Systems Design

Verification Process Timeline

October 1 — Run the verification program LA 09 13

October 1 — Run the notification letters LA 09 14

October 1 — Mail the notification letters produced by LA 09 14

October 1 — Reset the grace period to 10 days (see tutorial) learnsdi.com/change-grace-period.html

October 1 — Print the household reports form LA 09 16

October 1 — Print the applications totals report produced LA 09 06

October 1 — The archived application totals report may be printed if necessary but not required.. Print LA 09 07 if LA 09 06 not printed on Oct 1

- Run only at the end of the day when no one else is in system.
- Do not process any applications on the same day that verification is run.
- Keep copies of all reports and letters produced in the verification process

Note:

The application verification requirements should be accommodated by the Verification Process programs in the POS system. There may be some variation in the indicated dates as determined by the individual districts.

Tutorials:

Step by step tutorials on the Verification process may be viewed at:

Learnsdi.com/application/verification-process.html

As results start to come in:
Record the results on the household reports form
Record the verification results in LA 01

For those information returns that result in a reduction in benefits send out Adverse Action letters
LA 09 17

These actions continue during the verification time period

October 12 — If results from all notifications do not come in send out the 2nd notice letter LA 09 14

October 20 — If results from all notifications do not come in send out the final notice letter LA 09 14

November 14 — For those selected and notified for verification that do not respond, record them as no response and change status LA 01

November 15 — Submit the Verification Results Report as generated by LA 09 18