

7/1/88  
C-D

Bulletin No. 88-16

P-2722

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P-2722     Initial Eligibility (Continued)C.     "Inform Applicant" Checklist

The following procedural requirements, rights and responsibilities must be fully explained to applicants during all initial eligibility contacts:

Applicant's Role in Eligibility Process (2712.2 - 2712.5)

Providing Verification (2712.4)

Decision Time Limits (2712.1)

Benefit Payment System (2715.4)

Appeal and Fair Hearing Process (2714 - 2714.4)

Change of Circumstances Reporting (2713.2)

Fraud Penalties (2713.4)

Interim Assistance Recovery (P-2712), if applicable.

Whenever an applicant's situation involves the disability factor test, the disability determination agent's decision process must be fully explained to the applicant (2712).

D.     Decision and Notice

When initial eligibility decision has been completed, enter to computer system, and prepare and mail Notice of Decision (DSW 220) as follows:

add to computer-generated notice letter, as needed, to give clear statement of basis for denial;

prepare individualized district letter when

delay in completing the decision does not allow time for a computer letter to be produced and mailed before decision deadline.

applicant's unusual situation calls for more individualized explanation of denial than available in computer notices.