   ☐   ☐   ☐

    3. What is the reason for the withdrawal?_____

      _____

      _____

<div align="center">

STOP HERE IF FS WITHDRAW

</div>

C. Expedited Processing Timeframes

    1. Is completed Expedited Service Worksheet (LDSS-3938) in casefile?   ☐   ☐   ☐

      ☐ Complete   Date LDSS 3938 was completed _____

      ☐ Date missing

      ☐ Incomplete; Two or more items missing

      ☐ 3938 missing; Reviewer must complete one and attach it to this sheet

    2. Does the date in 1 = the Application Date in A above?   ☐   ☐   ☐

    3. Determination   Yes   No   N/A

      ☐ Eligible for expedited processing (Complete No. 4 and go to Section D)

      ☐ Not eligible for expedited processing (Complete No. 4 and
         go to Section E. If ongoing FS were denied, SKIP to Section IIB)

    4. Was determination correct? If not, why not -- (or other comments).   ☐   ☐   ☐

    _____

    _____

    _____

    _____

D. Expedited Processing Benefit Issuance
   Yes   No   N/A

(Pay Type 91 = Expedited; Pay Type 93 = Single Issue but sometimes used inappropriately for expedited issuance.)

1. Date of initial food stamp issuance (on BICS) (_____)**Pay Type** __

2. Application Date: _____

3. Is the date of initial issuance within 5 calendar days of application date?   ☐ ☐ ☐

4. Date of Notice LDSS-3152 (manual notice or CNS)_____

5. Is the date of the notice within 5 days of application date?   ☐ ☐ ☐

6. Notice certification period established (manual notices only)

    (   ) – (   )

7. WMS Certification period (   ) – (   )   ☐ ☐ ☐

8. Are the dates in 6 & 7 the same?

E. Non-Expedited Processing Benefit Issuance

(Pay Type 91 = Expedited; Pay Type 93 = Single Issue but sometimes used inappropriately for expedited issuance.)

1. Date of initial food stamp issuance (on BICS) **(_____)Pay Type-** __

2. Application Date:_____

3. Is the date of initial issuance within 30 calendar days of application date?   ☐ ☐ ☐

4. Date of Notice LDSS-3152 (manual notice or CNS)_____

5. Is the date of the notice within 30 days of application date?   ☐ ☐ ☐

6. Notice certification period established (manual notices only)

    (_____) – (_____)

7. WMS Certification period (_____) – (_____)   ☐ ☐ ☐

8. Are the dates in 6 & 7 the same?

STOP HERE IF FS ACCEPTANCE

	Yes	No	N/A

II. FS Separate Determinations/FS Denials

A. PA Denials/Withdrawals
1. Status of food stamps
   ☐ Denied (PA/FS code will equal 03)
   ☐ Accepted (PA/FS code will equal 70 or 71)
2. Was determination correct?   ☐ ☐ ☐
3. Was FS Application denied prior to the 30th day for interview no-show?
   If yes, explain_____
   _____

4. Was FS application denied for FTC with a non-food stamp requirement
   such as FTC with Medical or Drug/Alcohol Evaluation?   ☐ ☐
   If yes, explain_____
   Date of NPA case acceptance_____
5. Was notice issued   ☐ ☐
   ☐ case denial notice, month/date _____
   ☐ LDSS-3152 "Action Taken" notice date_____

B. FS Denials (including denied FS when PA is approved)

1. Was determination correct?   ☐ ☐
2. Was a notice issued?   ☐ ☐
   LDSS 3152 "Action Taken Notice" Date_____
   or system generated client notice
3. Was FS Application denied prior to the 30th day for interview no-show? ☐ ☐
   If yes, explain _____

4. Was FS application denied for FTC with a non-food stamp   ☐ ☐
   requirement
   such as FTC with Medical or Drug/Alcohol Evaluation?
   If yes, explain_____
       ☐ ☐

C. TA Closing (This might include *denials* of TA Case Types opened only
   for Exp. FS

   TA case type: __
   TA closing reason code ___
   Was the case determined eligible for Transitional Food Stamp Benefits?   ☐ ☐ ☐
   Was the determination correct?
       does this matter?   ☐ ☐ ☐
   Was the household notified of TBA through
   ☐ manual notice

☐ system generated client notice

	Yes	No	N/A

1. If not eligible for transitional benefits, was there information in the case file to make a determination on food stamps ? ☐ ☐ ☐
    Was a request for contact sent to the household? ☐ ☐ ☐
2. Were food stamps closed? PA/FS code might equal 08, 09, 80, 81, ☐ ☐ ☐
    90 or 91 ___ ☐ ☐
3. Was determination correct?
    If no, why _____ ☐ ☐
4. Were food stamps continued until end of original certification period?
    If no, why _____ ☐ ☐
    What notice was issued on the food stamps action? (Possibly pertinent CNS notice type/detail?)

    ☐ CNS
    ☐ Action taken
    ☐ Notice of intent
    ☐ ☐ ☐

6. Was this correct?