3.755.21H	7) Is "zero" income properly verified/documented? If no, why:	Y N N/A
	8) Is there adequate documentation showing how the client meets needs when income is less than expenses?	Y N N/A
3.752.25 **3.755.41**	9) Is vulnerability properly determined and verified? Heat bill: Date_____ Company_____ Rent Receipt Date _____ In client's name? (Yes/No) Other:	Y N N/A
	9a) Does address match application? (Yes/No)	
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
3.755.42 **3.758.47**	11) Is this subsidized housing?	Y N N/A
	11a) Is case coded with a "Y"?	Y N N/A
3.751.1	12) IS THE APPLICATION COMPLETE?	Y N N/A
	a) The applicant has provided an adequate response to all application questions which are necessary to determine eligibility and payment level.	Y N N/A Y N N/A
	b) The applicant has provided all required verification	
	c) The application is signed.	Y N N/A
	d) The Applicant Has Provided Proof Of Lawful Presence In The United States. (Volume III, 3.140.11).	Y N N/A
3.755.13	13) <u>The Case Record Shall Contain at a Minimum</u>:	
	a) The application and any other supplemental forms	Y N N/A
	b) Completed turnaround worksheets for all actions	Y N N/A
	c) Any written notes that are not contained in the ROC	Y N N/A
	d) Calculations used to compute income (if not in ROC)	Y N N/A
	e) Source of EHHC	Y N N/A
	f) Any vendor contact?	Y N N/A
3.756.12	14) 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
	a) Was an automated letter used?	Y N N/A
	If no, was the applicant provided 2 calendar weeks to provide the requested information/verification?	Y N N/A
	Date of notification: _____	