

7/1/88  
C-D

Bulletin No. 88-16

P-2723

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P-2723     Eligibility Review (Continued)C.     "Inform Applicant" Checklist

The following procedural requirements, rights and responsibilities must be fully explained or reviewed, as needed, during all eligibility review contacts:

Applicant's Role in Review Process (2713.3)

Providing Verification (2712.4)

Decision Time Limits (2713.2)

Advance Notice (2714.1)

Continued Benefits (2714.3)

Appeal and Fair Hearing Process (2714.1)

Change of Circumstances reporting (2713.2)

Fraud Penalties (2713.4)

Whenever eligibility review involves the disability factor test, the disability determination agent's decision process must be reviewed, as needed, with the recipient (2712).

D.     Decision and Notice

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

add to computer-generated notice

old and new amounts of income or resources used in the eligibility calculation which results in reduced or closed benefits.

any other explanation needed to give a clear statement of basis for reduction or closure.

prepare district letter when

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

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

Mail notice of adverse action (reduction or closure of benefits)  
at least ten days before effective date of action.