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Bulletin No. 89-81

P-2610

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P-2610     General Eligibility Procedures

A.     Application

Upon receipt of a General Assistance application (DSW 201G) the receptionist or other designated person checks it for completeness.

- If incomplete, returns to applicant for completion.
- If complete, date stamps and continued.
- Checks for name and SSN number of applicant, using the Person Search function in ACCESS, if necessary.
- If in the district, pulls case file and attaches application to file and gives to worker.
- If case file is in another D.O., notes D.O. and worker number from Person Search and gives to Intake Specialist.
- If name and SSN are not found in ACCESS, assigns case number using one of the following:
- Applicant's SSN

or

- The next sequential temporary number (666 number) from those assigned to the district. (These are kept in the Temporary Number log book.) See P-2160 for additional information.
- Receptionist or worker enters GA APPL in ACCESS. Entry of a STAT is not required.