

P-2201 APPLICATION (continued)

P-2201F Verification (Reach Up rule 2211.3)(20-02)

Required verifications must be provided before approving the application. Because the Child and Medical Support Authorization, form 137, is assigning child support rights, and because the Initial Family Development Plan, form 614FDP, is where a participant signs when enrolling in the program, these forms cannot be signed and dated before the actual date the application is signed.

Response to Request for Verification

No Contact by Household

If the household does not submit the necessary information and does not indicate that there are any problems in obtaining the information, the application will be denied based on the due date of the ESD 202V.

Allow 2 additional business days past the due date for the scanning and dispatching process through ADPC.

Contact by Household

If the household indicates that they are having difficulty in obtaining any or all the information:

- assist the household in obtaining the verification.
- determine if the household has good cause for not providing the information.

Determining good cause

Acceptable good cause reasons are rare and should be discussed with the District Management Team.

There may be extraordinary circumstances when verification is unlikely to be available and obtaining it is beyond the control of the household. In such cases the District Management Team may waive the requirement of verification.

The District Management Team may seek guidance from AOPS to determine good cause.

Household has good cause for not providing verification

If there is good cause, keep the application pending an additional 30 days, which would be day 31 through day 60 from original date of application. Document the reason for the decision in CATN. If the information is received, grant back to the date when the needed information was received. If the information is not received within the second 30 days, deny the application.

The information on the ESD 202 must still be current before granting back to the date the information was received. This can be clarified in a quick conversation with the household—have there been any major changes since you put in your last application (for example in household composition, income, or resources)? If you cannot speak to them, assume it is current as households must report all changes within 10 days.

If the requested information is received more than 60 days after the date of application, a new ESD 202 is required.

Household does not have good cause for not providing verification

If there is no good cause, document the explanation given for the failure to obtain verification and explain why the explanation does not represent good cause. Deny the application on the 30th day from date of initial application if verification is still lacking.

Verification Received 31 to 60-Days from Application Date with Good Cause

If the application is denied on the 30th day (i.e. for other than an outright refusal), and the household provides the requested information and you later learn that a determination of good cause should have been made (as mentioned above, this is rare), grant back to the date when the needed information was received. The information on the ESD 202 must still be current. See above for more information. If the requested information is received more than 60 days after the date of application, a new ESD 202 is required.