LEAP MANAGEMENT REVIEW

COUNTY:
Date:

HH #	CLIENT NAME	ELIG CODE	PAY METHOD	CASE TYPE

3.756.12 A   1) Was the application, verification, and supporting documentation date-stamped upon receipt?   Y N N/A

Date received: _____

3.756.12 B   2) Was the application pended in LEAP MIS within 15 days of receipt?   Y N N/A

3.756.14   3) Date eligibility determined: _____   Y N N/A
Is eligibility determined within 50 days (basic app)

3.751.1   3a) Within 10 days if expedited/advanced?   Y N N/A
3b) Was a 10 day hold ("T") placed on the account for pending shut-off situations for automated vendor?   Y N N/A

3.756.2   4) If advance**,** was advance criteria met? Was advance done correctly?   Y N N/A

3.751.1
3.752.25 A4
3.752.22 C   5) Is the household properly determined to be a separate household?   Y N N/A
3.756.12 C   5a) Were all members updated in F10 including ssn's?   Y N N/A

3.755.21   6) Was the income verified & how?   Y N N/A
3.755.13   (e.g., paystubs, self –employment ledger, award letter, CBMS, etc.)

3.755.22 C   6a) Is income calculated correctly?   Y N N/A
6b) Is income verification in the file?   Y N N/A
3.755.21   6c) IF self-employed, were receipts for business-related expenses included with profit & loss statement?   Y N N/A
6d) Is zero income properly verified/documented?   Y N N/A

3.751.1   7) Was the correct dwelling type used?   Y N N/A
3.752.21
3.752.25

3.755.42   8) Is this subsidized housing?   Y N N/A
3.758.47 E

          8a) Is case coded with a "Y"?   Y N N/A

3.752.25   9) Is vulnerability properly determined and verified?   Y N N/A
3.755.41   Heat bill: Date_____   Company_____
        Rent Receipt Date _____
                        In client's name?   Y N N/A

3.752.26   9a) Does address match application?   Y N N/A

3.751.1   9b) Is the primary heating fuel properly determined?   Y N N/A

3.755.5   10) Is EHHC properly obtained, determined and documented?   Y N N/A

3.752.27   11) Is citizenship properly determined? (check alien registration verification/SAVE 3.140.15) Y N N/A
3.120.26 &
3.140.1   11a) Is lawful presence determined?   Y N N/A
          11b) Is affidavit completed correctly?   Y N N/A
          11c) Is the ID valid?   Y N N/A

3.751.1   12) Is the application complete?   Y N N/A

3.756.12   13) If the application was not complete, did the county notify the applicant in
        writing, of the information/verification needed to determine eligibility
        and/or payment amount?   Y N N/A

        13a) Was an automated letter used?   Y N N/A
        13b) If no, was the applicant provided 2 calendar weeks   Y N N/A
        to provide the requested information/verification?

        Date of notification: _____

3.755.13   14) <u>The Case Record Shall Contain at a Minimum</u>:
        14a) The application and any other supplemental forms   Y N N/A
        14b) Are all non-automated actions documented in ROC   Y N N/A
        14c) Source of EHHC   Y N N/A
        14d) Are any vendor contact documented?   Y N N/A

3.756.12   15) Is the case data entered correctly?   Y N N/A