

CASE PREPARATION GUIDE

Dates Covered by Guide		Special Review Code
From:	To:	

1. Is action on any reported change pending? .....  Yes  No  
**If yes, determine if change in household composition, address, expenses, income, etc., subsequent to last certification have been acted upon. If not, take action.**
2. Have the household members changed since the last certification?.....  Yes  No  
**If yes, explore gain/loss of income/resources.**
3. Are the client's parents/siblings in the household? .....  Yes  No  
**If yes, remember to include all mandatory members.**
4. Are there any second parents, stepparents, minor parents, migrants, or disqualified persons in the household? .....  Yes  No  
**If yes, remember to use special budgeting procedures.**
5. Has either the amount or source of income changed since the last certification?.....  Yes  No  
**If yes, explore the reason for the change and take action.**
6. Does the case record indicate a loss of income since the last interview? .....  Yes  No  
**If yes, note whether dates of termination and last check were verified. If not, verify them.**
7. List the last employer for each member age 16 or older:

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Explore possible return to the job.

8. Are there unemployed members age 16 or older in the household? .....  Yes  No  
**If yes, explore work/training situation. Presence of unemployed person may indicate unreported income. Explore the status of each unemployed member.**
9. Are there any unemployment or workman's compensation determinations pending? .....  Yes  No  
**If yes, explore for potentially eligible clients. Follow up on pending determinations.**
10. Are there inconsistencies between the case record information and WR/ESP codes on Form 1000-B? .....  Yes  No  
**If yes, compare the worksheet and 1000-B, noting if clients remain eligible for exemptions.**
11. Are any members elderly or disabled?.....  Yes  No  
**If yes, explore VA/RSDI/SSI.**
12. Are there any VA/RSDI/SSI determinations pending? .....  Yes  No  
**If yes, follow up on pending determinations.**
13. Does any member have a parent deceased or disabled? .....  Yes  No  
**If yes, explore RSDI/VA eligibility of dependents.**
14. Do friends/relatives pay any of the client's expenses?.....  Yes  No  
**If yes, explore potential contributions.**
15. Do reported expenses approach or exceed income? .....  Yes  No  
**If yes, refer to Form 1058.**
16. Has the amount or type of resources changed since the last certification? .....  Yes  No  
**If yes, explore the household's resources, such as bank accounts, vehicles, property, etc.**

ENCOURAGE CLIENT INDEPENDENCE!

Comments: \_\_\_\_\_

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