

### **Recertifications**

The purpose of this report is to identify recertification forms that were submitted within timeframes requiring State action.

The report will further identify which recert forms require State action (red) and which require client action (green).

**Data for all months should be current as of the date that the report is run.**

Changes over time in red categories will reflect the State's progress in addressing backlogged documents that require State action.

### **Application Summary**

The purpose of this report is to identify trends over time in pending applications.

**Only information for the current week will be added/updated. However, this weekly data should reflect all pending applications.**

**As a new week's data is populated, the previous weeks' data will remain as a historical record.**

The Application Summary Report should include unprocessed cases.

As indicated by the separate charts in the Application Summary report, potentially expedited applications should be reported separately.

### **Interim Report**

The purpose of this report is to identify interim reports that were submitted but not acted upon by DHS.

**Data for all months should be current as of the date that the report is run.**

### **Case Documents**

The purpose of the report is to identify trends in unprocessed verifications/change documents.

Report should include **all** unprocessed SNAP verifications and change documents, regardless of whether the associated case is active or inactive.

Only information for current week will be updated. The previous weeks' data will remain as a historical record.

DHS must also generate a list of the specific documents comprising the weekly report.

### **Unidentified Docs**

The purpose of the report is to account for all documents that have not been linked to a specific case.

DHS should also identify the count and percentage of different types of documents comprising this report.

**Total Department Responsibility 1411**

**Closed Recerts: Recertification Form Submitted On or Prior to Federal Due Date and Case Never Reopened**

Benefit End Month	Unprocessed recertification form	Recert app registered, but no evidence of any action taken on recertification app	Interview Scheduled for future (appointment is later than the report date)	No Interview Completed and No Interview Scheduled	Interview scheduled in past, no interview completed, no NOMI Sent	Interview completed and mandatory unverified verifications existed, NO RDOC issued	Unprocessed documents (scanned docs other than recert forms) in case record	Awaiting Supervisor Approval	Interview completed, RDOC issued, no unprocessed documents	NOMI issued, no interview completed	Scanned after recer review due	Awaiting Supervisor Approval with no interview scheduled/complete	Others	Total Dept Responsibility	Total Client Responsibility	Total All (Dept + Sec Rvw + Client)	Description/Comments
<b>Total All Months</b>	<b>251</b>	<b>76</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>8</b>	<b>350</b>	<b>3</b>	<b>353</b>	
Sep-2016	213	5	0	1	0	0	0	0	0	0	5	4	1	229	0	229	233
Oct-2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov-2016	14	0	0	1	0	0	0	0	0	0	0	0	0	15	0	15	15
Dec-2016	7	1	0	0	0	0	0	0	0	0	0	0	0	8	0	8	8
Jan-2016	8	8	0	0	0	0	0	0	1	0	0	0	0	16	1	17	17
Feb-2016	9	62	0	2	0	0	0	0	1	2	0	3	5	82	2	84	92

**Closed Recerts: Form Submitted After Federal Due Date But Within 30 Days of End Cert, and Case Never Reopened**

Benefit End Month	Unprocessed recertification form	Recert app registered, but no evidence of any action taken on recertification app	Interview Scheduled for future (appointment is later than the report date)	No Interview Completed and No Interview Scheduled	Interview scheduled in past, no interview completed, no NOMI Sent	Interview completed and mandatory unverified verifications existed, NO RDOC issued	Unprocessed documents (scanned docs other than recert forms) in case record	Awaiting Supervisor Approval	Interview completed, RDOC issued, no unprocessed documents	NOMI issued, no interview completed	Scanned after recer review due	Awaiting Supervisor Approval with no interview scheduled/complete	Others	Total Dept Responsibility	Total Client Responsibility	Total All (Dept + Sec Rvw + Client)	Description/Comments
<b>Total All Months</b>	<b>134</b>	<b>117</b>	<b>9</b>	<b>18</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>1</b>	<b>160</b>	<b>0</b>	<b>23</b>	<b>1061</b>	<b>27</b>	<b>1088</b>	
Sep-2016	30	2	0	6	1	0	0	0	4	1	15	0	2	56	5	61	62
Oct-2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov-2016	21	57	0	2	0	0	0	0	3	1	79	1	0	160	4	164	167
Dec-2016	30	173	0	4	0	0	0	3	4	0	66	1	6	283	4	287	288
Jan-2016	21	129	0	0	0	0	0	0	5	0	119	1	6	276	5	281	301
Feb-2016	32	151	0	4	0	0	0	0	9	0	86	3	9	286	9	295	305

**Pending Applications Summary**

**Regular (non-expedited) Applications (should include unprocessed applications)**

**Days Pending**

	Total 30 days or fewer	Total 31 - 60	Subtotal 31-60 days Dept Responsibility	Total 61- 90	Subtotal 61 - 90 Dept Responsibility	Total 91 - 120	Subtotal 91 - 120 Dept Responsibility	Total 120+	Subtotal 120+ Dept Responsibility	Total over 30 days	Subtotal over 30 days Dept Responsibility
1/30/2017	665	295	171	179	103	34	22	16	12	524	308
2/6/2017	836	342	194	205	112	61	39	24	20	632	365
2/13/2017	655	462	299	233	140	91	54	27	21	813	514
2/20/2017	866	448	184	236	91	66	31	15	5	765	311
2/27/2017	581	436	180	229	88	146	80	116	94	927	442
3/6/2017	678	482	175	254	85	213	120	201	153	1150	533
3/13/2017	718	337	105	238	57	182	82	227	162	984	406

**Potentially Expedited Applications**

**Days Pending**

	Total 7 days or fewer	Total 8-30	Subtotal 8-30 Dept Responsibility	Total 31 - 60	Subtotal 31-60 days Dept Responsibility	Total 61- 90	Subtotal 61 - 90 Dept Responsibility	Total 91 - 120	Subtotal 91 - 120 Dept Responsibility	Total 120+	Subtotal 120+ Dept Responsibility	Total over 7 days	Subtotal over 7 days Dept Responsibility
1/30/2017	143	385	250	143	68	45	15	10	7	17	9	600	349
2/6/2017	121	451	311	200	101	65	22	9	7	18	10	743	451
2/13/2017	114	438	295	311	184	84	35	12	8	19	11	864	533
2/20/2017	75	270	133	354	124	92	46	13	5	15	5	744	313
2/27/2017	47	178	93	331	109	99	49	43	28	52	31	703	310
3/6/2017	64	140	44	350	106	128	50	57	34	68	44	743	278
3/13/2017	62	90	31	234	76	120	25	44	19	62	39	550	190

Closed cases for failure to submit interim report, report form submitted within actionable timeframe, case never reopened.

**Baseline Overdue Unprocessed Interim Reports**

Benefit End Month	Closed cases for failure to submit interim report, case never reopened, interim report submitted prior to closing	Comments:
Total All	1,714	
Feb-17	1,329	
Jan-17	151	
Dec-2016	165	
Nov-2016	4	
Oct-2016	9	
Sep-2016	56	

Unprocessed SNAP Verifications and Change Documents	Description/Comments
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**Baseline Overdue Unprocessed Verifications/Change Documents equals total over 10 days.**

Days Pending - Case Maintenance								This table displays counts of unprocessed (Available/Reviewed) scanned documents received by
	10 days or fewer	11 - 30	31 - 60	61 - 90	91 - 120	120+	Total over 10 days	
1/30/2017	5,131	8,742	11,750	4,730	3,171	1,037	29,430	
2/6/2017	5,374	9,507	12,266	5,779	3,342	1,412	32,306	
2/13/2017	4,231	9,979	12,000	8,102	2,325	2,783	35,189	
2/20/2017	5,408	9,823	11,472	9,554	2,745	3,595	37,189	
2/27/2017	5,033	8,258	11,143	9,310	3,538	3,553	35,802	
3/6/2017	4,787	8,343	11,642	9,992	4,398	3,939	38,314	
3/13/2017	4,441	9,841	11,290	9,979	6,057	4,293	41,460	

Days Pending - Documents Pertaining to Recertifications								This table displays counts of unprocessed (Available/Reviewed) scanned documents received by
	10 days or fewer	11 - 30	31 - 60	61 - 90	91 - 120	120+	Total over 10 days	
1/30/2017	617	1,110	1,104	255	66	51	2,586	
2/6/2017	806	1,158	1,175	363	66	64	2,826	
2/13/2017	708	1,292	1,296	614	54	83	3,339	
2/20/2017	1,300	1,406	1,404	766	87	102	3,765	
2/27/2017	1,359	1,984	1,591	891	179	111	4,756	
3/6/2017	1,790	2,358	1,855	989	329	122	5,653	
3/13/2017	1,853	3,096	1,970	1,163	519	175	6,923	

Days Pending - Documents Pertaining to Initial Applications (non-recerts)								This table displays counts of unprocessed (Available/Reviewed) scanned documents received by
	10 days or fewer	11 - 30	31 - 60	61 - 90	91 - 120	120+	Total over 10 days	
1/30/2017	360	425	306	42	9	9	791	
2/6/2017	458	585	345	83	14	9	1,036	
2/13/2017	427	793	414	144	18	9	1,378	
2/20/2017	563	859	543	203	20	9	1,634	
2/27/2017	468	728	633	246	35	11	1,653	
3/6/2017	717	859	792	259	49	16	1,975	
3/13/2017	498	945	730	246	110	14	2,045	

**List of Different Types of Documents Comprising Above Chart (to be updated with each week's data)**

Unprocessed Unidentified Documents								Description/Comments
<b>Baseline Overdue Unprocessed Unidentified Documents equals total over 10 days.</b>								
	10 days or fewer	11 - 30	31 - 60	61 - 90	91 - 120	120+	Total over 10 days	This table displays counts of unprocessed (Available/Reviewed)
1/30/2017	191	164	273	176	7	10	630	
2/6/2017	129	292	246	235	11	13	797	
2/13/2017	102	316	266	268	31	14	895	
2/20/2017	347	330	259	291	87	14	981	
2/27/2017	664	407	358	285	148	17	1,215	
3/6/2017	760	796	429	249	216	20	1,710	
3/13/2017	407	1364	433	261	244	38	2,340	

**List of Different Types of Documents Comprising Above Chart (to be updated with each week's data)**

See next tab

Case Document	Task Description	% of Total New Count	New Count
Case_Maintenance	Activities of Daily Living	0.00%	2
Case_Maintenance	American Indian card I-872	0.03%	18
Case_Maintenance	American Indian Verification	0.06%	37
Case_Maintenance	Appeals Supporting Document	0.65%	385
Case_Maintenance	Appeals/Request for Hearing	0.15%	90
Case_Maintenance	Asset Verification	1.84%	1089
Case_Maintenance	Authorization to Release Information	0.10%	60
Case_Maintenance	Authorization/Invoice	0.00%	2
Case_Maintenance	Bank or financial institution statement	1.46%	864
Case_Maintenance	Bankruptcy Notice	0.02%	9
Case_Maintenance	Benefit award letter	0.50%	295
Case_Maintenance	Benefit Notice	0.04%	21
Case_Maintenance	Birth Certificate	3.78%	2231
Case_Maintenance	Birth record/affidavit from tribal official - person at least 50% American Indian	0.02%	14
Case_Maintenance	Book Keeping Records	0.00%	2
Case_Maintenance	Certificate of Naturalization	0.12%	68
Case_Maintenance	Certificate of US Citizenship N-560/N-561	0.00%	2
Case_Maintenance	Change Report Form	3.53%	2083
Case_Maintenance	Checkstubs or Earnings Statement	0.35%	208
Case_Maintenance	Child Care Document	0.13%	76
Case_Maintenance	Child Care Education Verification	0.01%	6
Case_Maintenance	Child Care Need Verification	0.02%	9
Case_Maintenance	Child Care Provider Verification	0.01%	6
Case_Maintenance	Child Custody Order	0.03%	19
Case_Maintenance	Child Support Document	0.18%	108
Case_Maintenance	Child support paternity records	0.05%	32
Case_Maintenance	Child welfare records	0.01%	4
Case_Maintenance	Citizenship/Immigration Document	1.89%	1114
Case_Maintenance	Claim of Good Cause - Child Support	0.01%	4
Case_Maintenance	Confirmation Papers	0.17%	99
Case_Maintenance	Copayment verification	0.01%	4

Case_Maintenance	Copy of class schedule	0.01%	5
Case_Maintenance	Copy of receipt	0.03%	15
Case_Maintenance	Court Documents	0.06%	37
Case_Maintenance	Court order	0.04%	25
Case_Maintenance	Court record or other legal document	0.02%	11
Case_Maintenance	Court records or other legal document	0.01%	4
Case_Maintenance	Current bill/receipt/money order/cancelled check	0.11%	64
Case_Maintenance	Current lease or rental agreement	0.03%	18
Case_Maintenance	Current statement from bank or financial institution	0.00%	2
Case_Maintenance	Day care provider statement	0.01%	5
Case_Maintenance	Death Certificate	0.02%	10
Case_Maintenance	Death/Funeral Document	0.10%	62
Case_Maintenance	Disability/Medical Document	1.07%	630
Case_Maintenance	Discontinue/Withdrawal Request	0.06%	37
Case_Maintenance	Disqualification Consent Agreement	0.03%	15
Case_Maintenance	Divorce Decree	0.01%	3
Case_Maintenance	Doctor of Medicine (MD/DO) - Written statement	0.02%	13
Case_Maintenance	Doctorate Degree Seen	0.00%	1
Case_Maintenance	Driver's License	2.54%	1502
Case_Maintenance	Education Document	0.15%	91
Case_Maintenance	Education/Activity Approval from Employment Services Provider	0.01%	6
Case_Maintenance	Employer statement	0.18%	107
Case_Maintenance	Employer statement showing dates of employment	0.12%	72
Case_Maintenance	Employment Authorization Card (I-688B)	0.11%	66
Case_Maintenance	Employment Letter	0.20%	116
Case_Maintenance	Expense (Medical/Housing/etc.)	5.88%	3473
Case_Maintenance	First Noncompliance Letter	0.00%	1
Case_Maintenance	Food Replacement Affidavit	0.02%	13
Case_Maintenance	Fuel Bills	0.15%	88
Case_Maintenance	Funeral Home Statement	0.02%	10
Case_Maintenance	Government pension receipt based on permanent disability/blindness	0.01%	3
Case_Maintenance	GPA Burial	0.01%	5

Case_Maintenance	Guardian/Conservator Court Appointment Letter	0.01%	3
Case_Maintenance	Health Insurance Card	0.43%	253
Case_Maintenance	Health insurance premium notice	0.02%	14
Case_Maintenance	Health Insurance Verification	0.74%	440
Case_Maintenance	Hearing Decision and Order	0.00%	2
Case_Maintenance	HIX Single Streamlined Application	0.00%	1
Case_Maintenance	Home Insurance Bill	0.01%	7
Case_Maintenance	Home owners insurance records	0.01%	6
Case_Maintenance	Hospital Birth Records	0.03%	18
Case_Maintenance	Hospital or public health record	0.01%	7
Case_Maintenance	Housing Catastrophic Documents	0.00%	1
Case_Maintenance	I-94 Arrival-Departure Record	0.00%	1
Case_Maintenance	I-151 Alien Registration Receipt Card	0.28%	165
Case_Maintenance	I-551 stamp in a foreign passport or on USCIS Form I-94	0.01%	8
Case_Maintenance	I-766 U.S. Citizenship and Immigration Services (USCIS) issues Employment Authoriz	0.00%	2
Case_Maintenance	Identity Verification	0.88%	522
Case_Maintenance	Immigration Document (Government Issued)	0.05%	27
Case_Maintenance	Important Notice about Social Security Numbers	0.00%	1
Case_Maintenance	Incarceration Verification	0.10%	61
Case_Maintenance	Income tax records with receipts	0.01%	6
Case_Maintenance	Income Tax Returns	0.02%	11
Case_Maintenance	Income/Employment Document	5.93%	3503
Case_Maintenance	Initial Asset Assessment Notice	0.00%	1
Case_Maintenance	Institutional admission papers at least 5 years old showing US birth	0.00%	1
Case_Maintenance	Insurance company statement	0.12%	69
Case_Maintenance	Insurance record showing US birth at least 5 years old	0.00%	1
Case_Maintenance	Landlord statement	0.11%	67
Case_Maintenance	Lease	1.33%	786
Case_Maintenance	Legal Birth Certificate	0.00%	2
Case_Maintenance	Legal/Court Document	0.39%	232
Case_Maintenance	Letter from Landlord	0.14%	83
Case_Maintenance	Letter from Person who you pay room and board	0.21%	125

Case_Maintenance	Letter or document from person/agency making payment	0.20%	118
Case_Maintenance	Life Insurance Benefit Statement	0.03%	15
Case_Maintenance	Life Insurance Policy	0.03%	17
Case_Maintenance	Life Insurance Verification	0.02%	10
Case_Maintenance	Loan contract	0.03%	17
Case_Maintenance	MA63-Physician Examination Report	0.02%	9
Case_Maintenance	Marriage License	0.02%	10
Case_Maintenance	MART	0.12%	68
Case_Maintenance	Medicaid Supplemental Questionnaire	0.00%	1
Case_Maintenance	Medical Appointment Confirmation Notice	0.01%	3
Case_Maintenance	Medical bill or receipt	0.57%	338
Case_Maintenance	Medical Documents	0.98%	580
Case_Maintenance	Medical Exam Report	0.06%	36
Case_Maintenance	Medical Needs	0.03%	20
Case_Maintenance	Medical Packet	0.02%	9
Case_Maintenance	Medical Services Authorization Notice	0.01%	3
Case_Maintenance	Medical-Social Eligibility Certification	0.00%	1
Case_Maintenance	Medical-Social Questionnaire	0.00%	1
Case_Maintenance	Mid-Certification Contact Notice	2.49%	1470
Case_Maintenance	Military Document	0.02%	14
Case_Maintenance	Military Documents	0.01%	8
Case_Maintenance	Military Service Records	0.00%	1
Case_Maintenance	Mortgage Books/Records	0.02%	12
Case_Maintenance	Mortgage Breakdown Proof	0.02%	13
Case_Maintenance	Mortgage Company or Lender statement	0.10%	57
Case_Maintenance	Mortgage Papers	0.06%	35
Case_Maintenance	Naturalization Papers N-550/N-570	0.01%	5
Case_Maintenance	Non-Heating Utility Bills	0.07%	39
Case_Maintenance	Notice of Balance Due	0.01%	8
Case_Maintenance	Ob-gyn Clinical Nurse Specialist (NS) - Written statement	0.01%	4
Case_Maintenance	Ob-gyn Nurse Practitioner (NP) - Written Statement	0.01%	4
Case_Maintenance	Other	1.72%	1016

Case_Maintenance	Other Asset verification	0.03%	19
Case_Maintenance	Other Citizenship Document	0.01%	3
Case_Maintenance	Other Date of Birth Verification	0.03%	19
Case_Maintenance	Other Disability verification	0.02%	10
Case_Maintenance	Other documentation showing SSN	0.01%	6
Case_Maintenance	Other Expense verification	0.20%	118
Case_Maintenance	Other Hearing Request	0.00%	2
Case_Maintenance	Other ID which provides a name and address	0.02%	11
Case_Maintenance	Other Identity Document	0.22%	132
Case_Maintenance	Other Immigration Document	0.02%	11
Case_Maintenance	Other Incarceration Verification	0.01%	5
Case_Maintenance	Other Income verification	0.79%	464
Case_Maintenance	Other Medical Insurance Document	0.02%	10
Case_Maintenance	Other Non-Financial verification	0.03%	15
Case_Maintenance	Other Release of Information	0.02%	14
Case_Maintenance	Other Shelter verification	0.26%	152
Case_Maintenance	Other unspecified document	0.80%	475
Case_Maintenance	Other unspecified written statement	0.52%	308
Case_Maintenance	Other Vital Packet verification	0.02%	10
Case_Maintenance	Out of State Benefit Status	0.06%	34
Case_Maintenance	Owner Occupied Proof	0.00%	2
Case_Maintenance	Owner-Occupied Proof Monthly Rental Income Proof	0.00%	1
Case_Maintenance	Pay Stub	8.85%	5230
Case_Maintenance	Permanent Resident Alien Declaration	0.20%	116
Case_Maintenance	Physician Records	0.01%	5
Case_Maintenance	Physician's statement of disability	0.01%	5
Case_Maintenance	Policy Decision	0.03%	15
Case_Maintenance	Proof of Child Care Income	0.00%	2
Case_Maintenance	Proof of Incarceration	0.00%	1
Case_Maintenance	Proof of insurance end date	0.00%	1
Case_Maintenance	Property Tax records	0.02%	14
Case_Maintenance	Property Unit Proof	0.82%	485

Case_Maintenance	Provider statement of expense	0.01%	3
Case_Maintenance	Psychiatric/Psychological Examination Report	0.01%	5
Case_Maintenance	Registered Nurse (RN) - Written Statement	0.01%	4
Case_Maintenance	Reimbursement Authorization	0.00%	1
Case_Maintenance	Release document showing release date	0.02%	10
Case_Maintenance	Rent Receipt	0.00%	1
Case_Maintenance	Rent receipt showing amount		
Case_Maintenance	Rent/mortgage receipt	1.30%	769
Case_Maintenance	Repay Agreement	0.02%	14
Case_Maintenance	Request for Exception to the 12 Month Billing Limitation for Medical Services	0.00%	1
Case_Maintenance	Residency Verification	3.16%	1869
Case_Maintenance	Returned Mail	3.07%	1811
Case_Maintenance	RITE Share Document	0.00%	1
Case_Maintenance	RSDI Award Letter if DOB included	0.01%	4
Case_Maintenance	School photo ID	0.00%	1
Case_Maintenance	School Statement	0.07%	44
Case_Maintenance	School Transcript	0.02%	10
Case_Maintenance	SDA/SSI Referral Checklist	0.04%	24
Case_Maintenance	Self-Employment Income and Expense Statement	0.02%	12
Case_Maintenance	Semi-Annual Contact Report	0.01%	4
Case_Maintenance	Sewer and Water Bills	0.08%	45
Case_Maintenance	Social Case Work Document	0.72%	426
Case_Maintenance	Social Security Card	3.97%	2346
Case_Maintenance	Social Security Records	0.62%	369
Case_Maintenance	Social Summary	0.18%	105
Case_Maintenance	Social Summary Update	0.08%	46
Case_Maintenance	Social Work Document	0.10%	57
Case_Maintenance	SOLQ and CI Documentation Record	0.00%	1
Case_Maintenance	SSI receipt based on disability/blindness	0.07%	44
Case_Maintenance	State Issued Driver's License	0.02%	9
Case_Maintenance	State Issued Photo ID	0.05%	29
Case_Maintenance	Statement from utility provider	0.01%	6

Case_Maintenance	Statement of value from issuer/holder/plan administrator (minus early withdrawal	0.00%	2
Case_Maintenance	Stock certificate	0.00%	1
Case_Maintenance	Tax Return	0.09%	56
Case_Maintenance	Telephone Bills document	0.08%	50
Case_Maintenance	TMA Earned Income Report	0.00%	1
Case_Maintenance	Trust/Annuity Evaluation	0.01%	6
Case_Maintenance	U.S. Citizen ID Card I-197/I-179	0.01%	4
Case_Maintenance	U.S. Passport	0.12%	73
Case_Maintenance	Unearned Income Notice (Application)	0.01%	7
Case_Maintenance	Unearned Income Notice (Redetermination)	0.00%	1
Case_Maintenance	USCIS Form I-94 with stamp showing admission under 203(a)(7) of the INA refugee-	0.00%	1
Case_Maintenance	USCIS Form I-688B annotated 274a.12(a)(3)	0.00%	1
Case_Maintenance	Utility Bill	5.05%	2981
Case_Maintenance	VA 100% disability statement	0.01%	4
Case_Maintenance	Vehicle Documents	0.19%	115
Case_Maintenance	Verification Checklist	0.01%	7
Case_Maintenance	Verification of Application or Appeal for SSI/RSDI	0.00%	1
Case_Maintenance	Verification of Assets	0.01%	7
Case_Maintenance	Verification of Employment	0.15%	86
Case_Maintenance	Verification of Imprisonment	0.01%	5
Case_Maintenance	Verification of Social Security Income	0.37%	221
Case_Maintenance	Verification of Student Information	0.01%	4
Case_Maintenance	Verification of VA Payments	0.01%	3
Case_Maintenance	Verification of Wages	0.04%	26
Case_Maintenance	Voter registration card	0.01%	3
Case_Maintenance	Waiver Enrollment Form	0.00%	1
Case_Maintenance	Work Schedule	0.06%	36
Case_Maintenance	Worker Documentation Record	0.04%	24
Initial_Application	American Indian Verification	0.00%	2
Initial_Application	Appeals Supporting Document	0.00%	2
Initial_Application	Appeals/Request for Hearing	0.01%	3
Initial_Application	Asset Verification	0.10%	61

Initial_Application	Authorized Representative Request	0.00%	1
Initial_Application	Bank or financial institution statement	0.02%	9
Initial_Application	Bankruptcy Notice	0.00%	2
Initial_Application	Benefit award letter	0.01%	6
Initial_Application	Benefit Notice	0.00%	1
Initial_Application	Birth Certificate	0.35%	208
Initial_Application	Certificate of Naturalization	0.01%	3
Initial_Application	Change Report Form	0.07%	41
Initial_Application	Checkstubs or Earnings Statement	0.01%	4
Initial_Application	Child Care Document	0.01%	3
Initial_Application	Child Support Document	0.03%	15
Initial_Application	Citizenship/Immigration Document	0.21%	125
Initial_Application	Confirmation Papers	0.00%	2
Initial_Application	Court Documents	0.00%	1
Initial_Application	Current bill/receipt/money order/cancelled check	0.00%	1
Initial_Application	Disability/Medical Document	0.07%	40
Initial_Application	Discontinue/Withdrawal Request	0.00%	1
Initial_Application	Driver's License	0.31%	181
Initial_Application	Education Document	0.02%	13
Initial_Application	Employer statement	0.00%	1
Initial_Application	Employer statement showing dates of employment	0.00%	1
Initial_Application	Employment Letter	0.00%	1
Initial_Application	Expense (Medical/Housing/etc.)	0.46%	274
Initial_Application	Fuel Bills	0.01%	4
Initial_Application	Government pension receipt based on permanent disability/blindness	0.00%	2
Initial_Application	Health Insurance Card	0.01%	8
Initial_Application	Health Insurance Verification	0.07%	39
Initial_Application	I-151 Alien Registration Receipt Card	0.00%	2
Initial_Application	Identity Verification	0.15%	91
Initial_Application	Immigration Document (Government Issued)	0.00%	1
Initial_Application	Incarceration Verification	0.02%	9
Initial_Application	Income Tax Returns	0.00%	1

Initial_Application	Income/Employment Document	0.42%	246
Initial_Application	Insurance company statement	0.01%	3
Initial_Application	Interim Report (DHS-1046)	0.02%	9
Initial_Application	Lease	0.02%	11
Initial_Application	Legal/Court Document	0.02%	12
Initial_Application	Letter from Landlord	0.01%	4
Initial_Application	MART	0.00%	2
Initial_Application	Medical bill or receipt	0.01%	8
Initial_Application	Medical Documents	0.01%	5
Initial_Application	Mid-Certification Contact Notice	0.00%	2
Initial_Application	Military Document	0.00%	1
Initial_Application	Military Documents	0.00%	1
Initial_Application	Military Service Records	0.00%	1
Initial_Application	Mortgage Books/Records	0.00%	1
Initial_Application	Mortgage Company or Lender statement	0.00%	1
Initial_Application	Non-Heating Utility Bills	0.00%	2
Initial_Application	Other	0.15%	87
Initial_Application	Other Expense verification	0.00%	2
Initial_Application	Other Identity Document	0.01%	3
Initial_Application	Other Income verification	0.03%	16
Initial_Application	Other Medical Insurance Document	0.00%	2
Initial_Application	Other Shelter verification	0.00%	2
Initial_Application	Other unspecified document	0.01%	7
Initial_Application	Other unspecified written statement	0.02%	9
Initial_Application	Out of State Benefit Status	0.02%	10
Initial_Application	Pay Stub	0.45%	265
Initial_Application	Permanent Resident Alien Declaration	0.02%	12
Initial_Application	Property Unit Proof	0.00%	2
Initial_Application	Recertification/Renewal (DHS-1010)	0.03%	19
Initial_Application	Rent Receipt	0.00%	1
Initial_Application	Rent receipt showing amount		
Initial_Application	Rent/mortgage receipt	0.01%	7

Initial_Application	Residency Verification	0.24%	143
Initial_Application	Returned Mail	0.01%	3
Initial_Application	School Statement	0.00%	1
Initial_Application	Social Case Work Document	0.06%	38
Initial_Application	Social Security Card	0.43%	253
Initial_Application	Social Security Records	0.02%	11
Initial_Application	Social Summary	0.00%	2
Initial_Application	Social Summary Update	0.00%	1
Initial_Application	Tax Return	0.00%	2
Initial_Application	U.S. Passport	0.01%	6
Initial_Application	Unearned Income Notice (Application)	0.00%	1
Initial_Application	Utility Bill	0.27%	159
Initial_Application	Vehicle Documents	0.00%	2
Initial_Application	Verification of Employment	0.00%	2
Initial_Application	Voter registration card	0.00%	1
Recertification	American Indian card I-872	0.00%	2
Recertification	Appeals Supporting Document	0.06%	34
Recertification	Appeals/Request for Hearing	0.01%	6
Recertification	Asset Verification	0.34%	203
Recertification	Authorization to Release Information	0.01%	8
Recertification	Authorization/Invoice	0.00%	1
Recertification	Bank or financial institution statement	0.10%	61
Recertification	Benefit award letter	0.05%	28
Recertification	Benefit Notice	0.00%	1
Recertification	Birth Certificate	0.58%	344
Recertification	Certificate of Naturalization	0.02%	12
Recertification	Change Report Form	0.26%	156
Recertification	Checkstubs or Earnings Statement	0.04%	24
Recertification	Child Care Document	0.04%	22
Recertification	Child Care Need Verification	0.00%	1
Recertification	Child Custody Order	0.00%	1
Recertification	Child Support Document	0.08%	47

Recertification	Child support paternity records	0.01%	4
Recertification	Citizenship/Immigration Document	0.28%	165
Recertification	Confirmation Papers	0.01%	7
Recertification	Copy of receipt	0.00%	1
Recertification	Court Documents	0.01%	8
Recertification	Court order	0.00%	2
Recertification	Court record or other legal document	0.00%	1
Recertification	Current bill/receipt/money order/cancelled check	0.01%	6
Recertification	Current lease or rental agreement	0.01%	3
Recertification	Day care provider statement	0.00%	2
Recertification	Death/Funeral Document	0.01%	5
Recertification	Disability/Medical Document	0.17%	99
Recertification	Discontinue/Withdrawal Request	0.00%	1
Recertification	Driver's License	0.42%	251
Recertification	Education Document	0.07%	41
Recertification	Employer statement	0.02%	10
Recertification	Employer statement showing dates of employment	0.01%	7
Recertification	Employment Authorization Card (I-688B)	0.02%	13
Recertification	Employment Letter	0.03%	15
Recertification	Expense (Medical/Housing/etc.)	2.15%	1272
Recertification	Food Replacement Affidavit	0.00%	2
Recertification	Fuel Bills	0.01%	7
Recertification	Funeral Home Statement	0.00%	1
Recertification	Health Insurance Card	0.03%	17
Recertification	Health insurance premium notice	0.00%	1
Recertification	Health Insurance Verification	0.17%	101
Recertification	Home owners insurance records	0.00%	1
Recertification	I-151 Alien Registration Receipt Card	0.03%	15
Recertification	I-551 stamp in a foreign passport or on USCIS Form I-94	0.00%	2
Recertification	Identity Verification	0.22%	131
Recertification	Immigration Document (Government Issued)	0.00%	2
Recertification	Incarceration Verification	0.01%	4

Recertification	Income tax records with receipts	0.00%	2
Recertification	Income Tax Returns	0.00%	1
Recertification	Income/Employment Document	1.71%	1008
Recertification	Insurance company statement	0.01%	8
Recertification	Landlord statement	0.01%	6
Recertification	Lease	0.13%	75
Recertification	Legal Birth Certificate	0.00%	1
Recertification	Legal/Court Document	0.05%	27
Recertification	Letter from Landlord	0.01%	4
Recertification	Letter from Person who you pay room and board	0.04%	21
Recertification	Letter or document from person/agency making payment	0.02%	14
Recertification	Life Insurance Verification	0.00%	1
Recertification	Loan contract	0.00%	1
Recertification	Marriage License	0.00%	2
Recertification	MART	0.01%	5
Recertification	Medical bill or receipt	0.03%	15
Recertification	Medical Documents	0.06%	34
Recertification	Medical Exam Report	0.00%	2
Recertification	Medical Needs	0.01%	3
Recertification	Medical Transportation Statement	0.00%	1
Recertification	Mid-Certification Contact Notice	0.03%	18
Recertification	Military Document	0.01%	4
Recertification	Mortgage Books/Records	0.00%	2
Recertification	Mortgage Breakdown Proof	0.00%	2
Recertification	Mortgage Company or Lender statement	0.01%	7
Recertification	Mortgage Papers	0.01%	8
Recertification	Naturalization Papers N-550/N-570	0.00%	1
Recertification	Non-Heating Utility Bills	0.01%	4
Recertification	Ob-gyn Nurse Practitioner (NP) - Written Statement	0.00%	1
Recertification	Other	0.32%	191
Recertification	Other Asset verification	0.00%	1
Recertification	Other Date of Birth Verification	0.01%	3

Recertification	Other Expense verification	0.04%	22
Recertification	Other ID which provides a name and address	0.01%	5
Recertification	Other Identity Document	0.03%	15
Recertification	Other Immigration Document	0.00%	1
Recertification	Other Income verification	0.08%	45
Recertification	Other Medical Insurance Document	0.00%	1
Recertification	Other Non-Financial verification	0.00%	1
Recertification	Other Shelter verification	0.02%	11
Recertification	Other unspecified document	0.08%	50
Recertification	Other unspecified written statement	0.08%	45
Recertification	Other Vital Packet verification	0.01%	4
Recertification	Out of State Benefit Status	0.01%	4
Recertification	Pay Stub	2.07%	1222
Recertification	Permanent Resident Alien Declaration	0.03%	15
Recertification	Physician Records	0.00%	2
Recertification	Policy Decision	0.00%	1
Recertification	Property Tax records	0.00%	1
Recertification	Property Unit Proof	0.05%	31
Recertification	Psychiatric/Psychological Examination Report	0.00%	1
Recertification	Release document showing release date	0.00%	2
Recertification	Rent receipt showing amount		
Recertification	Rent/mortgage receipt	0.16%	94
Recertification	Repay Agreement	0.00%	1
Recertification	Residency Verification	1.32%	781
Recertification	Returned Mail	0.06%	38
Recertification	School Statement	0.02%	12
Recertification	Self Service Employment Income	0.00%	2
Recertification	Self Service Room and Board Expense	0.00%	1
Recertification	Self Service Shelter expense	0.00%	1
Recertification	Sewer and Water Bills	0.01%	4
Recertification	Shelter Verification	0.01%	3
Recertification	Social Case Work Document	0.08%	48

Recertification	Social Security Card	0.73%	431
Recertification	Social Security Records	0.05%	30
Recertification	Social Summary	0.01%	7
Recertification	Social Summary Update	0.00%	2
Recertification	Social Work Document	0.01%	4
Recertification	SSI receipt based on disability/blindness	0.01%	3
Recertification	State Issued Driver's License	0.00%	1
Recertification	State Issued Photo ID	0.01%	4
Recertification	Tax Return	0.03%	19
Recertification	Telephone Bills document	0.01%	5
Recertification	TMA Earned Income Report	0.00%	1
Recertification	U.S. Passport	0.01%	8
Recertification	USCIS Form I-94 with stamp showing admission under 203(a)(7) of the INA refugee-	0.00%	1
Recertification	Utility Bill	1.82%	1074
Recertification	VA 100% disability statement	0.00%	1
Recertification	Vehicle Documents	0.03%	16
Recertification	Verification Checklist	0.00%	2
Recertification	Verification of Employment	0.01%	7
Recertification	Verification of Social Security Income	0.02%	13
Recertification	Verification of Student Information	0.00%	1
Recertification	Verification of VA Payments	0.00%	1
Recertification	Verification of Wages	0.00%	2
Recertification	Work Schedule	0.01%	4
Recertification	Worker Documentation Record	0.01%	5
Unidentified	American Indian Verification	0.00%	1
Unidentified	Appeals Supporting Document	0.01%	3
Unidentified	Appeals/Request for Hearing	0.01%	4
Unidentified	Application (DHS-2 or other)	1.53%	902
Unidentified	Asset Verification	0.87%	515
Unidentified	Authorization to Release Information	0.01%	3
Unidentified	Authorization/Invoice	0.00%	1
Unidentified	Bank or financial institution statement	0.02%	9

Unidentified	Benefit award letter	0.00%	2
Unidentified	Benefit Notice	0.01%	4
Unidentified	Birth Certificate	0.44%	258
Unidentified	Birth record/affidavit from tribal official - person at least 50% American Indian	0.00%	1
Unidentified	CCAP Provider Attendance Sheet	0.08%	49
Unidentified	Certificate of Naturalization	0.00%	2
Unidentified	Change Report Form	0.05%	31
Unidentified	Checkstubs or Earnings Statement	0.03%	19
Unidentified	Child Care Provider Application	0.00%	2
Unidentified	Child Custody Order	0.00%	1
Unidentified	Citizenship/Immigration Document	0.05%	28
Unidentified	Copy of receipt	0.00%	1
Unidentified	Court record or other legal document	0.00%	1
Unidentified	Current lease or rental agreement	0.00%	1
Unidentified	Death/Funeral Document	0.01%	4
Unidentified	Department and Client Error Information and Repay Agreement	0.00%	1
Unidentified	Disability/Medical Document	0.02%	11
Unidentified	Doctor of Medicine (MD/DO) - Written statement	0.00%	2
Unidentified	Driver's License	0.02%	10
Unidentified	Employer statement	0.01%	3
Unidentified	Employer statement showing dates of employment	0.01%	4
Unidentified	Employment Authorization Card (I-688B)	0.01%	3
Unidentified	Employment Letter	0.00%	1
Unidentified	Expense (Medical/Housing/etc.)	0.02%	14
Unidentified	Food Replacement Affidavit	0.00%	2
Unidentified	Fuel Bills	0.00%	1
Unidentified	Funeral Home Statement	0.00%	2
Unidentified	G-845		
Unidentified	Health Insurance Card	0.00%	2
Unidentified	Health Insurance Verification	0.01%	5
Unidentified	HIX Single Streamlined Application	0.00%	1
Unidentified	Housing Catastrophic Documents	0.00%	1

Unidentified	I-151 Alien Registration Receipt Card	0.02%	9
Unidentified	I-551 stamp in a foreign passport or on USCIS Form I-94	0.01%	6
Unidentified	I-766 U.S. Citizenship and Immigration Services (USCIS) issues Employment Authoriz	0.00%	1
Unidentified	Identity Verification	0.02%	11
Unidentified	Incarceration Verification	0.00%	2
Unidentified	Income/Employment Document	0.08%	46
Unidentified	Initial Asset Assessment Notice	0.00%	1
Unidentified	Interim Report (DHS-1046)	0.15%	87
Unidentified	Lease	0.01%	5
Unidentified	Legal/Court Document	0.01%	3
Unidentified	Letter from Landlord	0.00%	2
Unidentified	Letter or document from person/agency making payment	0.00%	2
Unidentified	Marriage License	0.00%	1
Unidentified	MART	0.00%	2
Unidentified	Medical bill or receipt	0.00%	1
Unidentified	Medical Documents	0.03%	17
Unidentified	Medical Exam Report	0.01%	3
Unidentified	Mid-Certification Contact Notice	0.02%	14
Unidentified	Mortgage Papers	0.00%	1
Unidentified	Notice of Balance Due	0.00%	2
Unidentified	Other	0.05%	27
Unidentified	Other Date of Birth Verification	0.00%	1
Unidentified	Other Expense verification	0.00%	1
Unidentified	Other Income verification	0.02%	12
Unidentified	Other Medical Insurance Document	0.00%	1
Unidentified	Other Provider documentation	0.00%	2
Unidentified	Other Release of Information	0.00%	2
Unidentified	Other Vital Packet verification	0.00%	1
Unidentified	Out of State Benefit Status	0.00%	1
Unidentified	Pay Stub	0.20%	121
Unidentified	Property Unit Proof	0.00%	1
Unidentified	Recertification/Renewal (DHS-1010)	0.36%	211

Unidentified	Refugee Reporting	0.00%	1
Unidentified	Rent receipt showing amount		
Unidentified	Rent/mortgage receipt	0.01%	4
Unidentified	Report/certificate of birth abroad of US citizen (DS-1350)		
Unidentified	Residency Verification	0.02%	9
Unidentified	Returned Mail	0.05%	29
Unidentified	School Statement	0.00%	1
Unidentified	Self Service Additional income	0.01%	8
Unidentified	Self Service Dependency care expense	0.00%	1
Unidentified	Self Service Disability	0.01%	4
Unidentified	Self Service Education	0.00%	2
Unidentified	Self Service Employment Income	0.04%	25
Unidentified	Self Service Household Information	0.01%	4
Unidentified	Self Service Liquid Asset	0.01%	4
Unidentified	Self Service Medical bill expense	0.00%	2
Unidentified	Self Service Person Address	0.01%	4
Unidentified	Self Service Person Details	0.00%	1
Unidentified	Self Service Real property asset	0.00%	1
Unidentified	Self Service Room and Board Expense	0.01%	5
Unidentified	Self Service Self employment income	0.00%	1
Unidentified	Self Service Shelter expense	0.03%	16
Unidentified	Self Service Utility expense	0.02%	10
Unidentified	Self Service Vehicle Asset	0.00%	1
Unidentified	Social Case Work Document	0.00%	1
Unidentified	Social Security Card	0.10%	59
Unidentified	State Issued Driver's License	0.00%	1
Unidentified	State Issued Photo ID	0.01%	4
Unidentified	Statement from utility provider	0.01%	3
Unidentified	Tax Return	0.00%	2
Unidentified	U.S. Citizen ID Card I-197/I-179	0.00%	1
Unidentified	U.S. Passport	0.01%	3
Unidentified	Utility Bill	0.04%	24

Unidentified	Vehicle Documents	0.00%	2
Unidentified	Verification of Application or Appeal for SSI/RSDI	0.00%	1
Unidentified	Verification of Social Security Income	0.00%	2
Unidentified	Verification of Wages	0.00%	1
Unidentified	Waiver Enrollment Form	0.00%	2
Unidentified	Worker Documentation Record	0.00%	1