

Attachment 3 - SNAPQCS 245 Form UAT Screenshots 9/12/2017

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FNS-245

I. CASE MANAGEMENT INFORMATION (Not to be Transmitted)

A. CASE NAME (Last, First, MI) <input style="width: 100px;" type="text"/> Last <input style="width: 100px;" type="text"/> First <input style="width: 50px;" type="text"/> MI			B. TELEPHONE NUMBER <input style="width: 100px;" type="text"/>		
C. MAILING ADDRESS <input style="width: 100px;" type="text"/>			D. ACTUAL ADDRESS/DIRECTIONS TO LOCATE <input style="width: 100px;" type="text"/>		
E. DATE ASSIGNED <input style="width: 100px;" type="text"/>		F. DATE COMPLETED/DISPOSED OF <input style="width: 100px;" type="text"/> Reviewer <input style="width: 100px;" type="text"/>		G. DATE CLEARED <input style="width: 100px;" type="text"/> Supervisor <input style="width: 100px;" type="text"/>	

II. Identifying Information

1. QC Review Number <input style="width: 100px;" type="text"/> 007007		2. Case Number <input style="width: 100px;" type="text"/>		3. State and Local Agency Code <input style="width: 100px;" type="text"/> 37 - NC		4. Sample Month and Year <input style="width: 100px;" type="text"/> 201610			
5. Stratum <input style="width: 100px;" type="text"/>		6. Notice Date <input style="width: 100px;" type="text"/>		7. Action Date <input style="width: 100px;" type="text"/>		8. Action Type <input style="width: 100px;" type="text"/>		9. Case Classification <input style="width: 100px;" type="text"/>	

III. Analysis of Review Activity

10. DISPOSITION OF REVIEW (a) Disposition <input type="checkbox"/> (b) NSTR Reason <input type="checkbox"/>		11. FINDING <input type="checkbox"/>		12. CASE RECORD REVIEW (a) Recorded Reason of Action <input type="checkbox"/> (b) Accuracy of Recorded Reason <input type="checkbox"/>		13. NOTICE REQUIREMENT <input type="checkbox"/>	
14. HOUSEHOLD NOTICE (a) Required Language <input type="checkbox"/> (b) Notice Specific, Clear, Understandable <input type="checkbox"/> (c) Reason to HH <input type="checkbox"/> (d) Accuracy of Reason to HH <input type="checkbox"/>							
15. PROCEDURAL REQUIREMENTS <input type="checkbox"/>							
16. TIMELINESS OF ACTION (a) Timeliness of Action <input type="checkbox"/> (b) Number of Days Action Early/Late <input type="checkbox"/> (c) Timeliness of Notice <input type="checkbox"/> (d) Number of Days Notice Late <input type="checkbox"/>							

IV. Description of Variances

17. Element Code 1. <input style="width: 50px;" type="text"/> 2. <input style="width: 50px;" type="text"/> 3. <input style="width: 50px;" type="text"/>			18. Nature Code 1. <input style="width: 50px;" type="text"/> 2. <input style="width: 50px;" type="text"/> 3. <input style="width: 50px;" type="text"/>		
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Reserved Coding

19. Collateral and/or Household Contact <input style="width: 100px;" type="text"/>		20. Action Initiated By <input style="width: 100px;" type="text"/>		Reserved for Future Use <input style="width: 100px;" type="text"/>	
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Optional (State System Only)

<input style="width: 100px;" type="text"/>
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V. Explanation of Review Findings [Modify](#)

<input style="width: 100px;" type="text"/>
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Item 8 (Action Type)

8. Action Type	9. Case Classification
<input type="text"/>	
Review Activity	<ol style="list-style-type: none"> 1 Denial of SNAP application 2 Termination of SNAP benefits 3 Suspension of SNAP benefits

Item 9 (Case Classification)

9. Case Classification	
<input type="text"/>	
	<ol style="list-style-type: none"> 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).

Item 10 (DISPOSITION OF REVIEW)

(a) Disposition

I0. DISPOSITION OF REVIEW	
(a) Disposition <input type="text"/>	(b) NSTR Reason <input type="text"/>
14. HOUSEHOLD	<ol style="list-style-type: none"> 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. 10(b) is required. 11-20 are not required. 3 Incomplete/Review Not Processed. Prior FNS approval is required for use of this code. 4 Case deselected/correction for oversampling. No further codes are required.
(a) Required Lat	
15. PROCEDUR	
(a) Notice of M	
16. TIMELINESS	

(b) NSTR Reason

<p>10. DISPOSITION OF REVIEW</p> <p>(a) Disposition <input type="checkbox"/></p> <p>(b) NSTR Reason <input type="checkbox"/></p>	<p>11. FINDING</p> <p><input type="checkbox"/></p>	<p>12. CASE RE</p> <p>(a) Recorded</p>
<p>14. HOUSEHOLD NOTICE</p> <p>(a) Required Language <input type="checkbox"/></p>	<p>01 Households that have withdrawn an application prior to the agency's determination.</p> <p>02 Households that at the time of sampling are under active investigation for intentional program violation (IPV).</p> <p>03 Households that at the time of sampling are scheduled for an IPV investigation sometime during the next five months.</p> <p>04 Households that at the time of sampling are pending an IPV hearing.</p> <p>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).</p> <p>06 Actions removed from the sample as a result of a correction for oversampling.</p> <p>07 Households that have been sent a notice of pending status but were not actually denied participation.</p> <p>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.</p> <p>09 Households denied SNAP benefits under a disaster certification authorized by FNS.</p> <p>10 Actions terminated or suspended for failure to file a complete required report by the extended filing complete report before the end of the issuance month, and received the full months' SNAP benefits.</p> <p>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)</p> <p>12 A suspended action after the initial month of a multi-month suspension.</p>	
<p>15. PROCEDURAL REQUIREMENTS</p> <p>(a) Notice of Missed Interview <input type="checkbox"/></p>		
<p>16. TIMELINESS OF ACTION</p> <p>(a) Timeliness of Action <input type="checkbox"/></p>		
<p>17. Element Code</p>		

Item 11 (FINDING)

<p>11. FINDING</p> <p><input type="checkbox"/></p>	<p>12. CASE RECORD REVIEW</p> <p>(a) Recorded Reason of Action <input type="checkbox"/></p>
<p>Specific, Clear,</p>	<p>1 Valid indicates that all three components were correct.</p> <p>2 Invalid indicates that one or more of the three components were incorrect. For example if 12(b) = 2 then the case must be coded invalid.</p>

Item 12 (CASE RECORD REVIEW)

(a) Recorded Reason of Action

I2. CASE RECORD REVIEW	
(a) Recorded Reason of Action <input type="checkbox"/>	(b) Accuracy of Recorded Reason <input type="checkbox"/>
<input type="checkbox"/>	01 Resident of an institution not authorized by FNS
<input type="checkbox"/>	02 Outside of project area or State
<input type="checkbox"/>	03 Ineligible striker
<input type="checkbox"/>	04 Ineligible noncitizen
<input type="checkbox"/>	05 Ineligible student
<input type="checkbox"/>	06 Ineligible boarder
<input type="checkbox"/>	07 Missed scheduled interview(s)
<input type="checkbox"/>	08 Failed to provide verification
<input type="checkbox"/>	09 Refusal to cooperate
<input type="checkbox"/>	10 Refusal to supply SSN
<input type="checkbox"/>	11 Gross monthly income exceeds maximum allowance
<input type="checkbox"/>	12 Net Monthly income exceeds maximum allowance
<input type="checkbox"/>	13 Exceeds resource standard
<input type="checkbox"/>	14 Transfer of resources
<input type="checkbox"/>	15 Failure to comply, without good cause, with work registration/job search requirements
<input type="checkbox"/>	16 Voluntary quit
<input type="checkbox"/>	17 Failure to submit/complete report
<input type="checkbox"/>	18 Voluntary withdrawal after certification
<input type="checkbox"/>	19 Termination/denial due to TANF termination/denial
<input type="checkbox"/>	20 Intentional program violation
<input type="checkbox"/>	21 Termination/denial due to program disqualification
<input type="checkbox"/>	22 Termination/denial of household of able bodied adult(s) whose time limited period of SNAP eligibility has expired
<input type="checkbox"/>	23 Failure to comply, without good cause, with SNAP work requirements
<input type="checkbox"/>	24 Eligible for zero benefits
<input type="checkbox"/>	25 Failure to access EBT benefits
<input type="checkbox"/>	26 Loss of contact with household
<input type="checkbox"/>	27 Applicant/household deceased
<input type="checkbox"/>	28 Not eligible for separate household status
<input type="checkbox"/>	29 Not eligible due to status as fleeing felon, parole violation, drug conviction etc.
<input type="checkbox"/>	30 Reason for denial/termination/suspension not documented
<input type="checkbox"/>	31 Household received benefits in another SNAP household for same time period
<input type="checkbox"/>	32 Household received benefits in another state for the same time period
<input type="checkbox"/>	32 Household received benefits in another state for the same time period
<input type="checkbox"/>	33 Household received tribal commodities and is not eligible to receive SNAP benefits
<input type="checkbox"/>	99 Other
<input type="checkbox"/>	00 Cannot be determined

(b) Accuracy of Recorded Reason

(b) Accuracy of Recorded Reason <input type="checkbox"/>	
(c) Reason to HH <input type="checkbox"/>	<ol style="list-style-type: none"> 1 Accurate. The information in the case record supports the reason given for the agency's action. 2 Inaccurate. The information in the case record does not support the reason given for the agency's action. 3 Insufficient information. There is not enough information in the case record to determine the accuracy of the recorded reason for action.
Verification <input type="checkbox"/>	

Item 13 (NOTICE REQUIREMENT)

13. NOTICE REQUIREMENT	
	<input type="checkbox"/>
<ol style="list-style-type: none"> 1 Notice was required and sent. 2 Notice was required and not sent. 3 No requirement to issue a notice on this action and did send notice. 4 No requirement to issue a notice on this action and did not send. 	

Item 14 (HOUSEHOLD NOTICE)

14. HOUSEHOLD NOTICE	
(a) Required Language <input type="checkbox"/>	(b) N
15. PROCEDURAL REQ	<ol style="list-style-type: none"> 1 All Required Language/Information Included 2 All Required Language/Information Not Included 3 No notice sent to household
(a) Notice of Missed Inte	

(b) Notice Specific, Clear, Understandable

(b) Notice Specific, Clear, Understandable	<input type="checkbox"/>
(b) Request for Contact	<input type="checkbox"/>
ys Action Early/Late	<input type="checkbox"/>

1 Yes, the reason for the action stated on the notice is specific, the notice is clear and the notice is understandable for the action.

2 No, either the reason for the action stated on the notice is not specific, or the notice is not clear or the notice is not understandable for the action; or any combination of the three. A detailed and thorough explanation is required in Section V.

3 No notice sent to household

(c) Reason to HH

(c) Reason to HH	<input type="checkbox"/>	(d) Accuracy of Reason to HH	<input type="checkbox"/>
Verification	<input type="checkbox"/>	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	v
		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	v
		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	v
		33 Household received tribal commodities and is not eligible to receive SNAP benefits	v
		99 Other	v
		00 No notice sent to household	v

(d) Accuracy of Reason to HH

(d) Accuracy of Reason to HH	<input type="checkbox"/>	
(d) Periodic	<input type="checkbox"/>	11 Accurate, matches recorded reason.
		12 Accurate, does not match recorded reason.
		21 Inaccurate, matches recorded reason.
		22 Inaccurate, does not match recorded reason.
		00 No notice sent to household.

Item 15 (Procedural Requirements)

(a) Notice of Missed Interview

15. PROCEDURAL REQUIREMENTS

(a) Notice of Missed Interview

16. TIMELINESS OF ACTION

(a) Timeliness of Action

1	Required and completed correctly
2	Required and not completed correctly
3	Not required

(b) Request for Contact

(b) Request for Contact (c) Request for Contact

1	Required and completed correctly
2	Required and not completed correctly
3	Not required

(c) Request for Verification

(c) Request for Verification (d) Periodic Report

Notice

1	Required and completed correctly
2	Required and not completed correctly
3	Not required

(d) Periodic Report

(d) Periodic Report

Notice Late

1	Required and sent to the household
2	Required and not sent to the household
3	Not required

Item 16 (Timeliness of Action)

(a) Timeliness of Action

16. TIMELINESS OF ACTION

(a) Timeliness of Action (b) Number of Days Action Early/Late

1	Action taken timely
2	Action taken too early
3	Action taken late

17. Element Code

(b) Number of Days Action Early/Late

(b) Number of Days Action Early/Late

(c) Timeliness of Notice

(c) Timeliness of Notice (d) Number of Variances

1	Notice sent timely
2	Notice sent late
3	No notice sent

18. Nature Code

(d) Number of Days Notice Late

(d) Number of Days Notice Late

Item 17 (Element Code)

1.

17. Element Code	
1.	2.
	111 Student Status
	130 Citizenship and NonCitizen Status
19	140 Residency
	150 Household Composition
	151 Recipient Disqualification
	160 Employment & Training Programs
	161 Time-limited participation
	162 Work Registration
	163 Voluntary Quit/Reduced Work Effort
	164 Workfare and Comparable Workfare
	165 Employment Status/Job Availability
	166 Acceptance of Employment
	170 Social Security Number
	211 Bank Accounts or Cash on Hand
	212 Nonrecurring Lumpsum Payment
	213 Other Liquid Assets
	221 Real Property
	222 Vehicles
	224 Other Non-Liquid Resources
	225 Combined Resources
	311 Wages and Salaries
	312 Self-Employment
	313 Other Earned Income
	321 Earned Income Deductions
	323 Dependent Care Deduction
	331 RSDI Benefits
	332 Veterans Benefits
	333 SSI and/or State SSI Supplement
	334 Unemployment Compensation
	335 Worker's Compensation
	336 Other Government Benefits
	342 Contributions
	343 Deemed Income
	344 TANF, PA, or GA
	345 Educational Grants/Scholarships/Loans
	346 Other Unearned Income
	350 Child Support Payments Received from Absent Parent
	361 Standard Deduction
	363 Shelter Deduction
	364 Standard Utility Allowance
	365 Medical Deductions
	366 Child Support Payment Deduction (includes Exclusions)
	371 Combined Gross Income
	372 Combined Net Income
	412 Budgeting System
	413 Application
	414 Joint TANF/SNAP Processing and Reporting
	415 Verification
	416 Action Type
	511 Other
	520 Arithmetic Computation
	530 Transitional Benefits
	540 Notices

2.

2.	3.
111	Student Status
130	Citizenship and NonCitizen Status
140	Residency
150	Household Composition
151	Recipient Disqualification
160	Employment & Training Programs
161	Time-limited participation
162	Work Registration
163	Voluntary Quit/Reduced Work Effort
164	Workfare and Comparable Workfare
165	Employment Status/Job Availability
166	Acceptance of Employment
170	Social Security Number
211	Bank Accounts or Cash on Hand
212	Nonrecurring Lumpsum Payment
213	Other Liquid Assets
221	Real Property
222	Vehicles
224	Other Non-Liquid Resources
225	Combined Resources
311	Wages and Salaries
312	Self-Employment
313	Other Earned Income
321	Earned Income Deductions
323	Dependent Care Deduction
331	RSDI Benefits
332	Veterans Benefits
333	SSI and/or State SSI Supplement
334	Unemployment Compensation
335	Worker's Compensation
336	Other Government Benefits
342	Contributions
343	Deemed Income
344	TANF, PA, or GA
345	Educational Grants/Scholarships/Loans
346	Other Unearned Income
350	Child Support Payments Received from Absent Parent
361	Standard Deduction
363	Shelter Deduction
364	Standard Utility Allowance
365	Medical Deductions
366	Child Support Payment Deduction (includes Exclusions)
371	Combined Gross Income
372	Combined Net Income
412	Budgeting System
413	Application
414	Joint TANF/SNAP Processing and Reporting
415	Verification
416	Action Type
511	Other
520	Arithmetic Computation
530	Transitional Benefits
540	Notices

3.		1.	
	111 Student Status		^
	130 Citizenship and NonCitizen Status		
	140 Residency		
	150 Household Composition		
	151 Recipient Disqualification		
	160 Employment & Training Programs		
	161 Time-limited participation		
	162 Work Registration		
	163 Voluntary Quit/Reduced Work Effort		
	164 Workfare and Comparable Workfare		
	165 Employment Status/Job Availability		
	166 Acceptance of Employment		
	170 Social Security Number		v
	211 Bank Accounts or Cash on Hand		^
	212 Nonrecurring Lumpsum Payment		
	213 Other Liquid Assets		
	221 Real Property		
	222 Vehicles		
	224 Other Non-Liquid Resources		
	225 Combined Resources		
	311 Wages and Salaries		
	312 Self-Employment		
	313 Other Earned Income		
	321 Earned Income Deductions		
	323 Dependent Care Deduction		
	331 RSDI Benefits		v
	332 Veterans Benefits		^
	333 SSI and/or State SSI Supplement		
	334 Unemployment Compensation		
	335 Worker's Compensation		
	336 Other Government Benefits		
	342 Contributions		
	343 Deemed Income		
	344 TANF, PA, or GA		
	345 Educational Grants/Scholarships/Loans		
	346 Other Unearned Income		
	350 Child Support Payments Received from Absent Parent		
	361 Standard Deduction		v
	363 Shelter Deduction		^
	364 Standard Utility Allowance		
	365 Medical Deductions		
	366 Child Support Payment Deduction (includes Exclusions)		
	371 Combined Gross Income		
	372 Combined Net Income		
	412 Budgeting System		
	413 Application		
	414 Joint TANF/SNAP Processing and Reporting		
	415 Verification		
	416 Action Type		
	511 Other		v
	520 Arithmetic Computation		
	530 Transitional Benefits		v
	540 Notices		v

Item 18 (Nature Code)

1.

Nature Code

(Element Code = 111 Student Status)

18. Nature Code

1.

2.

ding	001 Eligible person(s) excluded
er	002 Ineligible person(s) included
er	003 Agency failed to follow up on inconsistent or incomplete information
	014 Eligible student incorrect income
	015 Eligible student incorrect student deductions
sten	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
ndir	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

Nature Code

(Element Code = 130 Citizenship and NonCitizen Status)

18. Nature Code		
1.	<input type="text"/>	2. <input type="text"/>
3.	<input type="text"/>	
Cod	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	
Syst	141 Eligible qualified alien excluded - Asylees or Deportation Withheld	
	142 Eligible qualified alien excluded - Certain American Indians born Abroad	
Fin	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, 1996	
	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	

Nature Code

(Element Code = 140 Residency)

18. Nature Code		
1.	<input type="text"/>	2. <input type="text"/>
3.	<input type="text"/>	
oding	003 Agency failed to follow up on inconsistent or incomplete information	
esserve	088 Improper denial or termination, not out of the project area	
	096 Policy incorrectly applied	
	099 Other	
Systen	154 Improper denial - Homeless household denied for failing to provide address	

Nature Code

(Element Code =150 Household Composition)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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	

Nature Code

(Element Code = 151 Recipient Disqualification)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
002 Ineligible person(s) included	
018 Eligible person(s) disqualified	
096 Policy incorrectly applied	

Nature Code

(Element Code = 160 Employment & Training Programs)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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	

Nature Code

(Element Code = 161 Time-limited participation)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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	

Nature Code

(Element Code = 162 Work Registration)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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	

Nature Code

(Element Code = 163 Voluntary Quit/Reduced Work Effort)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 nonhead of hh voluntarily quit	
167 Household member met good cause	

Nature Code

(Element Code = 164 Workfare and Comparable Workfare)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
018 Eligible person(s) disqualified	
096 Policy incorrectly applied	
155 Individual inappropriately sanctioned	

Nature Code

(Element Code = 165 Employment Status/Job Availability)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
004 Agency failed to follow up on known and reported impending changes	
018 Eligible person(s) disqualified	
096 Policy incorrectly applied	

Nature Code

(Element Code = 166 Acceptance of Employment)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
003 Agency failed to follow up on inconsistent or incomplete information	
018 Eligible person(s) disqualified	
096 Policy incorrectly applied	

Nature Code

(Element Code = 170 Social Security Number)

18. Nature Code

1. 2.

018 Eligible person(s) disqualified

020 Good cause for failure/refusal

021 Social Security Numbers provided

096 Policy incorrectly applied

(Element Code = 211 Bank Accounts or Cash on Hand)

18. Nature Code

1. 2.

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 Code = 212 Nonrecurring Lumpsum Payment)

18. Nature Code

1. 2.

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 Code = 213 Other Liquid Assets)

18. Nature Code

1. 2.

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 Code = 221 Real Property)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 222 Vehicles)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 224 Other Non-Liquid Resources)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 225 Combined Resources)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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	

(Element Code = 311 Wages and Salaries)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 312 Self-Employment)

18. Nature Code		
1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
Codi	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	
Syst	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	
r Fin	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 Code = 313 Other Earned Income)

18. Nature Code		
1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
Codi	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	
Syst	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	
Fin	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	

(Element Code = 321 Earned Income Deductions)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
043 Deduction that should have been included was not	
046 Failed to consider or incorrectly considered reported information	
096 Policy incorrectly applied	
125 Failed to attribute to earnings prior to child support exclusion	

(Element Code = 323 Dependent Care Deduction)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
043 Deduction that should have been included was not	
046 Failed to consider or incorrectly considered reported information	
096 Policy incorrectly applied	

(Element Code = 331 RSDI Benefits)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 332 Veterans Benefits)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 333 SSI and/or State SSI Supplement)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 334 Unemployment Compensation)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 335 Worker's Compensation)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 336 Other Government Benefits)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 342 Contributions)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	003 Agency failed to follow up on inconsistent or incomplete information
serve	004 Agency failed to follow up on known and reported impending changes
stern	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 Code = 343 Deemed Income)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	003 Agency failed to follow up on inconsistent or incomplete information
serve	004 Agency failed to follow up on known and reported impending changes
stern	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 Code = 344 TANF, PA, or GA)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	003 Agency failed to follow up on inconsistent or incomplete information
serve	004 Agency failed to follow up on known and reported impending changes
stern	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 Code =345 Educational Grants/Scholarships/Loans)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	003 Agency failed to follow up on inconsistent or incomplete information
serve	004 Agency failed to follow up on known and reported impending changes
stern	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 Code = 346 Other Unearned Income)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	003 Agency failed to follow up on inconsistent or incomplete information
serve	004 Agency failed to follow up on known and reported impending changes
	034 Income from known/processed source included that should not have been
stern	046 Failed to consider or incorrectly considered reported information
	096 Policy incorrectly applied

(Element Code = 350 Child Support Payments Received from Absent Parent)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	003 Agency failed to follow up on inconsistent or incomplete information
serve	004 Agency failed to follow up on known and reported impending changes
	034 Income from known/processed source included that should not have been
stern	046 Failed to consider or incorrectly considered reported information
	096 Policy incorrectly applied
indin	111 Child support payment(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

(Element Code = 361 Standard Deduction)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	043 Deduction that should have been included was not
serve	096 Policy incorrectly applied

(Element Code = 363 Shelter Deduction)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	043 Deduction that should have been included was not
serve	047 Failed to consider or incorrectly considered shelter deductions
	051 Incorrect amount used resulting from a change in residence
stern	053 Incorrectly prorated
	096 Policy incorrectly applied

(Element Code = 364 Standard Utility Allowance)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	043 Deduction that should have been included was not
serve	048 Failed to consider or incorrectly considered SUA deductions
ystem	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
indin	053 Incorrectly prorated
	096 Policy incorrectly applied

(Element Code = 365 Medical Deductions)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	043 Deduction that should have been included was not
serve	045 Failed to consider or incorrectly considered Medical deductions
	096 Policy incorrectly applied

(Element Code = 366 Child Support Payment Deduction (includes Exclusions))

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	040 Failed to consider or incorrectly considered Child Support deductions
serve	043 Deduction that should have been included was not
ystem	096 Policy incorrectly applied
	111 Child support payment(s) not considered or incorrectly applied for initial month(s) of eligibility

(Element Code = 371 Combined Gross Income)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	030 Does not exceed prescribed limit
serve	031 Incorrect limit applied
	096 Policy incorrectly applied

(Element Code = 372 Combined Net Income)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
oding	030 Does not exceed prescribed limit
serve	031 Incorrect limit applied
	096 Policy incorrectly applied

(Element Code = 412 Budgeting System)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 Code = 413 Application)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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 never scheduled	
096 Policy incorrectly applied	
117 Failed to process the reapplication timely (recertification application)	

(Element Code = 414 Joint TANF/SNAP Processing and Reporting)

18. Nature Code	
1. <input type="text"/>	2. <input type="text"/>
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	

Nature Code

(Element Code = 415 Verification)

18. Nature Code	
1. <input type="text" value=""/>	2. <input type="text" value=""/>
ding	003 Agency failed to follow up on inconsistent or incomplete information
erve	004 Agency failed to follow up on known and reported impending changes
sten	056 Improper Denial/Termination - failure to provide - verification was received or is in case file
indin	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 - for verification requested 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

Nature Code

(Element Code = 416 Action Type)

18. Nature Code	
1. <input type="text" value=""/>	2. <input type="text" value=""/>
ding	070 Improper denial or termination when the case should have been suspended
erve	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

Nature Code

(Element Code = 511 other)

18. Nature Code

1. 2.

ding	005 Computer programming error
ding	012 Computer user error (Improper use of system or unauthorized process or work around)
erve	013 Data entry and/or coding error (includes selection of incorrect codes)
iten	055 Failure to provide verification for a period of time not associated with current application
iten	084 Information reported by a bank or financial institution contact inaccurate
iten	085 Information reported by a collateral contact inaccurate
ndin	086 Information reported by an employer contact inaccurate
ndin	087 Information reported by a landlord contact inaccurate
ndin	095 Other public assistance case was terminated/denied
ndin	096 Policy incorrectly applied
ndin	099 Other

Nature Code

(Element Code = 520 Arithmetic Computation)

18. Nature Code

1. 2.

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

Nature Code

(Element Code = 530 Transitional Benefits)

18. Nature Code

1. 2.

ding	075 Eligible for transitional benefits
ding	096 Policy incorrectly applied

Nature Code

(Element Code = 540 Notices)

18. Nature Code

1. 2.

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 clearly 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

Nature Code

2. Results are the same as listed under 17 Element code 1.

Nature Code

3. Results are the same as listed under 17 Element code 1.

Item 19 (Collateral and/or Household Contact)

19. Collateral and/or Household Contact

20. Action Init

<input type="text"/>	01 No collateral or household contact was conducted.
<input type="text"/>	02 Telephone contact made to a collateral source - information in case record regarding an element (s) was not clear and accurate.
<input type="text"/>	03 Telephone contact made to the household - information in case record regarding an element (s) was not clear and accurate.
<input type="text"/>	04 Letter contact made to a collateral source - information in case record regarding an element (s) was not clear and accurate. 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.
<input type="text"/>	05 Letter contact made to the household - information in case record regarding an element (s) was not clear and accurate. 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.
<input type="text"/>	06 Face-to-face contact made to a collateral source - information in case record regarding an element(s) was not clear and accurate.
<input type="text"/>	07 Face-to-face contact made to the household - information in case record regarding an element (s) was not clear and accurate.

Item 20 (Action Initiated By)

20. Action Initiated By	Reserved for Future Use
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

- 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