

Supervisor's Checklist For Food Stamp Program Access

6/24/04

PROCESS		YES	NO
TIMING	Filing date preserved?		
	Filed same day?		
	Interviewed same day or given actual appointment for another day?		
	Screened for expedited same day as filing date (in person or on phone)?		
	Expedited eligible benefits issued within 5 calendar days?		
	If not expedited but otherwise eligible issued within 30 days?		
EXPEDITED SERVICE	Expedited screening sheet in record?		
	Expedited screening sheet <i>completed</i> (determination signed and dated)?		
	Determination correct?		
SEPARATE DETERMINATION Or CLOSINGS	If PA ineligible at application, FS eligibility determined separately?		
	Active TA closed. If TBA eligible, did household get extended benefits or separate determination?		
	If separate determination notice issued, was FS case continued/opened/denied?		
	Client held to appropriate documentation verification standard for <u>FS</u> ?		
PROCESSING	Interviewed timely?		
	Was there a single interview for FS eligibility?		
	Is there a complete case record?		
NOTICES SENT	Appropriate CNS/manual notice issued?		
	Was notice issued on a timely basis?		

