

1/1/90

Bulletin 89-85

P-2202 P.2

P-2202

Review Procedures

Response to Request (Continued)

No Contact by Client

If the DSW 202RL2 is not required with the requested information by the specified date the case should be closed. The date of Closure depends upon the deadline date given for the return of the information. If the date is before or the same as the second adverse action deadline for that month, the case should be closed for the end of the month. If the date is after the second adverse action deadline for that month, closure should take place on the 15th of the following month. The recipient's failure to contact the D.O. must be documented in the case file and a 10 day notice of adverse action is required.

Contact by Client

If the client indicates that he or she is having difficulty in obtaining any or all of the information, the worker should

- (1) assist the client in obtaining the verification.
- (2) determine if the client has good cause for not providing the information.

If YES, send a 10-day notice of termination and let the client know that the grant will be reinstated if the client provides the information and demonstrates that "good cause" continued. Document in the case file the reasons for the decision that there was "good cause." When time permits, the 10-day notice of termination should be sent in time to prevent benefits from being provided after the review period has expired. (If good cause is demonstrated, the client may be reinstated back to the date of closure. Before reinstating, the worker needs to determine that the information on the DSW 202 is still current. If the requested information is received more than 60 days after the original request for proof, a new DSW 202 is required.)

If no, document the explanation given for the failure to obtain proofs and why it does not represent good cause. Send the client a 10-day notice of termination. The notice should be sent in time to prevent benefits from being provided after the review period has expired.

NOTE: Possible "good cause" reasons are listed in the verification section of ANFC policy (WAM 2211.3). The list is not meant to be all-inclusive, and it is up to the District Director or his or her designee to determine if good cause exists in a specific case.

1/1/90

Bulletin 89-85

P-2202 P.3

P-2202 Review Procedures (Continued)

RESPONSE TO REQUEST FOR VERIFICATION (Continued)

Contact by Client (Continued)

These may be extraordinary circumstances when proof is unlikely ever to be available and obtaining it is outside the control of the client. In such cases the District Director or his or her designee may waive the requirement of verification.

If the grant is closed for other than an outright refusal, the client provides the requested information after the end of the review month, and the worker later learns that a determination of good cause should have been made, the grant should be reinstated. Before reinstating, the worker needs to determine that the information given on the DSW 202 is still current. If the determination of good cause is made more than 60 days after the original request for verification, a new DSW 202 is required.

If a waiver of pursuit of support has previously been granted, verifies that circumstances are essentially the same. If so, the waiver continues. If not, and IMS feels waiver should be reviewed again by Operations, proceeds to Pursuit of Support (P-2330 D).

If recipient fails to keep interview appointment:

- Sends DSW 202RL2 and schedules second appointment;

If recipient fails to respond to DSW 202RL2 or to keep second interview appointment:

- Proceeds to “Closure” (P-2220 E) – “did not appear for a required interview.”

After obtaining eligibility information, the IMS:

- Documents eligibility factors and computations on the ANFC Eligibility Worksheet (DSW 203A) in accord with P-2210.
- If still found eligible, proceeds to “Increases” (P-2220 F), “Decreases” (P-2220 F), or “Reviews” (P-2220 D) as appropriate.
- If found to be no longer eligible, proceeds to “Closures” (P-2220 E).