

REVIEW PERIOD:	DATE OF REVIEW:	CCMIS COUNTY/RECORD NO:
STANDARD		REVIEW RESULTS
<input type="checkbox"/> Standard 3 – REDETERMINATIONS--Timely Processing		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Enter the results from question 6</i>
<input type="checkbox"/> Standard 4 – LOW INCOME APPLICATIONS and RE-DETERMINATIONS / Accurate Processing and Verification Requirements		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Enter the results from question 9</i>
<input type="checkbox"/> Standard 5 – LOW INCOME APPLICATIONS and RE-DETERMINATION / Accurate Processing and Family Size and Income		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Enter the results from question 3</i>
<input type="checkbox"/> Standard 6 – LOW INCOME APPLICATIONS and RE-DETERMINATIONS / Accurate Processing and Income Calculation		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Enter the results from question 4</i>
<input type="checkbox"/> Standard 7 – LOW INCOME APPLICATIONS and RE-DETERMINATIONS / Accurate Processing and the Work Requirement		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>Enter the results from question 4</i>
<i>Reviewer: When grid is completed, enter review results on the rating review summary.</i>		

Compliance Standard 3 – – RE-DETERMINATIONS/Timely Processing 55 Pa. Code 3041.130 to 3041.131

1. What was the re-determination due date?

2. What date was the completed, signed re-determination form returned by the parent?

YES NO 3 a. Was all verification submitted with the re-determination form in order to process the re-determination correctly?

YES NO *If YES go to question 5.*
3 b. If NO, was a "Missing Information" letter sent to the parent?

YES NO *If NO, explain:*
4 a. Was follow-up verification received by the re-determination due date?

If NO, explain:

4 b. If YES, what date was the follow-up verification received?

YES NO 4 c. If NO, was an Adverse Action sent to the parent the day after the re-determination due date?

If NO, explain:

5. On what date was eligibility run in CCMIS?

YES NO 6. Was the re-determination completed timely and entered into CCMIS correctly?

Explain your answer:

Reviewer: Enter the result in Review Results on Page 1.

Compliance Standard 4 – (LOW INCOME APPLICATIONS) and RE-DETERMINATIONS/Accurate Processing and Verification

Requirements 55 Pa. Code 3041.65 to 3041.78

REDETERMINATIONS

YES NO N/A 1 a. Was any information verified by self-certification (immunization, citizenship, date of birth)?

If YES, what was the information that was self certified?

YES NO ~~1 b. N/A~~ 1 b. YES (to question #2a) self certification form in the file?

YES NO

If NO, self certification form is in the file, was it because the signed application contained the self certification

YES NO information?
1 c. Was there information other than immunization, citizenship and date of birth that was self certified?

YES NO If YES, explain:
2 a. Was any information verified by self declaration?

If YES, What information was self declared and on what date was the information self declared?

YES NO ~~2 b. NO, go to question #3a.~~ 2 b. If YES (to 2a) was the self declaration form completed and in the file?

YES NO If NO, explain:
2 c. If YES, was a track date set for future case action in CCMIS ?

YES NO If NO, explain:
2 d.. Was the written verification obtained from self declaration received and processed in CCMIS within 30 days form the
self declaration date?

If NO, explain:

YES NO	3 a. Was any information verified by collateral contact? If YES, what information was verified by collateral contact ?
YES NO	3 b. If YES, did the case file contain authorization for information by the parent for collateral contact?
YES NO	4 a. Does the case file contain an Employment Verification Form? If NO, explain.
YES NO	4 b. If YES, was any information verified by the Employment Verification Form? If YES, what information was verified?
YES NO	5 a. Does the case file contain a training assessment form?
YES NO	5 b. If YES, was any information verified by the training assessment form? If YES, what information was verified?
YES NO	6 a. Does the case file contain a medical assessment form? <i>If NO, continue</i>
YES NO	6 b. If YES, was any information verified by the medical assessment form? <i>If NO, go to question #7a</i> If YES, what information was verified?

If NO, continue.

<p>YES NO</p>	<p>7 a. What type of verification was used to verify income? ___ Employment Verification Form ___ Pay stubs ___ Other: List _____</p> <p>7 b. If Employment Verification Form was used to verify income, was it necessary to obtain any additional information or verification? If YES, explain:</p>
<p>YES NO</p> <p>YES NO</p> <p>YES NO</p>	<p>8 a. Was this case determined eligible based on prospective employment?</p> <p>8 b. If YES, did the parent provide verification of the actual amount of income received within 10 days of the date that the parent received the income? If YES, what was the date stamp on the verification? If NO, explain:</p> <p>8 c. Was additional verification beyond one week of income verification required to verify the actual amount of income? If YES, explain:</p>
<p>YES NO</p>	<p>9. Was the application processed using the correct verification requirements and entered into CCMIS correctly? Explain your answer:</p> <p><i>Reviewer: Enter the result in Review Results on Page 1.</i></p>

Compliance Standard 5 – – (LOW INCOME APPLICATIONS) and RE-DETERMINATIONS/Accurate Processing and Family Size and Income 55 Pa. Code 3041.31 and 3041.32

REDETERMINATIONS

YES NO 1. Was the family size determined and entered into CCMIS correctly?

YES NO 2. Was countable income in the family file entered into CCMIS for all family members correctly?
If NO, explain:

YES NO 3. Was the application processed to include only persons in the family size that meet the definition of family and counting income only for those persons and was information entered into CCMIS correctly?

Explain your answer:

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Compliance Standard 6 – – (LOW INCOME APPLICATIONS) and RE-DETERMINATIONS/Accurate Processing and Income Calculation 55 Pa. Code 3041.33 and 3041.34

REDETERMINATIONS

YES NO N/A 1. Were all applicable deductions (child support, alimony, stepparent and medical) used in determining the adjusted

family income?

If NO, explain:

YES NO 2. Was the information in the family file for income calculation/deductions entered into CCMIS correctly?
If NO, explain:

YES NO N/A 3 a. Were income calculations based on prospective employment?
~~If NO, YES, was the information in the family file entered into CCMIS correctly?~~
If NO, explain:

YES NO 4. Was the application processed correctly using deductions and/or prospective income calculations and was information entered into CCMIS correctly?
Explain your answer:

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Compliance Standard 7 -- (LOW INCOME APPLICATIONS) and RE-DETERMINATIONS/Accurate Processing and the Work Requirement 55 Pa. Code 3041.43

REDETERMINATIONS
YES NO 1 a. Is the parent under 18 and enrolled in a GED program or high school?
If YES, continue.
YES NO ~~1~~ b. Is the parent enrolled in a full time education program approved by the school district?

If NO, explain:

YES NO	2 a. Is the parent between 18-22 years of age? <i>If YES, continue.</i>
YES NO	<i>If NO, go to question 3.</i> 2 b. Is the parent enrolled in an education program? If NO, explain:
YES NO	3 a. Is the parent meeting the work requirement by working 20 hours per week? <i>If YES, go to question 4.</i>
YES NO	<i>If NO, continue.</i> 3 b. Is the parent working 10 hours and enrolled in a training program for 10 hours? If NO, explain:
YES NO	4. Did the parent meet the work requirement and was information correctly entered into CCMIS? Explain your answer:
Reviewer: Enter the result in Review Results on Page 1.	