LEAP MANAGEMENT REVIEW

COUNTY:
Date:

HH #	CLIENT NAME	ELIG CODE	PAY METHOD	CASE TYPE

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

1a) Was the application pended in LEAP MIS within 15 days of receipt? Y N N/A

3.757.12 2) Was the completed application entered into the LEAP MIS after pending and all eligibility information was verified? 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

3.752.27
3.120.26 &
3.140.1
4) Is citizenship properly determined? Y N N/A
(check alien registration verification/SAVE 3.140.15)

4a) Is lawful presence determined?
a) Is affidavit completed correctly? Y N N/A
b) Is the ID valid? Y N N/A

3.751.1
3.752.25 A4
3.758.47 B
5) Is the household properly determined to be a separate household? Y N N/A
If no, cite problem:

5a) Was the correct number of household members used? Y N N/A
5b) Were all members updated in F10 including ssn's?

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

3.755.21
3.755.13
6A) Non-PA Households: What type of **earned income**?
(e.g., employment, rental income, self-employment, etc.)
a) Is income calc (tech-note) screen used Y N N/A
b) Is income calculated correctly? Y N N/A
c) Is income verification in the file? Y N N/A
d) IF self-employed, were receipts for business-related expenses included with profit & loss statement? Y N N/A