Click or tap to enter a date.

# Attachment 1: Temporary Case Supervisory Review Plan Request Form

In response to the COVID-19 outbreak, social services districts (districts) that do not have a Case Supervisory Review (CSR) plan in place that has been approved by the Office of Temporary and Disability Assistance (OTDA) may complete and return to OTDA the template below for review and approval. Use additional sheets if needed.

Districts that have an approved CSR plan on file with OTDA may implement an immediate modification to their CSR plan, reducing their percentage of cases reviewed to no less than ten percent and are **not** required to complete this form.

Click or tap here to enter text. is submitting a request to implement a temporary CSR plan for Choose an item.

1. Provide the district’s CSR point of contact name and email address: Click or tap here to enter text.
2. Provide a description of which case types/case transactions will be subject to supervisory review approval:

Click or tap here to enter text.

1. Indicate the percentage of TA, SNAP and/or HEAP cases each supervisor will be required to review per worker and the frequency of review:

Click or tap here to enter text.

1. Will new workers' cases be reviewed 100 percent and if so, for how long? If not, how will new workers’ cases be reviewed?

Click or tap here to enter text.

1. Provide a description of how case processing errors will be addressed to ensure accuracy:

Click or tap here to enter text.

1. Indicate how the district will account for the supervisor’s signature on a case selected for CSR:

Click or tap here to enter text.

1. Indicate how the district will identify cases that were reviewed under the CSR for a State review of their plan:

Click or tap here to enter text.

1. Indicate how the district will produce electronic and/or paper copies, including all required signatures, of cases reviewed with their CSR for a State review of their plan:

Click or tap here to enter text.

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| --- |
| **This section is to be completed by the OTDA reviewer(s):** Click or tap here to enter text. |
| Is the district’s temporary CSR plan approved?  Yes  No, List reason(s): Click or tap here to enter text. |