

SNAP Payment Accuracy Review Form Guide

Review all appropriate STAT panels and ELIG panels to determine if agency issued correct benefits.

Worksheet field	What	Comment
Case ID:	MAXIS case number.	
Review month:	Month selected for review.	
Interview date: <i>STAT/PROG & CASE/NOTE</i>	Date worker interviewed unit.	
Worker:	Worker MAXIS ID.	
Case name:	Case name.	
Date of action: <i>ELIG</i>	Approval date of last action affecting review month benefits.	
Issued \$: <i>ELIG/FSSM</i>	Amount of SNAP benefits issued for the review month.	
Supervisor:	Supervisor MAXIS ID.	
MAXIS Application Date: <i>STAT/PROG & CASE/NOTE</i>	Date of application or eligibility review.	
Reviewer:	Reviewer name.	
Action taken:	What was the last action the worker took affecting review month benefits?	Actions include: Application, six month review, HRF, reported change, recertification, etc.
Reporting type: <i>ELIG/FSSM</i>	Type of reporting - Six-month, change, monthly.	
FIAT used? <i>ELIG/FSSM</i>	Did the worker use FIAT to create or over-ride system eligibility results for SNAP?	Only use FIAT over-ride in cases where cannot obtain correct eligibility results through normal MAXIS function. <i>Note: The use of FIAT may make the case more error prone.</i>
Online Application:	Did the client file the application online?	
Review income verifications and MAXIS income entries.		
Wages/Salaries-STAT/JOBS- PIC	X the FS Prosp Inc field on STAT/JOBS panel to obtain the Prospective Income Calculation (PIC). <i>Check NA if no Wages/Salaries</i>	
Pay Frequency:	Does PIC pay frequency on the match the wage verification in the file?	<i>Note: if a job started or stopped in the review month, the pay frequency may be different for that one month.</i>
Income Received:	Do the pay dates, gross amounts and hours match verification in file?	Notes: <i>If a job stopped in the last 60 days, stop work verification is required.</i> <i>Income verification not required at six-month report if no change.</i>
Anticipated Income:	Do the hours and rate of pay match verification in file?	If anticipated income section used, was the verification from employer statement, not pay stubs?
Regular Non-Monthly:	Does the amount and number of months match verification in file?	If used Regular Non-Monthly section, did client receive income less often than monthly?
30 days of income used? <i>STAT/JOBS PIC</i>	Did the worker use the past 30-day's income to calculate gross	If 30 days was not used, case notes must explain why (i.e. not reflective

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	income?	of future, etc.)?
Unearned Income – STAT/UNEA - PIC	X the SNAP Prosp Inc field on STAT/UNEA panel to obtain the Prospective Income Calculation (PIC). <i>Check NA if no unearned income.</i>	
Pay Frequency:	Does the PIC pay frequency match the verified unearned income pay frequency?	<i>Note: if income started or stopped in the review month, the pay frequency may be different for that month.</i>
Income Received:	Do pay dates, and gross amounts match verification in file?	
Anticipated Income:	Does the amount per pay date match the verification?	If anticipated income section used, was it based on an income source statement, not check stubs.
Regular Non-Monthly:	Does the amount and number of months match the verification?	If used Regular Non-Monthly section, did client receive income less often than monthly?
Past 30 days income used? STAT/UNEA PIC	Did the worker use the past 30-day's income to calculate gross income?	If 30 days was not used, case notes must explain why (i.e. not reflective of future, etc.)
Self-employment Income - STAT/BUSI		
Self-employment Total Income:	X the Gross Income Calculation field on the STAT/BUSI panel. <i>Check NA if no self-employment income.</i>	
Self-employment Expenses:	Does the Total Income amount match the self-employment income (before allowed business expenses) verification?	
Self-employment - 50% of current:	Does the self-employment expense deduction match the business expense verification?	
Self-employment - Taxable Income:	Did the worker correctly calculate self-employment income based on the 50% of current option?	New policy for calculating self-employment begins 2/1/2015. Will be phased in.
Case notes indicates what income used and why? CASE/NOTE	Did the worker correctly calculate self-employment income based on the taxable income option?	New policy for calculating self-employment begins 2/1/2015. Will be phased in.
Income calculation appropriate:	Do case notes indicate what income was used and why?	
Income verification found:	Did the worker calculate/budget income correctly?	
	Were all required income verifications in case file?	<i>Income verification not required at six-month report if no change.</i>
Review case file deduction information and/or verifications to ensure they match MAXIS deduction entries.		
Medical deduction STAT/FMED	Does the amount of medical deduction match the verification?	
Dependent care deduction: STAT/DCEX	Does the amount of dependent care expense on DCEX match the reported amount and the provided verification?	<i>Note: Do not need to verify to allow this deduction. If the unit provides verification, this is information known to the agency.</i> <i>Check to see if amount budgeted</i>

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		<i>matches client statement.</i>
Court ordered expense: STAT/COEX	Does the amount of court ordered child support expense on COEX match the provided verification?	
Shelter deduction: STAT/SHEL	Does the amount of the shelter expense match the provided verification?	<i>Shelter verification not required at six-month report if no change.</i>
Housing expense standards: STAT/HEST	Did the worker use the correct utility standard (Heat/Air, Electricity, and/or Telephone) based on the information and verification provided by the unit?	<i>Note: Verification is not required to allow this deduction. If the unit provides verification, it is information known to the agency and they need to act on it.</i> <i>Check to see if amount budgeted matches client statement.</i> <i>Utility standards should not be pro-rated and actual amounts are never used.</i>
Deduction verification found (if required):	Did worker get verification for all deductions requiring verification?	
Review these "other" items to ensure accuracy.		
Case notes adequate: CASE/NOTES	Do notes contain enough information to determine if the worker actions and calculations are correct?	If 30 days income not used did the worker explain why?
Reporting type correct:	Does MAXIS FSSM indicate the correct reporting type (status)?	(Monthly, Change, Six-Month)
Comments	Use the comment section for notes that will help determine compliance.	
Summary		
Case Correct:	Did reviewer determine the case correct?	If there are deficiencies (even if they do not cause a dollar error), mark the case as deficient.
Reviewer will check all areas where they find deficiencies. Deficiencies do create dollar errors. Deficiencies include: verifications not found, verification does not match MAXIS, etc.		
Earned income correct:	Did the reviewer determine the earned income correct?	
Wages/Salaries	Field identifies if deficiency was in wages and salaries.	
Self-employment	Field identifies if deficiency was in self-employment.	
Unearned income correct:	Did the reviewer determine the unearned income correct?	
RSDI/SSI	Field identifies if deficiency was in RSDI/SSI.	
Unemployment/Child support	Field identifies if deficiency was in unemployment or child support income.	
Other unearned income	Field identifies if deficiency was in	

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	other unearned income.	
Deductions correct:	Did the reviewer determine the deductions correct?	If reviewer cites deficiencies in deductions, agency must complete corrective action plan.
Dependent care deduction	Field identifies if deficiency was in dependent care deduction.	
Court ordered expenses	Field identifies if deficiency was in court ordered expense deduction.	
Medical deduction	Field identifies if deficiency was in medical deduction.	
Shelter deduction correct	Did the reviewer determine the shelter deductions correct?	If reviewer cites deficiencies in shelter deduction, agency must complete corrective action plan.
Rent/Mortgage	Field identifies if deficiency was in medical deduction.	
Taxes/Insurance	Field identifies if deficiency was in medical deduction.	
Housing expense standard correct	Did the reviewer determine the housing expense deduction correct?	If reviewer cites deficiencies in housing expense, agency must complete corrective action plan.
Other review items correct	Did the reviewer determine the other review items correct?	If reviewer cites deficiencies in other review items, agency must complete corrective action plan.
Adequate case notes	Field identifies if deficiency was in case notes.	Case notes must contain enough information for reviewer to determine if case actions are appropriate.
Correct reporting type	Field identifies if deficiency was in reporting type (status).	
Other	Field identifies if deficiency was in other. List description in comments.	Other includes student status, ABAWD policy, etc.
Findings	Explain what deficiency is. Include references when available and suggestions for improvement if feasible.	
Corrective Action Description:	Describe needed corrective action	List in comments.
Overpayment \$:	Indicate if overpayment and if yes, the amount.	Enter the amount for the review month. Correct all months affected by deficiency.
Underpayment \$:	Indicate if underpayment and if yes, the amount.	Enter the amount for the review month. Correct all months affected by deficiency.