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Bulletin No. 88-76

P-2190

P-2190 Supervisory Case Review Procedures (Continued)

J. COMPLETION OF THE "SCR SUMMARY", DSW 245B

Complete a 245B for each case reviewed. As each element is reviewed for all programs, if there is an error deficiency, record the deficiencies/errors on the 245B. (The term "error" is used to denote a payment error - an overpayment or underpayment of benefits in the sample month. If a discrepancy does not result in a dollar error, record as an administrative deficiency). If the case reviewed is correct, send the 245B to the worker. If any errors or deficiencies are noted in the review, complete the 245B noting the problem, the required action and the deadline for correction.

It is the supervisor's responsibility to determine whether or not an errors or deficiency exists and that the error or deficiency is corrected by the appropriate person. The worker is to note on the 245B what action has been taken, sign the 245B, attach it to the case file and return the file to the supervisor. When the file is returned, the supervisor assures that the appropriate action (including claims and recoupment) has been taken. A copy of the 245B is returned to the worker when the supervisor verifies that all corrections are complete.

A copy of the form is not placed in the case file.

Enter SCR data into ACCESS (See ACCESS procedures). When all information has been entered into ACCESS, retain the 245B for one year after the worker's most recent evaluation. The Supervisory Case Review are part of the evaluation process and provide documentation for this process.

In the event that a supervisor notices error trends, it may be necessary to train staff in correct policy and procedures.