

TARGETED CASE READS: SNAP APPLICATION/RECERTIFICATION CASE NOTES

CASE NUMBER:	
WORKER:	
REVIEWED BY:	

Instructions:

Use this document to complete a targeted case review with a focus on case notes. Review the case notes for the case action being audited, ensuring that the worker has, at minimum, entered a case note in each of the 6 listed tabs. Each tab has specific information that should be documented. Check “yes” or “no” to indicate whether or not the worker appropriately documented the required information. Some information is not required to be documented unless it directly applies to the case. For example, a citizenship case note is not required unless there are non-citizens in the household. Check “N/A” for any items that are not applicable to the case action.

Please note that some items will require a review of the application, ACES, or paystubs/other items in imaging in order to determine whether the worker documented all information available.

For further clarification, review the SNAP CASE NOTE REFERENCE GUIDE, which details case note expectations for each tab.

Please check the appropriate box to indicate whether the worker documented each of the following items:

1. CASE INFO TAB

- Action type YES NO
- Rights and Responsibilities/QC process reviewed YES NO
- Date of interview and who was interviewed OR explanation for waiving interview YES NO
- EO screening date and determination YES NO N/A
- Verification requested/pending YES NO N/A

2. HOUSEHOLD TAB

- Household composition (who or how many included in benefit) YES NO
- **Explanation of eligibility or ineligibility, as applicable, for any of the following special circumstances:**
 - Non-citizens YES NO N/A
 - Separate Household YES NO N/A
 - Students YES NO N/A
 - Moved/Received benefits from another state YES NO N/A
 - Disqualified Household Members YES NO N/A

3. INCOME TAB

Earned Income

- Employment status for all potentially employable household members YES NO N/A
- Addressed and documented any employment on ACES (most recent QTR) YES NO N/A
- Addressed and documented any employment reported by the client YES NO N/A
- Explanation of how income was verified (ex: paystubs in file, called employer) YES NO N/A
- Income calculations (MICAL), which checks were included/excluded and why YES NO N/A
- Verification for any terminated jobs in the last 3 months (date of last check) YES NO N/A
- Student status for any employed minors and whether their income is countable YES NO N/A

- **Review paystubs and address special circumstances as applicable:**
 - Pay rate change YES NO N/A
 - Bonus income YES NO N/A
 - Special Pay (benefit allowance, per diem, military or school employee, etc) YES NO N/A
 - Medical Leave YES NO N/A
 - Disqualified Household Members YES NO N/A
- **If any household members are self-employed:**
 - Document whether or not tax forms or ledgers are available YES NO N/A
 - Documentation of declared business expenses, or that the client has none YES NO N/A
 - Explanation of income calculation YES NO N/A

Unearned Income

- Addressed and documented all unearned income on data exchange screens YES NO N/A
- Addressed and documented any unearned income reported by the client YES NO N/A
- Explanation of how unearned income was verified when applicable YES NO N/A
- Income calculations YES NO N/A
- Documentation of any overpayments or garnishments YES NO N/A

4. ABAWD TAB

- Work Registration Exemptions listed for each household member YES NO N/A
- ABAWD Exemptions listed for each household member YES NO N/A
- How exemptions were verified, if applicable YES NO N/A
- **If no exemption is met for one or more household members:**
 - Document that all exemptions were explored YES NO N/A
 - Document whether client is meeting the work rule YES NO N/A
 - Document whether client is eligible for K months or has regained eligibility YES NO N/A

5. EXPENSES TAB

- **Documentation of any expenses known or reported to the agency:**
 - Reported by the client (check LIVE application if applicable) YES NO N/A
 - Showing on case record (look for daycare copay) YES NO N/A
 - Showing on exchange screens (look for child support, Medicare premiums) YES NO N/A
 - Showing on paystubs (look for child support garnishments) YES NO N/A
- How expenses were verified YES NO N/A
- Calculations used to determine expenses or prorated expenses YES NO N/A
- If no expenses, documentation that potential expenses were explored YES NO N/A

6. SHELTER TAB

- Documentation of client's reported shelter costs/responsibilities YES NO
- If mortgage, record whether or not taxes and insurance are included YES NO N/A
- Documentation of reported utility expenses YES NO
- If no utility expenses, document that telephone allowance was explored YES NO N/A
- Calculations for shelter cost proration, if applicable YES NO N/A
- If shelter/utility costs differ from what was reported on application, was it explained? YES NO N/A

MISCELLANEOUS/ADDITIONAL INFORMATION

Please use the space below to make any additional notes or comments. If there were any unexplained discrepancies or issues with case notes/documentations, record the information below.