

ELIGIBILITY DETERMINATION/VERIFICATION

Does the system accommodate the following data for all household members:

Names (including other names hh member may go by) _____

Addresses (Residence and Mailing) _____

Dates of Birth _____

Social Security Numbers _____

Household Size _____

Application Date _____

Telephone Number _____

Age _____

Alien Registration ID numbers _____

Citizenship/Alien Status _____

Racial/Ethnic Data _____

Authorized Representative (if applicable):

Name _____

Address _____

Telephone Number _____

Apply for/Receive FS _____

Expedited Service Eligibility _____
Certification Period _____
Unlimited Number of Participants Per Household _____
Relationship of Household Members _____
Non-Household Members _____
Elderly/Disabled Household Members _____
Types/Sources of Verification _____
SSA Households _____
SSI Households _____
TANF Households _____
Strikers _____

Earned Income:

Total (Gross) _____
Individual (Gross) _____
Self-Employment (Gross) _____
Total (Net) _____
Individual (Net) _____
Self-Employment (Net) _____

Frequency (Other than monthly) _____
Training Allowances _____
Title I (VISTA) Payments _____
WIA Payments _____
Sponsored Alien Income Calculation _____
Roomers/Boarders: Income from hh members _____
Strikers Income Calculation _____

Unearned Income:

Total _____
Individual _____
Net Countable _____
Source (TANF, SSA, SSI, GA, VA, UIB, alimony, pensions, scholarships, strike benefits,
child support, other) _____
Disqualified hh member income/resources attributed to remaining hh members _____

Resources:

Total Value _____
Individual Ownership _____
Joint Ownership _____
Vehicles _____

Cash on Hand	_____
Bank Accounts	_____
Real Estate	_____
Stocks/Bonds	_____
IRA/Keogh Plans	_____
Other	_____
Transfer of Resources (3 months prior)	_____

Deductions:

Medical:

Total Monthly Expenses	_____
Individual Monthly Expenses (\$35/mo)	_____
Eligibility for Deduction (Disabled or Elderly)	_____
Deductible Amount	_____

Other:

Earned Income Deduction	_____
EID Disallowance if income not reported	_____
Standard Deduction	_____
Child Support Deduction	_____

Dependent Care:

Total Monthly Expenses _____
Individual Monthly Expenses _____
Eligibility for Deduction _____
Deductible Amount _____

Shelter:

Total Expenses _____
Rent/Mortgage _____
Property Taxes _____
Insurance (property) _____
Frequency (other than Monthly) _____
Utilities Total Expenses _____
Telephone _____
Electricity _____
Gas _____
Oil _____
Water/Sewer _____
Trash Removal _____
Heating/Cooling _____

Other	_____
Vendor Payments	_____
Actual () SUA () HUA ()	_____
Homeless standard allowed correctly (if State has standard)	_____
Presence of Elderly Person in Household	_____
Only maximum deduction allowed (for deductions with a maximum)	_____
Correctly allows elderly/disabled hh shelter costs	_____
Applies excess shelter cap for non-elderly/disabled hh members	_____

Categorical Eligibility:

Resource disregard for eligible hhs	_____
Expanded categorical eligibility programs	_____
Resource disregard for PA or SSI recipient	_____

Work Registration:

Household members registered	_____
Reason for exemption	_____
E&T mandatory participants	_____
Voluntary quit or reduction in work hours	_____

Disqualification for non-compliance

ABAWDS:

Track months of participation

Track exempt areas in State (waivers)

Track 15 % exemptions (if applicable)

Accommodate a fixed or rolling 36 month period

Track number of disqualifications

Track disqualification actions

-

Student Status:

Ineligible Reason Code

Reason for exemption:

- dependent hh member under 6
- dependent hh member under 6 w/inadequate child care
- other

Work Status

Grants, Scholarships, Loans

Tuition/Mandatory Fees

Residence in Group Facility

- hh member identified as resident of group facility _____
- facility classified by type (GLA,DA, Mental Health, Battered Women/Children) _____
- System tracks facility as authorized representative (where applicable) _____
- FS allotment divided between facility and client (State option) _____
- System (EBT) prohibits more than one-half of allotment issued to facility prior to 16th of the month _____
- System permits return of one-half allotment to hh leaving facility prior to 16th of the month _____
- Second issuance in same month to battered women shelter resident _____

CLAIMS - General

- Reason for Overissuance _____
- Claim calculation _____
- Collection method _____
- Suspension/termination _____
- Failure to meet repayment agreement _____
- Disallow EID when claim proven to be IPV _____
- Submission of payments to FNS: _____
 - 35% Fraud _____
 - 20% Non-Fraud _____

Correct proportions on joint claims

Generate demand letters

Fraud Claims :

Total

Recoupment Rate (Minimum Amount)

Amount Recouped to Date

Outstanding Balance

Disqualification Period

Offset Against Restorations

Non-Fraud Claims:

Total

Recoupment Rate (Minimum Amount)

Amount Recouped to Date

Outstanding Balance

Offset Against Restorations

Agency Error Claims:

Total

Recoupment Rate

Amount Recouped to Date _____

Outstanding Balance Offset Against Restorations _____

Treasury Offset Program (TOP)

- numbers of claims referred _____
- number of debts removed _____
- demand letters? _____
- System tracks expunged benefits applied to claims (State option) _____

EDITS/PENDING CASES

Does the system process the data through interactive interviewing?

Is the system capable of accepting new applications, changes, recoupment, SS-5 information, monthly reporting, recertification, work registration, EBT?

What data elements are subject to surface edit for completeness/validity?

Are relationship edits performed for related fields to assure compatibility?

Are edit checks performed for the following elements and will the system preclude incorrect application of policy:

Maximum Resources (regular and elderly)? _____

Maximum allotment amount? _____

Allowable deductions? _____

Basis of Issuance Tables? _____

Omission of Disqualified Members or Households for required period? _____

Does the system terminate the case at the end of the certification period if not recertified?

Provide for appropriate social security enumeration for all required household members?

Does the system provide for monthly reporting and retrospective budgeting?

Does the system provide for the notification of errors detected through the edit process?

Does the system track input errors until resolved?

If errors are detected, will the system reject:

Incorrect Information Only _____

Entire Field _____

Entire Field of Transmission _____

Entire Page of Transmission _____

Entire Transaction _____

Does the system track pending cases?

Does the data base prevent duplication of case numbers?

Will system prohibit an increase in FS benefits if hh's income is reduced due to failure to comply with means-tested program (i.e., TANF)?

Will the system reduce allotment by a percentage - not to exceed to 25% - for failure to comply with a means-tested program?

DATA CAPTURE & RETRIEVAL

Are standard systems procedures manuals available for the caseworkers?

Are applications entered on the same day received?

What is the response time for:

- On-line inquiry _____
- Off-line inquiry _____
- Application Processing _____
- Notification of Change _____

Do controls exist to assure that only the caseworker can access/change cases assigned to him/her?

Does the system collect SSN for all individuals in the household at the time of interactive interview?

At the time of application, does the system provide for an intrajurisdictional verification that an active case does not exist for the same applicant?

Does the system perform on-line verification of income against a wage reporting data base?

How are matches handled?

Does system perform IEVS match? (optional)

Does system perform SAVE match? (optional)

If a notice of change is received, will the system automatically:

- Update the case record _____
- Change the benefit calculation _____

Suspend benefits _____

Terminate benefits _____

Does the system record the origin of the change report?

Does the system automatically notify PA of reported changes and new allotment amounts?

Are reports of change and new grant amounts automatically received from PA and processed by the system?

Does the system perform all activities necessary to maintain the appropriate level of confidentiality of information obtained from the applicant and recipient households?

ELIGIBILITY/BENEFITS

Disaster certifications _____

Automatic determination of ineligibility based on:

Excess NET Income _____

Excess GROSS Income _____

Excess Resources _____

Citizenship/Alien Status _____

Student Status _____

Work Registration _____

Non-compliance with SSN requirements _____

Residence in ineligible institution _____
Refusal to cooperate with Q.C. _____
Other (Specify) _____

Can the system automatically calculate the following items?

Earned income deduction _____
Allowable medical deductions _____
Allowable dependent care costs _____
Allowable shelter costs _____
HUA/SUA (if applicable) _____
Net income _____
Household Size _____
Thrifty Food Plan amount _____
Countable Income (30% NET) _____
Allotment Amount _____
Minimum \$10.00 Benefit (Initial month) _____
Minimum \$10.00 Allotment for Households of 1-2 _____
Minimum \$2, \$4, \$6 allotment for Households of 3 _____
SUSPEND Issuance under 273.1(e) _____
Allotment < Issuance _____

Proration of initial month's benefit

Retro benefits to month of Application

Deduct claim recoupment

Conversion of weekly, biweekly income to monthly?

Average income/expenses over certification period?

Retroactive/restored benefits issued in installments?

Certification periods set by system?

Can system authorize/prevent changes between actual utility costs and SUA/HUA during certification period?

Automatic continuation of benefits after an adverse action if a Fair Hearing is requested?

Benefit determination by calculation or Basis of Issuance Tables?

Does the system allow for authorized under or over issuance due to claims collection or restored benefits?

NOTICES

Can the system automatically generate the following notices?

Notice of eligibility?

Notice of Denial?

Notice of Pending Status?

Notice of Suspension?

Notice of Expiration?

Notice of Adverse Action?

Notice of Change? Mass Change? _____

Notice of Disqualification? _____

Monthly Report - Adequate Notice with Computation Sheet? _____

Reminder/Incomplete Report? _____

Does the system redetermine or revalidate eligibility and benefits based on change notices in households' circumstances?

Can ad hoc notices be generated by:

Automated printing of name/address on preprinted notice? _____

Automated printing of addressed envelopes for general notices? _____

Automated printing of mailing labels for inclusion of preprinted
stuffer with ATP's or coupons? _____

Automated printing of EBT PIN information? _____

Are copies of notices automatically supplied to workers?

Does the system automatically notify the caseworker of the need for recertification?

Are workers automatically notified of the need for Work Registration renewal?

Are significant birthdays (18, 60) tracked and workers reminded automatically?

Does the system generate the Monthly Reports for suspended households?

Does the system track the processing of Monthly Reports and terminate issuance if no report is submitted?

Does the system notify the worker when a disqualification period has ended? (if applicable?)

VERIFICATION/DUPLICATE PARTICIPATION

Are data matches performed on the following prior to certification, recertification, and change in household composition?

- Name _____
- Social Security Number _____
- Address _____
- Case Number _____
- Phonetic name _____
- Nickname(s) _____
- Name/Date of Birth _____
- Other _____

Are the checks performed only on Household Head or all Members?

Are these performed on-line or by daily batches?

Is intrajurisdictional information regarding possible multiple applications/duplicate participation available via on-line or daily listings?

If duplicate participation is detected, does the system prevent entry of the duplicate case?

Does the system compare FS income data with state UC/tax data?

How are hits handled?

Are hits prioritized?

Is follow-up action tracked by the system?

Is the comparison performed only for Head of Household or each member?

Does the system apply a tolerance level amount for hits (if State has a tolerance level)?

Are Social Security Numbers verified through the system?

Does the system provide for generalized format acceptance of any federal, state, or out-of-state records for verification?

If yes, which ones?

Does the system provide for a BENDEX interface?

If yes, does it result in:

Report of listing of matched SSN's? _____

Report of discrepant information? _____

Automatic update of FS record to reflect SS information? _____

Does the system provide for an SDX interface?

If yes, does the interface result in:

Report of matched SSN's? _____

Report of discrepant information? _____

Automatic update of FS to reflect SDX data? _____

If automatic updates occur, are the appropriate notices generated?

Does the system provide an interface to the IV-D (Child Support) system?

Does the system provide an interface to the SAVE system at INS?

HISTORICAL RECORDS

Are case, client, and issuance records maintained for at least three years for both active and inactive cases/actions?

How long are case history files records available on-line?

How long are case history files records available off-line?

How are they stored once off-line?

How long are paper copies maintained in case file? Are copies of notices retained in file?

ISSUANCE AND RECONCILIATION

Does the system provide for Direct Coupon Mail out, or EBT card?

Does the system automatically issue EBT cards?

Can the system meet timeframes for expedited issuance mailed within two workdays or available for pickup on the seventh calendar day)? Are these produced centrally or locally?

Can the system meet timeframes for initial issuance (mailed by 28th day after application is filed)?

Recertification (normal cycle)?

Replacement of lost/stolen EBT cards within 48 hours of reported loss? Fee for replacement?

Does the system provide for all households to receive their regular monthly EBT account update at the same time each month?

Is the monthly EBT account update issued on a staggered basis? If so, what is timeframe? How is cycle identified?

Does the system issue ID cards?

Does the system generate Basis of Issuance Tables using the formula provided by FCS?

Does the Household Issuance Record show:

- Name _____
- Address _____
- Certification Period _____
- Amount of Allotment _____
- Case Type (PA or NPA) _____
- Authorized representative's name and address _____
- Racial/ethnic data _____
- Household Size _____
- EBT PAN _____
- EBT Transactions _____

Can the system issue restored benefits to currently ineligible households?

Does the system identify an EBT issuance as any of the following:

- Regular issuance? _____

Initial issuance?	_____
Supplemental issuance?	_____
Replacement issuance?	_____
Retroactive issuance?	_____
Expedited issuance?	_____
Restored benefits?	_____

Are management exception reports issued for the above?

Are records maintained in a manner to facilitate monthly reporting? Is monthly reconciled report available?

Does the system differentiate between the month of eligibility and month of redemption in cases of restored and retroactive benefits?

Can the system consolidate total issuance to household for month for QC?

REPORTS

Is the system capable of preparing or providing data for producing the following reports?

FNS-259	Mail Issuance Report	_____
FNS-46	Issuance Reconciliation Report	_____
FNS-101	Project Area Racial Report	_____
FNS-209	Recipient Claims Against Households	_____
FNS-250	Food Coupon Accountability Report	_____

FNS-388	Coupon Issuance and Participation Estimates	_____
FNS-388a	Project Area Issuance & Participation (optional)	_____
FNS-583	Quarterly E&T Reports	_____

What is the source of data for FNS-46, 259, 250, and 388?

MASS CHANGES

Does the system provide for the selection of cases affected by a mass change and prepare those records for processing?

Is a report generated which indicates the records to be changed?

Is the system capable of computing changes and adjusting benefit levels as needed for the following?

- Thrifty Food Plan _____
- Gross & Net income eligibility limits _____
- Standard deduction _____
- Shelter deduction _____
- Utility standards _____

Can the system identify households receiving excess medical/dependent care deductions?

Can the system identify households affected by cost of living increases or other mass changes in PA grants, SSA benefits, and SSI benefits?

Are those cases automatically flagged to assure that appropriate actions are taken by caseworkers?

Are follow-up reports generated?

Can the system automatically update FS income with actual increased amounts of PA grants, SSA benefits, and SSI benefits?

Are workers notified of records changed en masse? Are paper copies of mass change reports produced and filed?

Does the system possess facilities to assure that changes in program specifications regarding eligibility and benefit calculation can be effected without major modification to the system?

Can changes be effected within implementation deadlines (90 days)?

Does the system presently include capability for reprogramming changes in the areas of gross income eligibility limits, retrospective accounting, and partial month allotment?

Can the system cancel the month's issuance? (for the entire caseload if necessary?)

Can restored benefits for the canceled month be issued at a later date if necessary?

Can the system issue reduced allotments to the entire caseload if necessary?

Can the restorations for the reduced month be made at a later date, if necessary?

Can the system test anticipated changes using the data base?

MANAGEMENT INFORMATION

Does the system provide for monthly selection of active cases and negative action for QC review?

Does the system include all required cases in the sampling frame? When is the month's frame available? When is sample selection made? Is the frame based on issuance or cashed? Can a dump be produced to validate sampling process?

Is the systematic selection design used?

Does the system provide for a new random start each month?

Does the system provide for a new selection interval for each new review period? (SHOULD NOT!)

Can the system change the interval during the sample period?

Does the system select records for Management Evaluation review?

Is coupon inventory management accomplished through the system?

Are coupon inventories of issuing agents and bulk storage points monitored by the system?

Does the system provide any inventory maintenance, needs projection or ordering functions?

Are reports generated by the system which reflect the following summary totals:

- new cases,
- recertified cases,
- closed cases,
- suspended cases,
- applications pending,
- cases pending recertification,

- cases certified this period,
- cases pending verification,
- changes processed,
- claims established,
- cases receiving restored or retroactive benefits,
- cases receiving expedited service
- cases in which exp. service timeframe is not met
- cases in which 30 day processing timeframe not met?

Can reports be subdivided by office and worker?

Can the system generate the FNS-366B?

Can a report be generated by the system or upon request on the following:

- demographic information,
- client income,
- FS expenditure trends,
- caseload trends,
- fraud trends,
- Fair Hearing trends,
- household characteristics,
- error-prone profiles,

- operational statistics, and
- caseworker evaluations/performance monitoring