

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

**QUALITY CONTROL - SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM
 NEGATIVE CASE ACTION REVIEW SCHEDULE**

I. CASE MANAGEMENT INFORMATION (Not to be Transmitted)

1. CASE NAME (Last, First, MI)		2. TELEPHONE NUMBER <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>	
3. MAILING ADDRESS		4. ACTUAL ADDRESS/DIRECTIONS TO LOCATE	
5. DATE ASSIGNED <div style="display: flex; justify-content: space-around; font-size: small;"> MONTH DAY YEAR </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	6. DATE COMPLETED/DISPOSED OF <div style="display: flex; justify-content: space-around; font-size: small;"> MONTH DAY YEAR </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> Reviewer _____	7. DATE CLEARED <div style="display: flex; justify-content: space-around; font-size: small;"> MONTH DAY YEAR </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> Supervisor _____	

II. IDENTIFYING INFORMATION

A. REVIEW NUMBER <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	B. CASE NUMBER <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	C. STATE AND LOCAL AGENCY CODE <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	D. SAMPLE MONTH AND YEAR <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
E. STRATUM <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	F. NOTICE DATE <div style="display: flex; justify-content: space-around; font-size: small;"> MONTH DAY YEAR </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	G. ACTION DATE <div style="display: flex; justify-content: space-around; font-size: small;"> MONTH DAY YEAR </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	H. ACTION TYPE <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	I. CASE CLASSIFICATION <div style="border: 1px solid black; width: 20px; height: 20px;"></div>

III. ANALYSIS OF REVIEW ACTIVITY

J. NOTICE REQUIREMENTS <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	K. RECORDED REASON FOR ACTION <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	L. FINDING <div style="border: 1px solid black; width: 20px; height: 20px;"></div>
M. HOUSEHOLD NOTICE (a) Notice Specific, Clear, Understandable <div style="border: 1px solid black; width: 20px; height: 20px;"></div> (b) Reason HH <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	N. DISPOSITION OF REVIEW <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	

IV. DESCRIPTION OF VARIANCES

O. ELEMENT CODE 1. <div style="border: 1px solid black; width: 30px; height: 20px;"></div> 2. <div style="border: 1px solid black; width: 30px; height: 20px;"></div> 3. <div style="border: 1px solid black; width: 30px; height: 20px;"></div>	P. NATURE CODE 1. <div style="border: 1px solid black; width: 30px; height: 20px;"></div> 2. <div style="border: 1px solid black; width: 30px; height: 20px;"></div> 3. <div style="border: 1px solid black; width: 30px; height: 20px;"></div>
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RESERVED CODING

Q. ACCURACY RECORDED REASON <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	R. ACCURACY HOUSEHOLD REASON <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	S. COLLATERAL/HOUSEHOLD CONTACT <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	T. ACTION INITIATED BY <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	U. NSTR REASON <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	RESERVED FOR FUTURE USE <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
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OPTIONAL (STATE SYSTEMS ONLY)

V. EXPLANATION OF REVIEW FINDINGS

EXPLANATION OF REVIEW FINDINGS CONTINUED:

PRIVACY ACT STATEMENT

This report is required under provisions of 7 CFR 275.14 (The Supplemental Nutrition Assistance Program). This information is needed for the review of State performance in determining the eligibility of applicants and recipients. The information is used to determine State compliance, and failure to report may result in a finding of non-compliance.

OMB PAPERWORK COLLECTION STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0034. The time required to complete this information collection is estimated to average 2.9406 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

APPENDIX D

INSTRUCTIONS FOR COMPLETING FORM FNS-245, SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) QUALITY CONTROL NEGATIVE CASE ACTION REVIEW SCHEDULE

GENERAL INSTRUCTIONS

The Negative Case Action Review Schedule was developed to serve as the data entry and review form for negative case action reviews. It is to be used as both a worksheet and the review schedule. The schedule consists of five sections as follows:

- | | |
|-----|----------------------------------|
| I | - Case Management Information |
| II | - Identifying Information |
| III | - Analysis of Review Activity |
| IV | - Description of Variances |
| V | - Explanation of Review Findings |

SECTION I - CASE MANAGEMENT INFORMATION

This section provides case management information and household identity.

- 1. Case Name** - Enter the name of the applicant or recipient whose household's participation was denied, terminated or suspended.
- 2. Telephone Number** - Enter the telephone number of the household.
- 3. Mailing Address** - Enter the mailing address of the household.
- 4. Actual Address/Directions to Locate** - Enter the actual address at which the household resides, if different from the mailing address.
- 5. Date Assigned** - Enter the month, day, and year (MM DD YYYY) the case was assigned to the QC reviewer.
- 6. Date Complete/Disposed of** - Enter the month, day, and year (MM DD YYYY) the review was finalized; the reviewer's name/ID entry indicates who did the review.
- 7. Date Cleared** - Enter the month, day, and year (MM DD YYYY) the supervisor cleared the review; the supervisor's name/ID entry indicates completeness and approval of the review.

SECTION II - IDENTIFYING INFORMATION

This section provides identifying information related to the negative case action under review. For all cases, fill in items A through I.

- ITEM A. Review Number** - Enter the number assigned to the negative action under review.
- ITEM B. Case Number** - Enter the case number assigned by the State agency.
- ITEM C. State and Local Agency Code:**
- **State Agency Code** - In the first two blocks, enter your two-digit State code. These are the codes used by the National Institute of Standards and Technology.
 - **Local Agency Code** - In the last three blocks, enter the same three-digit code that the State agency uses to code local agencies for the QC review of active cases.
- ITEM D. Sample Month and Year** - Enter the month and year for which the negative action was selected for review. The sample month for a negative action is based upon how the case was selected for review. State agencies must identify for the reviewer how cases are sampled so that the appropriate sample month and year are entered. Each State agency has an FNS approved sample plan.
- ITEM E. Stratum** - Enter the two-digit stratum code. Stratum codes are assigned by the State agency when the sample is stratified. If stratum codes are not used by the State, other information may be entered here as a State option.
- ITEM F. Notice Date** - Enter the month, day and year (MM DD YYYY) the notice was sent for the negative action selected for review. If no notice was sent, enter nines.
- ITEM G. Action Date** - Enter the month, day and year (MM DD YYYY) the action was taken by the State agency for the negative action selected for review.
- ITEM H. Action Type** - Enter the action taken by the State agency using the appropriate code as follows:
- 1 - Denial of SNAP application
 - 2 - Termination of SNAP benefits
 - 3 - Suspension of SNAP benefits

ITEM I. Case Classification - Enter the appropriate code as follows:

- 1 - Included in error rate calculation.
- 2 - Excluded from error rate calculation, processed by SSA worker.
- 3 - Excluded from error rate calculation, as designated by FNS (e.g. demo project).

SECTION III - ANALYSIS OF REVIEW ACTIVITY

This section provides information regarding the action taken and the analysis of the review of the action to deny a SNAP application, terminate SNAP benefits or suspend SNAP participation. For completed cases, fill in items J through U. For cases that are not subject to review or incomplete fill out item U only.

ITEM J. Notice Requirements - Enter the appropriate code to indicate the reason for the action as reflected by the case record.

- A - No requirement to issue a notice on this action.
- B - Notice was accurate, timely, and contained all required information.
- C - NOAA - Required notice not sent to the household. (This code should be used when no notice was sent or when the notice sent went to the incorrect address.)
- D - NOAA - Notice sent was not accurate/did not contain correct reason for action.
- E - NOAA - Notice did not comply with applicable timeframes.
- F - NOAA - Notice sent was not easily understandable.
- G - NOAA - Notice sent did not contain the required information as defined by regulations.
- H - NOAA - Notice sent did not contain correct reason for action and was not easily understandable.
- I - NOAA - Notice did not contain correct reason for action and did not contain the required information as defined by regulations.
- J - NOAA - Notice sent did not contain correct reason for action and was not easily understandable and did not contain the required information as defined by regulations.
- K - NOMI - Required notice not sent to the household. (This code should be used when no notice was sent or when the notice sent went to the incorrect address.)
- L - NOMI - Notice sent to the household was not accurate.
- M - NOMI - Notice did not comply with applicable timeframes.
- N - NOMI - Notice was not easily understandable.
- O - NOMI - Notice sent to the household did not contain the required information as defined by regulations.
- P - NOMI - Notice sent to the household was not accurate and did not comply with applicable timeframes.
- Q - NOMI - Notice sent to the household was not accurate and did not contain the information as defined by regulations.
- R - NOMI - Notice did not contain required information as defined by regulations and did not comply with applicable timeframes.
- S - NOAA and NOMI - Notices to household were not sent/did not comply with timeframes.
- T - Periodic Report - did not send the Interim Report.
- U - Periodic Report - did not send the Interim Report within the appropriate timeframes.
- V - Periodic Report - did not send Notice of Missing or Incomplete Report ten (10) days from the date the report should have been submitted.
- W - Request for Contact - did not send a request for contact which was clear and timely.

ITEM K. Recorded Reason for Action - Enter the appropriate code to indicate the reason for the action as reflected by the case record.

- 01 - Resident of an institution not authorized by FNS
- 02 - Outside of project area or State
- 03 - Ineligible striker
- 04 - Ineligible noncitizen
- 05 - Ineligible student
- 06 - Ineligible boarder
- 07 - Missed scheduled interview(s)
- 08 - Failed to provide verification
- 09 - Refusal to cooperate
- 10 - Refusal to supply SSN
- 11 - Gross monthly income exceeds maximum allowance
- 12 - Net Monthly income exceeds maximum allowance
- 13 - Exceeds resource standard
- 14 - Transfer of resources
- 15 - Failure to comply, without good cause, with work registration/job search requirements
- 16 - Voluntary quit
- 17 - Failure to submit/complete report
- 18 - Voluntary withdrawal after certification
- 19 - Termination/denial due to TANF termination/denial
- 20 - Intentional program violation
- 21 - Termination/denial due to program disqualification
- 22 - Termination/denial of household of able bodied adult(s) whose time limited period of SNAP eligibility has expired
- 23 - Failure to comply, without good cause, with SNAP work requirements
- 24 - Eligible for zero benefits
- 25 - Failure to access EBT benefits
- 26 - Loss of contact with household
- 27 - Applicant/household deceased
- 28 - Not eligible for separate household status

- 29 - Not eligible due to status as fleeing felon, parole violation, drug conviction etc.
- 30 - Reason for denial/termination/suspension not documented
- 31 - Household received benefits in another SNAP household for same time period
- 32 - Household received benefits in another state for the same time period
- 33 - Household received tribal commodities and is not eligible to receive SNAP benefits
- 99 - Other

ITEM L. Finding - Final Analysis of the QC Review of the Negative Action - Enter the appropriate code:

- 01 - **Valid Negative Action** indicates that 1) the action taken was appropriate; *and* 2) the reason for the action was correct; *and* 3) the household was notified on a clear, correct, complete notice with the correct reason for the action. A valid determination requires that all three were correct.
- 02 - **Invalid Negative Action** indicates that either the action taken was not correct, *or* the reason for the action was not correct *or* the notice given to the household was not correct *or* no notice was sent to the household when the notice was required to have been sent. This could also indicate that any combination of the above were incorrect. An invalid result requires that one of the items is incorrect. (Item M(a) = 2, Item M(a) = 3, Item Q = 2, Item R = 2; or any combination of the four)

ITEM M. Household Notice

(a) Notice Specific and Easily Understandable - Enter the appropriate code regarding the notice to the household. The notice must be specific regarding the reason for the action; the explanation of the action must be clearly understandable. (Example: If the notice contains a list of reasons and none are checked or identified as *the* reason(s) for the action then code 2 would apply.) This measure is not to evaluate the validity of the reason; it is to evaluate the clarity of the notice.

- 1 - Yes, the reason for the action stated on the notice is specific, the notice is clear *and* the notice is easily understandable for the action.
- 2 - No, either the reason for the action stated on the notice is not specific, or the notice is not specific or the notice is not easily understandable for the action; or both. A detailed and thorough explanation is required in Section V, if code 2 is used.
- 3 - No notice was sent to household when notice was required.
- 4 - No notice was sent to household because a notice was not required.

(b) Reason to HH Enter the appropriate code to indicate the reason for the action as presented to the household.

- 01 - Resident of an institution not authorized by FNS
- 02 - Outside of project area or State
- 03 - Ineligible striker
- 04 - Ineligible noncitizen
- 05 - Ineligible student
- 06 - Ineligible boarder
- 07 - Missed scheduled interview(s)
- 08 - Failed to provide verification
- 09 - Refusal to cooperate
- 10 - Refusal to supply SSN
- 11 - Gross monthly income exceeds maximum allowance
- 12 - Net Monthly income exceeds maximum allowance
- 13 - Exceeds resource standard
- 14 - Transfer of resources
- 15 - Failure to comply, without good cause, with work registration/job search requirements
- 16 - Voluntary quit
- 17 - Failure to submit/complete report
- 18 - Voluntary withdrawal after certification
- 19 - Termination/denial due to TANF termination/denial
- 20 - Intentional program violation
- 21 - Termination/denial due to program disqualification
- 22 - Termination/denial of household of able bodied adult(s) whose time limited period of SNAP eligibility has expired
- 23 - Failure to comply, without good cause, with SNAP work requirements
- 24 - Eligible for zero benefits
- 25 - Failure to access EBT benefits
- 26 - Loss of contact with household
- 27 - Applicant/household deceased
- 28 - Not eligible for separate household status
- 29 - Not eligible due to status as fleeing felon, parole violation, drug conviction etc.
- 30 - Reason for denial/termination/suspension not documented
- 31 - Household received benefits in another SNAP household for same time period
- 32 - Household received benefits in another state for the same time period
- 33 - Household received tribal commodities and is not eligible to receive SNAP benefits
- 99 - Other
- 00 - No notice sent to household

ITEM N. Disposition of Review - Enter the appropriate code as follows:

- 1 - Review completed.
- 2 - Not Subject to Review/Listed in Error. Cases that are not subject to review are defined in Chapter 13 of the FNS Handbook 310. If Code 2 is entered in this item, an entry in Reserved Coding section Item U must be made with no further entries required on this schedule.
- 3 - Incomplete/Review Not Processed. Enter this code if the reviewer was unable to locate any form of the case record or was unable to process the case as defined in Chapter 13 of the FNS Handbook 310. If Code 3 is entered in this item, an entry in Reserved Coding section Item U must be made with no further entries required on this schedule.
- 4 - Case deselected/correction for oversampling. If Code 4 is entered in this item, no further entries are required on this schedule.

SECTION IV DESCRIPTION OF VARIANCES

This section provides for the description of variances identified in the review. Items O and P must be completed whenever the final determination for Item L is invalid (code 2).

ITEM O. Element - Enter the appropriate three digit element number of the review for each variance identified.

ITEM P. Nature Codes - Enter the appropriate three digit code for the nature of the identified variance(s). Possible nature codes for the specific Element are listed below the Element code and title. The nature codes may be used in any element.

BASIC PROGRAM REQUIREMENTS - (100)

Element 111 - Student Status

Nature codes:

- 001 - Eligible person(s) excluded
- 002 - Ineligible person(s) included
- 003 - Agency failed to follow up on inconsistent or incomplete information
- 014 - Eligible student incorrect income
- 015 - Eligible student incorrect student deductions
- 019 - Eligible student was denied for failing to verify student status which was previously verified
- 044 - Failed to consider or incorrectly considered Eligible Student status
- 096 - Policy incorrectly applied
- 131 - Eligible student excluded and met exemption - 17 and younger / 50 and older
- 132 - Eligible student excluded and met exemption - Enrollment as part of Job
- 133 - Eligible student excluded and met exemption - On-the-job training
- 134 - Eligible student excluded and met exemption - Employment requirements met
- 135 - Eligible student excluded and met exemption - Physically or mentally unfit
- 136 - Eligible student excluded and met exemption - Receiving TANF
- 137 - Eligible student excluded and met exemption - Responsible for care of child under 6
- 138 - Eligible student excluded and met exemption - Single parent, child under 12, enrolled full time
- 139 - Eligible student excluded and met exemption - State or Federal Work Study

Element 130 - Citizenship and Non-Citizen Status

Nature codes:

- 001 - Eligible person(s) excluded
- 002 - Ineligible person(s) included
- 003 - Agency failed to follow up on inconsistent or incomplete information
- 096 - Policy incorrectly applied
- 140 - Eligible qualified alien excluded - Amerasians
- 141 - Eligible qualified alien excluded - Asylees or Deportation Withheld
- 142 - Eligible qualified alien excluded - Certain American Indians born Abroad
- 143 - Eligible qualified alien excluded - Children under 18
- 144 - Eligible qualified alien excluded - Cuban or Haitian Entrant
- 145 - Eligible qualified alien excluded - Elderly lawfully residing in U.S. age 65 or older on August 22, 19961
- 146 - Eligible qualified alien excluded - Hmong or Highland Laotian tribal members
- 147 - Eligible qualified alien excluded - Individuals receiving benefits for blindness or disability
- 148 - Eligible qualified alien excluded - Iraqi or Afghan Special Immigrants
- 149 - Eligible qualified alien excluded - LPR with 40 qualifying quarters of work
- 150 - Eligible qualified alien excluded - LPR with living in US 5 years
- 151 - Eligible qualified alien excluded - military connection
- 152 - Eligible qualified alien excluded - Refugee
- 153 - Eligible qualified alien excluded - Victims of Severe Trafficking

Element 140 - Residency

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 088 - Improper denial or termination, not out of the project area
- 096 - Policy incorrectly applied
- 099 - Other
- 154 - Improper denial - Homeless household denied for failing to provide address

Element 150 - Household Composition

Nature codes:

- 002 - Ineligible person(s) included
- 003 - Agency failed to follow up on inconsistent or incomplete information
- 006 - Entitled to separate status
- 007 - Eligible person(s) with no income, resources, or deductible expenses excluded
- 008 - Eligible person(s) with income excluded
- 009 - Eligible person(s) with resources excluded
- 010 - Eligible person(s) with deductible expenses excluded
- 011 - Newborn infant improperly excluded
- 096 - Policy incorrectly applied

Element 151 - Recipient Disqualification

Nature codes:

- 002 - Ineligible person(s) included
- 018 - Eligible person(s) disqualified
- 096 - Policy incorrectly applied

Element 160 - Employment & Training Programs

Nature codes:

- 004 - Agency failed to follow up on known and reported impending changes
- 018 - Eligible person(s) disqualified
- 054 - Failure to cooperate with work program when not required to register for work program
- 060 - Household not notified of requirement to register with work program
- 096 - Policy incorrectly applied
- 155 - Individual inappropriately sanctioned

Element 161 - Time-limited participation

Nature codes:

- 004 - Agency failed to follow up on known and reported impending changes
- 018 - Eligible person(s) disqualified
- 096 - Policy incorrectly applied
- 156 - Improper denial - met ABAWD exemption
- 157 - Months incorrectly calculated

Element 162 - Work Registration Requirements

Nature codes:

- 001 - Eligible person(s) excluded
- 002 - Ineligible person(s) included
- 004 - Agency failed to follow up on known and reported impending changes
- 096 - Policy incorrectly applied
- 158 - Eligible person(s) excluded - exempt from work requirements - care for dependent under age 6 or incapacitated person
- 159 - Eligible person(s) excluded - exempt from work requirements - due to age
- 160 - Eligible person(s) excluded - exempt from work requirements - employed
- 161 - Eligible person(s) excluded - exempt from work requirements - participation in drug addiction or alcohol treatment program
- 162 - Eligible person(s) excluded - exempt from work requirements - physically or mentally unfit
- 163 - Eligible person(s) excluded - exempt from work requirements - received or applied for unemployment compensation
- 164 - Eligible person(s) excluded - exempt from work requirements - student enrolled at least half time
- 165 - Eligible person(s) excluded - exempt from work requirements - subject to and in compliance with TANF work requirements

Element 163 - Voluntary Quit/Reduced Work Effort

Nature codes:

- 016 - Head of household did not voluntarily quit
- 017 - Voluntary quit of non-head of household
- 096 - Policy incorrectly applied
- 166 - Improper Sanction - entire household sanction for non-head of household voluntarily quit
- 167 - Household member met good cause

Element 164 - Workfare and Comparable Workfare

Nature codes:

- 018 - Eligible person(s) disqualified
- 096 - Policy incorrectly applied
- 155 - Individual inappropriately sanctioned

Element 165 - Employment Status/Job Availability

Nature codes:

- 004 - Agency failed to follow up on known and reported impending changes
- 018 - Eligible person(s) disqualified
- 096 - Policy incorrectly applied

Element 166 - Acceptance of Employment

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 018 - Eligible person(s) disqualified
- 096 - Policy incorrectly applied

Element 170 - Social Security Number

Nature codes:

- 018 - Eligible person(s) disqualified
- 020 - Good cause for failure/refusal
- 021 - Social Security Numbers provided
- 096 - Policy incorrectly applied

RESOURCES - (200)Liquid Resources**Element 211 - Bank Accounts or Cash on Hand**

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 024 - Resource should have been excluded
- 031 - Incorrect limit applied
- 074 - Improper denial - resource counted as income
- 096 - Policy incorrectly applied

Element 212 - Nonrecurring Lump-sum Payment

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 024 - Resource should have been excluded
- 031 - Incorrect limit applied
- 074 - Improper denial - resource counted as income
- 096 - Policy incorrectly applied

Element 213 - Other Liquid Assets

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 024 - Resource should have been excluded

- 031 - Incorrect limit applied
- 074 - Improper denial - resource counted as income
- 096 - Policy incorrectly applied

Non-Liquid Resources

Element 221 - Real Property

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 024 - Resource should have been excluded
- 027 - Used for self-employment
- 028 - Fair market value incorrect
- 029 - Equity value incorrect
- 031 - Incorrect limit applied
- 074 - Improper denial - resource counted as income
- 096 - Policy incorrectly applied

Element 222 - Vehicles

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 024 - Resource should have been excluded
- 027 - Used for self-employment
- 028 - Fair market value incorrect
- 029 - Equity value incorrect
- 031 - Incorrect limit applied
- 074 - Improper denial - resource counted as income
- 096 - Policy incorrectly applied

Element 224 - Other Non-Liquid Resources

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 024 - Resource should have been excluded
- 027 - Used for self-employment
- 028 - Fair market value incorrect
- 029 - Equity value incorrect
- 031 - Incorrect limit applied
- 074 - Improper denial - resource counted as income
- 096 - Policy incorrectly applied

Element 225 - Combined Resources

Nature codes:

- 022 - Did not transfer resources
- 023 - Did not exceed limit
- 025 - Incorrectly applied resources of non-citizen sponsor
- 026 - Included resources of a non-household member
- 030 - Does not exceed prescribed limit
- 031 - Incorrect limit applied
- 096 - Policy incorrectly applied
- 097 - Resource counted as income

INCOME (300)

Earned Income

Element 311 - Wages and Salaries

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 032 - Failed to consider or incorrectly considered income of an ineligible member
- 033 - Rounding used/not used or incorrectly applied
- 034 - Income from known/processed source included that should not have been
- 035 - Household unemployed

- 036 - Conversion to monthly amount not used or incorrectly applied
- 037 - Averaging not used or incorrectly applied
- 038 - MRRB household not temporarily over the limit
- 039 - Employment status changed from unemployed to employed
- 041 - Change only in amount of earnings
- 042 - Failed to consider/anticipate month with extra pay date
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied
- 168 - Improper income calculation
- 169 - Improper calculation - Income included holiday or overtime pay
- 170 - Improper calculation - Income averaged incorrectly

Element 312 - Self-Employment

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 032 - Failed to consider or incorrectly considered income of an ineligible member
- 033 - Rounding used/not used or incorrectly applied
- 034 - Income from known/processed source included that should not have been
- 035 - Household unemployed
- 036 - Conversion to monthly amount not used or incorrectly applied
- 037 - Averaging not used or incorrectly applied
- 038 - MRRB household not temporarily over the limit
- 039 - Employment status changed from unemployed to employed
- 041 - Change only in amount of earnings
- 042 - Failed to consider/anticipate month with extra pay date
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied
- 168 - Improper income calculation
- 170 - Improper calculation - Income averaged incorrectly
- 171 - Income is Self-Employment income - not identified as Self-Employment

Element 313 - Other Earned Income

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 032 - Failed to consider or incorrectly considered income of an ineligible member
- 033 - Rounding used/not used or incorrectly applied
- 034 - Income from known/processed source included that should not have been
- 035 - Household unemployed
- 036 - Conversion to monthly amount not used or incorrectly applied
- 037 - Averaging not used or incorrectly applied
- 038 - MRRB household not temporarily over the limit
- 039 - Employment status changed from unemployed to employed
- 041 - Change only in amount of earnings
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Deductions

Element 321 - Earned Income Deductions

Nature codes:

- 043 - Deduction that should have been included was not
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied
- 125 - Deduction applied to earnings after child support exclusion

Element 323 - Dependent Care Deduction

Nature codes:

- 043 - Deduction that should have been included was not
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Unearned Income

Element 331 - RSDI Benefits

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 332 - Veterans Benefits

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 333 - SSI and/or State SSI Supplement

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 334 - Unemployment Compensation

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 335 - Worker's Compensation

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 336 - Other Government Benefits

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 342 - Contributions

Errors in Child Support Payments should not be recorded in this Element. See Element 350.

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 343 - Deemed Income

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 344 - TANF, PA OR GA

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 345 - Educational Grants/Scholarships/Loans

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 346 - Other Unearned Income

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied

Element 350 - Child Support Payments Received from Absent Parent

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 034 - Income from known/processed source included that should not have been
- 046 - Failed to consider or incorrectly considered reported information
- 096 - Policy incorrectly applied
- 111 - Child support payments(s) not considered or incorrectly applied for initial month(s) of eligibility
- 112 - Retained child support payment(s) not considered or incorrectly applied
- 127 - Pass through not considered or incorrectly applied
- 170 - Improper calculation - Income averaged incorrectly

Other Deductions

Element 361 - Standard Deduction

Nature codes:

- 043 - Deduction that should have been included was not
- 096 - Policy incorrectly applied

Element 363 - Shelter Deduction

Nature codes:

- 043 - Deduction that should have been included was not
- 047 - Failed to consider or incorrectly considered Shelter deductions
- 051 - Incorrect amount used resulting from a change in residence
- 053 - Incorrectly prorated
- 096 - Policy incorrectly applied

Element 364 - Standard Utility Allowance

Nature codes:

- 043 - Deduction that should have been included was not
- 048 - Failed to consider or incorrectly considered SUA deductions
- 050 - Incorrect standard used (Not as a result of a change in household size or move)
- 051 - Incorrect amount used resulting from a change in residence
- 052 - Incorrect standard used resulting from a change in household size
- 053 - Incorrectly prorated
- 096 - Policy incorrectly applied

Element 365 - Medical Deductions

Nature codes:

- 043 - Deduction that should have been included was not
- 045 - Failed to consider or incorrectly considered Medical deductions
- 096 - Policy incorrectly applied

Element 366 - Child Support Payment Deduction (includes Exclusions)

Nature codes:

- 040 - Failed to consider or incorrectly considered Child Support deductions (exclusions)
- 043 - Deduction (exclusion) that should have been included was not
- 096 - Policy incorrectly applied
- 111 - Child support payment(s) not considered or incorrectly applied for initial month(s) of eligibility

Element 371 - Combined Gross Income

Nature codes:

- 030 - Does not exceed prescribed limit
- 031 - Incorrect limit applied
- 096 - Policy incorrectly applied

Element 372 - Combined Net Income

Nature codes:

- 030 - Does not exceed prescribed limit
- 031 - Incorrect limit applied
- 096 - Policy incorrectly applied

Other

Element 412 - Budgeting System

Nature codes:

- 063 - Deductions excluded that should not have been
- 064 - Household improperly participating under retrospective budgeting
- 065 - Household improperly participating under prospective budgeting
- 096 - Policy incorrectly applied
- 101 - Simplified reporting household

Element 413 - Application

Nature codes:

- 059 - Household expedited and should have received postponed verification
- 066 - Improper denial within 30-day period for missing interview(s)
- 073 - Improper denial - failed to screen for expedited service
- 076 - Failed to provide expedited service to expedited eligible household
- 077 - Failed to issue a required Notice of Missed Interview (NOMI)
- 078 - Denial before the 30th day
- 079 - Incorrect use of allotment tables
- 081 - Late denial agency failed to process the application timely
- 082 - Improper denial for missing interview when interview never scheduled
- 096 - Policy incorrectly applied
- 117 - Failed to process the reapplication timely (recertification application)

Element 414 - Joint TANF/SNAP Processing and Reporting

Nature codes:

- 067 - Improper termination/denial/suspension when TANF was terminated/ denied
- 068 - Benefits improperly terminated due to non-submission of monthly report
- 096 - Policy incorrectly applied

Element 415 - Verification

Nature codes:

- 003 - Agency failed to follow up on inconsistent or incomplete information
- 004 - Agency failed to follow up on known and reported impending changes
- 056 - Improper Denial/Termination -failure to provide - verification was received or was in case file
- 069 - Improper denial prior to end of timeframe for providing verification
- 080 - No application or case record information to support denial/termination/suspension
- 096 - Policy incorrectly applied
- 102 - Verification of income requested for a person not associated with current application
- 103 - Verification of resources requested for a person not associated with current application
- 105 - Verification was in case file
- 172 - Improper Denial/Termination - failure to provide - case should have been processed without the deduction
- 173 - Improper Denial/Termination - failure to provide - categorically eligible household with deemed eligibility elements
- 174 - Improper Denial/Termination - failure to provide - failed to send a request for contact
- 175 - Improper Denial/Termination - failure to provide - verification requested was for another program
- 176 - Improper Denial/Termination - failure to provide - household never notified of needed verification
- 177 - Improper Denial/Termination - failure to provide - household not given at least 10 days to provide
- 178 - Improper Denial/Termination - failure to provide - prior to the 30th day

Element 416 - Action Type

Nature codes:

- 070 - Improper denial or termination when the case should have been suspended
- 071 - Improper suspension when the case should have been denied or terminated
- 072 - Improper termination or suspension for failure to meet reporting requirements
- 096 - Policy incorrectly applied

Element 511 - Other

Nature codes:

- 005 - Computer programming error
- 012 - Computer user error (improper use of system or unauthorized process or work around)
- 013 - Data entry and/or coding error (includes selection of incorrect codes)
- 055 - Failure to provide verification for a period of time not associated with current application
- 084 - Information reported by a bank or financial institution contact inaccurate
- 085 - Information reported by a collateral contact inaccurate
- 086 - Information reported by an employer contact inaccurate
- 087 - Information reported by a landlord contact inaccurate
- 095 - Other public assistance case was terminated / denied
- 096 - Policy incorrectly applied
- 099 - Other. This code is to be used in situations not covered by the other existing element codes.

Element 520 - Arithmetic Computation

Nature codes:

- 061 - Benefit/allotment/eligibility incorrectly computed
- 062 - Incorrect use of allotment tables
- 096 - Policy incorrectly applied

Element 530 - Transitional Benefits

Nature codes:

- 075 - Eligible for transitional benefits
- 096 - Policy incorrectly applied

Element 540 - Notices

Nature codes:

- 049 - Failed to send notice of action
- 089 - Notice did not include date of intended action
- 090 - Notice did not include rights of household
- 091 - Notice not easily understandable
- 092 - Notice reason does not match reason for action
- 093 - Notice was not complete
- 094 - Notice was sent to wrong address
- 096 - Policy incorrectly applied

RESERVED

This section provides information for the evaluation of the action and case record. This section will be completed for all cases by the State Agency.

ITEM Q. Accuracy of Recorded Reason - This item indicates the reviewer's evaluation of whether the recorded reason for the agency's action was in accordance with policy and supported by the information in the case record.

- 1 - Accurate. Enter this code if the reviewer determined from information in the case record that the reason given for the agency's action was valid.
- 2 - Inaccurate. Enter this code if the reviewer determined from information in the case record that the reason given for the agency's action was invalid.

ITEM R. Accuracy of Reason on Notice to Household - Enter the appropriate code regarding the analysis of the reason on the notice to the household.

- 01 - Accurate. Enter this code if the reviewer determined from all information obtained from the State Agency that the reason on notice to the household for the agency's action is accurate. If no notice was sent and was not required to be sent, use code 01.
- 02 - Inaccurate. Enter this code if the reviewer determined from all information obtained from the State Agency that the reason on notice to the household for the agency's action is not accurate. If no notice was sent and was required to be sent, use code 02.

ITEM S. Collateral and/or Household Contact - Enter the appropriate code which reflects the decision of the reviewer to make a collateral and/or household contact. The reason for contacting the collateral source or the household (by telephone or a letter or in person) must be documented in Section V - Narrative. The narrative must clearly address the element(s) in question.

- 01 - No collateral or household contact was conducted.
- 02 - Telephone contact made to a collateral source - information in case record regarding an element(s) was insufficient documented.
- 03 - Telephone contact made to the household - information in case record regarding an element(s) was insufficient documented.
- 04 - Letter contact made to a collateral source - information in case record regarding an element(s) was insufficient documented. The reason for using a letter must be documented on the FNS-245 Section V and a copy of the letter included. The letter must clearly address the element(s) in question.
- 05 - Letter contact made to the household - information in case record regarding an element(s) insufficient documented. The reason for using a letter must be documented on the FNS-245 Section V and a copy of the letter included. The letter must clearly address the element(s) in question.
- 06 - Face-to-face contact made to a collateral source - information in case record regarding an element(s) was insufficient documented.
- 07 - Face-to-face contact made to the household - information in case record regarding an element(s) was insufficient documented.

ITEM T. Action Initiated By - Enter the appropriate two digit code to indicate the initial event that prompted the action by the state agency. This information will be used for administrative purposes and possibly to direct corrective action.

- 01 - Reported information from the household
- 02 - Reported information from an automated source
- 03 - Reported information from other source
- 04 - Application for assistance submitted by the household
- 05 - Interim report completed by the household
- 06 - Interim report not submitted
- 07 - Failure to provide requested information from an application
- 08 - Failure to provide requested information from an interim report
- 09 - Re-certification for assistance submitted by the household
- 10 - Failure to provide requested information from a re-certification
- 11 - Other

ITEM U. NSTR Reason - Enter the code that accurately reflects the reason this action has been determined to be Not Subject To Review.

- 01 - Households that have withdrawn an application prior to the agency's determination.
- 02 - Households that at the time of sampling are under active investigation for intentional program violation (IPV).
- 03 - Households that at the time of sampling are scheduled for an IPV investigation sometime during the next five months.
- 04 - Households that at the time of sampling are pending an IPV hearing.
- 05 - Households that have their SNAP case closed when their assigned certification period ends, i.e., the household is not recertified. The certification period closure itself is NSTR. (If the household applied for recertification and, for whatever reason, the recertification application was denied, that denial is subject to review).
- 06 - Actions removed from the sample as a result of a correction for oversampling.
- 07 - Households that have been sent a notice of pending status but were not actually denied participation.
- 08 - Actions listed in error. This category of actions includes administrative actions necessitated by a State agency's certification system and/or procedures, where there is no intent to deny or terminate a household's program benefits, only to correct an administrative fault in the action.
- 09 - Households denied SNAP benefits under a disaster certification authorized by FNS.
- 10 - Actions terminated or suspended for failure to file a complete required report by the extended filing date, but reinstated when subsequently filed the complete report before the end of the issuance month, and received the full months' SNAP benefits.
- 11 - Households that experience a break in participation due to computer malfunction or error that is not the result of a deliberate action by the State agency to terminate benefits. (Use of this code requires prior approval from FNS)
- 12 - A suspended action after the initial month of a multi-month suspension.

OPTIONAL (FOR STATE SYSTEMS ONLY)

There is one line of spaces available for the State to code information to capture additional data as designated by the State.

SECTION V EXPLANATION OF REVIEW FINDINGS

This section will be used to document the results of the review. The reviewer must record information used to determine the validity of the action and, if necessary, information on the status of the case as of the review date. The reviewer may document a single element of eligibility or all elements, depending upon the circumstances of each case. Documentation must be sufficient to support the reviewer's decision on the status of the case (both a valid and an invalid determination) and the identification of any variances, if the action was found to be invalid.

The narrative should contain a descriptive explanation of the circumstances from the case record regarding why the action was initiated, what information the agency used to arrive at the decision, what decision was made, and whether the notice that was issued was specific, and clearly understandable. QC findings should summarize the agreement or disagreement with the actions taken by the agency.

The narrative should answer these questions:

If no notice was sent, is it within the certification guidelines to not send a notice?

The narrative should answer these questions:

Did the action taken reflect what was known by the EW?

Did the EW make a mistake?

Did the notice reflect what the EW thought was happening?

Does the notice indicate what happened?

Is the notice easily understandable and specific about what was happening?

If no notice was sent, is it within the certification guidelines to not send a notice?