

### **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 1752**

**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>245</b>	<b>29</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>12</b>	<b>380</b>	<b>0</b>	<b>380</b>	
Sep-2016	193	0	0	0	0	0	0	0	0	0	2	4	0	204	0	204	
Oct-2016	4	4	0	0	0	0	0	0	0	0	1	0	0	9	0	9	
Nov-2016	13	7	0	2	0	0	0	0	0	0	0	0	0	22	0	22	
Dec-2016	6	2	0	0	0	0	0	0	0	0	0	0	0	8	0	8	
Jan-2017	3	5	0	0	0	0	0	0	0	0	1	0	0	9	0	9	
Feb-2017	5	26	0	2	0	0	0	0	0	0	4	0	8	45	0	45	
Mar-2017	6	7	0	1	0	0	0	0	0	0	0	1	0	15	0	15	
Apr-2017	5	16	0	0	1	0	0	0	0	0	2	0	3	27	0	27	
May-2017	7	16	0	0	2	0	0	0	0	0	2	0	1	26	0	26	
Jun-2017	7	1	0	2	1	0	0	3	0	0	1	0	0	15	0	15	

**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>174</b>	<b>402</b>	<b>0</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>11</b>	<b>2</b>	<b>62</b>	<b>5</b>	<b>6</b>	<b>1372</b>	<b>15</b>	<b>1387</b>	
Sep-2016	33	1	0	7	1	0	0	0	3	1	13	0	3	58	4	62	
Oct-2016	3	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	
Nov-2016	18	40	0	1	0	0	0	0	1	0	65	1	2	127	1	128	
Dec-2016	21	110	0	1	0	0	0	2	2	0	40	0	3	177	2	179	
Jan-2017	15	78	0	1	0	0	0	0	0	0	61	1	4	160	0	160	
Feb-2017	11	54	0	1	0	0	0	0	3	0	59	1	3	129	3	132	
Mar-2017	15	16	0	3	0	0	0	0	3	0	96	0	9	139	3	142	
Apr-2017	17	53	0	1	0	0	0	0	0	0	110	0	28	209	0	209	
May-2017	22	79	0	2	0	0	0	0	2	0	105	1	34	223	2	225	
Jun-2017	19	19	0	4	0	0	0	0	0	0	54	1	0	97	0	97	

**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
5/8/2017	630	118	13	24	5	13	4	36	22	191	44
5/15/2017	647	168	15	27	6	13	7	38	25	246	53
5/22/2017	628	198	11	34	6	5	3	44	27	281	47
5/30/2017	752	126	8	24	5	5	3	39	21	194	37
6/5/2017	715	39	8	10	5	3	2	22	16	74	31
6/12/2017	750	109	37	23	10	10	7	23	18	165	72
6/19/2017	851	52	23	14	8	9	4	19	17	94	52
6/26/2017	732	101	34	11	7	8	5	21	17	141	63
7/3/2017	658	97	41	13	9	4	3	30	27	144	80
7/10/2017	521	104	48	16	10	5	2	33	29	158	89
7/17/2017	347	102	41	19	11	3	1	29	27	153	80
7/24/2017	232	126	48	21	14	4	2	21	18	172	82

**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
5/8/2017	145	190	29	40	4	11	3	9	2	13	23	263	61
5/15/2017	121	234	34	57	5	5	1	8	1	23	14	327	55
5/22/2017	95	231	41	99	4	3	0	8	1	26	15	367	61
5/30/2017	206	164	23	68	6	1	0	7	1	23	13	263	43
6/5/2017	228	85	16	23	7	1	0	1	1	14	1	124	25
6/12/2017	158	159	43	43	8	8	3	1	1	12	10	223	65
6/19/2017	232	120	30	25	10	5	2	1	1	11	9	162	52
6/26/2017	90	198	61	54	17	10	5	2	1	12	9	276	93
7/3/2017	43	165	46	39	14	5	3	2	1	9	7	220	71
7/10/2017	16	130	36	42	18	8	6	0	0	7	7	187	67
7/17/2017	47	81	25	48	23	7	7	2	1	9	9	147	65
7/24/2017	17	73	23	52	20	6	5	3	3	9	8	143	59

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:
<b>Total All</b>	<b>7,486</b>	
Jun-2017	1,719	
May-2017	1,061	
Apr-2017	1,552	
Mar-17	1,399	
Feb-17	1,357	
Jan-17	159	
Dec-2016	170	
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	
5/8/2017	527	7,745	13,481	8,719	5,617	9,656	45,218	
5/15/2017	3,410	7,771	13,355	8,578	5,458	9,231	44,393	
5/22/2017	3,382	7,444	13,149	8,380	5,174	8,268	42,415	
5/30/2017	3,452	7,736	13,239	8,376	5,176	8,209	42,736	
6/5/2017	3,581	7,971	13,357	8,455	5,226	8,285	43,294	
6/12/2017	3,673	8,247	13,499	8,535	5,248	8,477	44,006	
6/19/2017	3,707	8,322	13,531	8,494	5,200	8,576	44,123	
6/26/2017	3,731	8,345	13,458	8,452	5,191	8,651	44,097	
7/3/2017	3,907	6,745	8,060	8,819	10,213	16,373	50,210	
7/10/2017	3,285	8,013	7,229	8,327	10,055	18,191	51,815	
7/17/2017	4,938	8,705	6,770	7,425	9,457	19,998	52,355	
7/24/2017	5,466	7,907	8,502	7,254	8,531	22,196	54,390	

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	
5/8/2017	225	3733	5916	4353	1918	2209	18,354	
5/15/2017	1111	3674	5967	4406	2016	2670	18,733	
5/22/2017	1093	3584	6013	4430	2070	3042	19,139	
5/30/2017	1063	3290	5980	4439	2050	3109	18,868	
6/5/2017	1003	3171	5896	4400	2028	3095	18,590	
6/12/2017	968	3029	5815	4372	2024	2994	18,234	
6/19/2017	948	2993	5841	4440	2102	2947	18,323	
6/26/2017	948	2998	5917	4485	2121	2878	18,399	
7/3/2017	1803	2738	1715	3379	5579	7600	21,011	
7/10/2017	1146	3066	1405	3220	4880	8535	21,106	
7/17/2017	2813	2789	1414	2597	4222	9748	20,770	
7/24/2017	2912	3127	1733	1874	3419	11387	21,540	

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	
5/8/2017	112	591	395	159	47	44	1,236	
5/15/2017	498	385	302	125	46	41	899	
5/22/2017	390	361	286	110	46	39	842	
5/30/2017	250	217	156	42	17	16	448	

6/5/2017	114	94	141	34	17	16	302
6/12/2017	56	110	135	33	17	16	311
6/19/2017	38	69	136	33	14	18	270
6/26/2017	41	74	136	37	10	18	275
7/3/2017	305	425	104	109	58	34	730
7/10/2017	160	297	117	62	109	39	624
7/17/2017	143	203	126	61	108	47	545
7/24/2017	135	127	150	69	115	57	518

**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)
5/8/2017	30	365	370	1551	426	503	3,215	
5/15/2017	101	364	371	1541	426	503	3,205	
5/22/2017	101	364	371	1540	426	503	3,204	
5/30/2017	101	363	371	1522	426	503	3,185	
6/5/2017	101	362	371	1521	426	503	3,183	
6/12/2017	101	362	371	1520	426	501	3,180	
6/19/2017	43	86	156	852	171	206	1,471	
6/26/2017	43	86	156	852	171	206	1,471	
7/3/2017	44	166	159	131	182	1151	1,789	
7/10/2017	37	142	192	125	135	1228	1,822	
7/17/2017	45	116	165	176	120	1260	1,837	
7/24/2017	41	91	210	167	118	1289	1,875	

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

See next tab

<b>CASE_DOCUMENT</b>	<b>TASK_DESCRIPTION</b>	<b>New Count</b>	<b>% of Total New Count</b>
Case_Maintenance	Activities of Daily Living	1	0.00%
Case_Maintenance	American Indian card I-87	8	0.01%
Case_Maintenance	American Indian Verificati	52	0.06%
Case_Maintenance	Appeals Supporting Docum	136	0.16%
Case_Maintenance	Appeals/Request for Hear	354	0.41%
Case_Maintenance	Asset Verification	2,540	2.93%
Case_Maintenance	Authorization to Release I	31	0.04%
Case_Maintenance	Authorization/Invoice	1	0.00%
Case_Maintenance	Bank or financial instituti	451	0.52%
Case_Maintenance	Bankruptcy Notice	3	0.00%
Case_Maintenance	Benefit award letter	116	0.13%
Case_Maintenance	Benefit Notice	9	0.01%
Case_Maintenance	Birth Certificate	2,782	3.21%
Case_Maintenance	Book Keeping Records	1	0.00%
Case_Maintenance	Certificate of Naturalizati	16	0.02%
Case_Maintenance	Change Report Form	3,244	3.74%
Case_Maintenance	Checkstubs or Earnings S	73	0.08%
Case_Maintenance	Child Care Document	138	0.16%
Case_Maintenance	Child Care Need Verificati	1	0.00%
Case_Maintenance	Child Care Provider Verific	2	0.00%
Case_Maintenance	Child Custody Order	8	0.01%
Case_Maintenance	Child Support Document	234	0.27%
Case_Maintenance	Child support paternity rec	10	0.01%
Case_Maintenance	Citizenship/Immigration D	1,625	1.88%
Case_Maintenance	Confirmation Papers	37	0.04%
Case_Maintenance	Copayment verification	2	0.00%
Case_Maintenance	Copy of receipt	7	0.01%
Case_Maintenance	Court Documents	7	0.01%
Case_Maintenance	Court order	9	0.01%
Case_Maintenance	Court record or other lega	4	0.00%
Case_Maintenance	Court records or other lega	1	0.00%
Case_Maintenance	Current bill/receipt/money	29	0.03%
Case_Maintenance	Current lease or rental agr	5	0.01%
Case_Maintenance	Current statement from ba	1	0.00%
Case_Maintenance	Day care provider stateme	1	0.00%
Case_Maintenance	Death Certificate	6	0.01%
Case_Maintenance	Death/Funeral Document	101	0.12%
Case_Maintenance	Disability/Medical Docume	1,506	1.74%
Case_Maintenance	Discontinue/Withdrawal R	64	0.07%
Case_Maintenance	Disqualification Consent A	7	0.01%
Case_Maintenance	Divorce Decree	2	0.00%
Case_Maintenance	Doctor of Medicine (MD/D	3	0.00%
Case_Maintenance	Doctorate Degree Seen	1	0.00%
Case_Maintenance	Driver's License	2,334	2.69%
Case_Maintenance	Education Document	208	0.24%
Case_Maintenance	Employer statement	35	0.04%
Case_Maintenance	Employer statement show	15	0.02%
Case_Maintenance	Employment Authorization	19	0.02%
Case_Maintenance	Employment Letter	31	0.04%
Case_Maintenance	Expense (Medical/Housing	7,655	8.83%
Case_Maintenance	Food Replacement Affidav	14	0.02%

Case_Maintenance	Fuel Bills	37	0.04%
Case_Maintenance	Funeral Home Statement	5	0.01%
Case_Maintenance	Government pension rece	1	0.00%
Case_Maintenance	GPA Burial	5	0.01%
Case_Maintenance	Guardian/Conservator Co	2	0.00%
Case_Maintenance	Health Insurance Card	129	0.15%
Case_Maintenance	Health insurance premium	7	0.01%
Case_Maintenance	Health Insurance Verificat	1,284	1.48%
Case_Maintenance	Hearing Decision and Ord	1	0.00%
Case_Maintenance	Home Insurance Bill	5	0.01%
Case_Maintenance	Home owners insurance re	2	0.00%
Case_Maintenance	Hospital Birth Records	1	0.00%
Case_Maintenance	Hospital or public health re	2	0.00%
Case_Maintenance	Housing Catastrophic Doc	12	0.01%
Case_Maintenance	I-151 Alien Registration R	55	0.06%
Case_Maintenance	I-551 stamp in a foreign pa	2	0.00%
Case_Maintenance	Identity Verification	1,003	1.16%
Case_Maintenance	Immigration Document (G	9	0.01%
Case_Maintenance	Incarceration Verification	66	0.08%
Case_Maintenance	Income tax records with re	2	0.00%
Case_Maintenance	Income Tax Returns	4	0.00%
Case_Maintenance	Income/Employment Docu	7,180	8.29%
Case_Maintenance	Initial Asset Assessment N	1	0.00%
Case_Maintenance	Insurance company statem	31	0.04%
Case_Maintenance	Insurance record showing	1	0.00%
Case_Maintenance	Landlord statement	22	0.03%
Case_Maintenance	Lease	299	0.35%
Case_Maintenance	Legal birth certificate	1	0.00%
Case_Maintenance	Legal/Court Document	359	0.41%
Case_Maintenance	Letter from Landlord	31	0.04%
Case_Maintenance	Letter from Person who yo	41	0.05%
Case_Maintenance	Letter or document from p	59	0.07%
Case_Maintenance	Life Insurance Benefit Sta	8	0.01%
Case_Maintenance	Life Insurance Policy	10	0.01%
Case_Maintenance	Life Insurance Verification	2	0.00%
Case_Maintenance	Loan contract	8	0.01%
Case_Maintenance	MA63-Physician Examinat	6	0.01%
Case_Maintenance	Marriage License	1	0.00%
Case_Maintenance	MART	298	0.34%
Case_Maintenance	Medicaid Supplemental Q	1	0.00%
Case_Maintenance	Medical Appointment Con	2	0.00%
Case_Maintenance	Medical bill or receipt	163	0.19%
Case_Maintenance	Medical Documents	187	0.22%
Case_Maintenance	Medical Exam Report	17	0.02%
Case_Maintenance	Medical Needs	12	0.01%
Case_Maintenance	Medical Packet	2	0.00%
Case_Maintenance	Medical Services Authoriz	2	0.00%
Case_Maintenance	Medical-Social Questionn	1	0.00%
Case_Maintenance	Mid-Certification Contact N	2,228	2.57%
Case_Maintenance	Military Document	20	0.02%
Case_Maintenance	Military Documents	3	0.00%
Case_Maintenance	Mortgage Books/Records	4	0.00%

Case_Maintenance	Mortgage Breakdown Pro	4	0.00%
Case_Maintenance	Mortgage Company or Le	18	0.02%
Case_Maintenance	Mortgage Papers	18	0.02%
Case_Maintenance	Naturalization Papers N-5	4	0.00%
Case_Maintenance	Non-Heating Utility Bills	7	0.01%
Case_Maintenance	Notice of Balance Due	4	0.00%
Case_Maintenance	Ob-gyn Clinical Nurse Spe	2	0.00%
Case_Maintenance	Ob-gyn Nurse Practitioner	1	0.00%
Case_Maintenance	Other	1,991	2.30%
Case_Maintenance	Other Asset verification	4	0.00%
Case_Maintenance	Other Citizenship Docume	1	0.00%
Case_Maintenance	Other Date of Birth Verific	6	0.01%
Case_Maintenance	Other documentation show	3	0.00%
Case_Maintenance	Other Expense verification	38	0.04%
Case_Maintenance	Other Hearing Request	1	0.00%
Case_Maintenance	Other ID which provides a	4	0.00%
Case_Maintenance	Other Identity Document	49	0.06%
Case_Maintenance	Other Immigration Docum	2	0.00%
Case_Maintenance	Other Income verification	137	0.16%
Case_Maintenance	Other Medical Insurance D	6	0.01%
Case_Maintenance	Other Non-Financial verifi	4	0.00%
Case_Maintenance	Other Release of Informat	4	0.00%
Case_Maintenance	Other Shelter verification	51	0.06%
Case_Maintenance	Other unspecified docume	134	0.15%
Case_Maintenance	Other unspecified written s	106	0.12%
Case_Maintenance	Other Vital Packet verifca	3	0.00%
Case_Maintenance	Out of State Benefit Status	68	0.08%
Case_Maintenance	Pay Stub	5,549	6.40%
Case_Maintenance	Permanent Resident Alien	27	0.03%
Case_Maintenance	Physician's statement of d	3	0.00%
Case_Maintenance	Policy Decision	6	0.01%
Case_Maintenance	Proof of Child Care Incom	1	0.00%
Case_Maintenance	Property Tax records	10	0.01%
Case_Maintenance	Property Unit Proof	205	0.24%
Case_Maintenance	Provider statement of exp	2	0.00%
Case_Maintenance	Psychiatric/Psychological	1	0.00%
Case_Maintenance	Registered Nurse (RN) - V	1	0.00%
Case_Maintenance	Release document showin	5	0.01%
Case_Maintenance	Rent receipt showing amo	198	0.23%
Case_Maintenance	Rent/mortgage receipt	276	0.32%
Case_Maintenance	Repay Agreement	4	0.00%
Case_Maintenance	Request for Exception to t	1	0.00%
Case_Maintenance	Residency Verification	4,159	4.80%
Case_Maintenance	Returned Mail	936	1.08%
Case_Maintenance	RSDI Award Letter if DOB	2	0.00%
Case_Maintenance	School photo ID	1	0.00%
Case_Maintenance	School Statement	12	0.01%
Case_Maintenance	School Transcript	3	0.00%
Case_Maintenance	SDA/SSI Referral Checklis	12	0.01%
Case_Maintenance	Self-Employment Income	2	0.00%
Case_Maintenance	Sewer and Water Bills	18	0.02%
Case_Maintenance	Social Case Work Docume	1,136	1.31%

Case_Maintenance	Social Security Card	2,574	2.97%
Case_Maintenance	Social Security Records	174	0.20%
Case_Maintenance	Social Summary	50	0.06%
Case_Maintenance	Social Summary Update	13	0.02%
Case_Maintenance	Social Work Document	1	0.00%
Case_Maintenance	SSI receipt based on disa	19	0.02%
Case_Maintenance	State Issued Driver's Licen	2	0.00%
Case_Maintenance	State Issued Photo ID	12	0.01%
Case_Maintenance	Statement of value from is	1	0.00%
Case_Maintenance	Stock certificate	1	0.00%
Case_Maintenance	Tax Return	20	0.02%
Case_Maintenance	Telephone Bills document	25	0.03%
Case_Maintenance	Trust/Annuity Evaluation	2	0.00%
Case_Maintenance	U.S. Citizen ID Card I-197	3	0.00%
Case_Maintenance	U.S. Passport	21	0.02%
Case_Maintenance	Unearned Income Notice (	2	0.00%
Case_Maintenance	Unearned Income Notice (	2	0.00%
Case_Maintenance	Utility Bill	3,918	4.52%
Case_Maintenance	VA 100% disability statem	2	0.00%
Case_Maintenance	Vehicle Documents	45	0.05%
Case_Maintenance	Verification Checklist	4	0.00%
Case_Maintenance	Verification of Application	2	0.00%
Case_Maintenance	Verification of Employmen	15	0.02%
Case_Maintenance	Verification of Imprisonme	1	0.00%
Case_Maintenance	Verification of Social Secu	100	0.12%
Case_Maintenance	Verification of Student Inf	1	0.00%
Case_Maintenance	Verification of VA Paymen	1	0.00%
Case_Maintenance	Verification of Wages	6	0.01%
Case_Maintenance	Voter registration card	1	0.00%
Case_Maintenance	Waiver Enrollment Form	1	0.00%
Case_Maintenance	Work Schedule	11	0.01%
Case_Maintenance	Worker Documentation Re	7	0.01%
Initial_Application	Asset Verification	16	0.02%
Initial_Application	Birth Certificate	52	0.06%
Initial_Application	Change Report Form	15	0.02%
Initial_Application	Child Support Document	2	0.00%
Initial_Application	Citizenship/Immigration D	28	0.03%
Initial_Application	Death/Funeral Document	1	0.00%
Initial_Application	Disability/Medical Docume	15	0.02%
Initial_Application	Discontinue/Withdrawal R	1	0.00%
Initial_Application	Driver's License	39	0.05%
Initial_Application	Employer statement	1	0.00%
Initial_Application	Expense (Medical/Housing	73	0.08%
Initial_Application	Health Insurance Verificat	14	0.02%
Initial_Application	I-151 Alien Registration R	1	0.00%
Initial_Application	Identity Verification	18	0.02%
Initial_Application	Immigration Document (G	1	0.00%
Initial_Application	Income/Employment Docu	85	0.10%
Initial_Application	Interim Report (DHS-1046	17	0.02%
Initial_Application	Legal/Court Document	3	0.00%
Initial_Application	MART	3	0.00%
Initial_Application	Medical bill or receipt	1	0.00%

Initial_Application	Military Document	2	0.00%
Initial_Application	Other	24	0.03%
Initial_Application	Other Income verification	1	0.00%
Initial_Application	Out of State Benefit Status	6	0.01%
Initial_Application	Pay Stub	48	0.06%
Initial_Application	Permanent Resident Alien	1	0.00%
Initial_Application	Recertification/Renewal (D	9	0.01%
Initial_Application	Rent/mortgage receipt	1	0.00%
Initial_Application	Residency Verification	50	0.06%
Initial_Application	Returned Mail	5	0.01%
Initial_Application	Social Case Work Document	9	0.01%
Initial_Application	Social Security Card	58	0.07%
Initial_Application	Utility Bill	52	0.06%
Recertification	American Indian card I-87	1	0.00%
Recertification	American Indian Verificati	6	0.01%
Recertification	Appeals Supporting Docum	60	0.07%
Recertification	Appeals/Request for Hear	31	0.04%
Recertification	Asset Verification	653	0.75%
Recertification	Authorization to Release I	5	0.01%
Recertification	Authorization/Invoice	1	0.00%
Recertification	Bank or financial institutio	81	0.09%
Recertification	Benefit award letter	38	0.04%
Recertification	Benefit Notice	4	0.00%
Recertification	Birth Certificate	825	0.95%
Recertification	Birth record/affidavit from	1	0.00%
Recertification	Certificate of Naturalizati	13	0.02%
Recertification	Change Report Form	676	0.78%
Recertification	Checkstubs or Earnings S	41	0.05%
Recertification	Child Care Document	69	0.08%
Recertification	Child Care Education Veri	1	0.00%
Recertification	Child Care Need Verificati	1	0.00%
Recertification	Child Custody Order	2	0.00%
Recertification	Child Support Document	122	0.14%
Recertification	Child support paternity rec	5	0.01%
Recertification	Child welfare records	1	0.00%
Recertification	Citizenship/Immigration D	512	0.59%
Recertification	Claim of Good Cause - Ch	1	0.00%
Recertification	Confirmation Papers	11	0.01%
Recertification	Copy of receipt	1	0.00%
Recertification	Court Documents	7	0.01%
Recertification	Court order	2	0.00%
Recertification	Court record or other lega	3	0.00%
Recertification	Court records or other leg	1	0.00%
Recertification	Current bill/receipt/money	7	0.01%
Recertification	Current lease or rental agr	6	0.01%
Recertification	Day care provider stateme	2	0.00%
Recertification	Death Certificate	1	0.00%
Recertification	Death/Funeral Document	23	0.03%
Recertification	Disability/Medical Docume	358	0.41%
Recertification	Discontinue/Withdrawal R	5	0.01%
Recertification	Driver's License	654	0.75%
Recertification	Education Document	122	0.14%

Recertification	Employer statement	19	0.02%
Recertification	Employer statement show	11	0.01%
Recertification	Employment Authorization	24	0.03%
Recertification	Employment Letter	18	0.02%
Recertification	Expense (Medical/Housing)	4,023	4.64%
Recertification	Food Replacement Affidav	3	0.00%
Recertification	Fuel Bills	10	0.01%
Recertification	Health Insurance Card	15	0.02%
Recertification	Health insurance premium	2	0.00%
Recertification	Health Insurance Verificat	370	0.43%
Recertification	Home owners insurance re	1	0.00%
Recertification	I-151 Alien Registratio R	21	0.02%
Recertification	I-551 stamp in a foreign pa	1	0.00%
Recertification	Identity Verification	367	0.42%
Recertification	Immigration Document (G	1	0.00%
Recertification	Incarceration Verification	17	0.02%
Recertification	Income tax records with re	2	0.00%
Recertification	Income Tax Returns	1	0.00%
Recertification	Income/Employment Docu	3,136	3.62%
Recertification	Insurance company statem	7	0.01%
Recertification	Landlord statement	10	0.01%
Recertification	Lease	88	0.10%
Recertification	Legal/Court Document	124	0.14%
Recertification	Letter from Landlord	8	0.01%
Recertification	Letter from Person who yo	22	0.03%
Recertification	Letter or document from p	16	0.02%
Recertification	Life Insurance Policy	2	0.00%
Recertification	Life Insurance Verification	3	0.00%
Recertification	Loan contract	2	0.00%
Recertification	Marriage License	1	0.00%
Recertification	MART	37	0.04%
Recertification	Medical bill or receipt	23	0.03%
Recertification	Medical Documents	38	0.04%
Recertification	Medical Exam Report	1	0.00%
Recertification	Medical Needs	4	0.00%
Recertification	Medical Services Authoriz	1	0.00%
Recertification	Mid-Certification Contact N	42	0.05%
Recertification	Military Document	10	0.01%
Recertification	Mortgage Books/Records	3	0.00%
Recertification	Mortgage Breakdown Proc	1	0.00%
Recertification	Mortgage Company or Len	13	0.02%
Recertification	Mortgage Papers	4	0.00%
Recertification	Naturalization Papers N-5	1	0.00%
Recertification	Non-Heating Utility Bills	5	0.01%
Recertification	Ob-gyn Nurse Practitioner	1	0.00%
Recertification	Other	579	0.67%
Recertification	Other Asset verification	4	0.00%
Recertification	Other Expense verification	24	0.03%
Recertification	Other ID which provides a	4	0.00%
Recertification	Other Identity Document	24	0.03%
Recertification	Other Immigration Docum	1	0.00%
Recertification	Other Income verification	65	0.08%

Recertification	Other Release of Informat	2	0.00%
Recertification	Other Shelter verification	12	0.01%
Recertification	Other unspecified docume	60	0.07%
Recertification	Other unspecified written s	53	0.06%
Recertification	Other Vital Packet verifica	4	0.00%
Recertification	Out of State Benefit Status	10	0.01%
Recertification	Owner Occupied Proof	1	0.00%
Recertification	Pay Stub	3,032	3.50%
Recertification	Permanent Resident Alien	20	0.02%
Recertification	Physician Records	1	0.00%
Recertification	Proof of Other Document	19	0.02%
Recertification	Property Tax records	1	0.00%
Recertification	Property Unit Proof	50	0.06%
Recertification	Psychiatric/Psychological	1	0.00%
Recertification	Release document showing	1	0.00%
Recertification	Rent receipt showing amo	67	0.08%
Recertification	Rent/mortgage receipt	130	0.15%
Recertification	Repay Agreement	2	0.00%
Recertification	Residency Verification	2,297	2.65%
Recertification	Returned Mail	956	1.10%
Recertification	School Statement	12	0.01%
Recertification	School Transcript	1	0.00%
Recertification	SDA/SSI Referral Checklis	4	0.00%
Recertification	Self Service Additional inc	3	0.00%
Recertification	Self Service Child Support	1	0.00%
Recertification	Self Service Dependency	1	0.00%
Recertification	Self Service Disability	4	0.00%
Recertification	Self Service Education	2	0.00%
Recertification	Self Service Employment	12	0.01%
Recertification	Self Service Household In	1	0.00%
Recertification	Self Service Liquid Asset	1	0.00%
Recertification	Self Service Medical bill e	2	0.00%
Recertification	Self Service Medicare exp	1	0.00%
Recertification	Self Service Person Addre	1	0.00%
Recertification	Self Service Person Detail	1	0.00%
Recertification	Self Service Room and Bd	1	0.00%
Recertification	Self Service Shelter exper	8	0.01%
Recertification	Self Service Utility expend	4	0.00%
Recertification	Sewer and Water Bills	5	0.01%
Recertification	Shelter Verification	3	0.00%
Recertification	Social Case Work Docume	155	0.18%
Recertification	Social Security Card	956	1.10%
Recertification	Social Security Records	36	0.04%
Recertification	Social Summary	14	0.02%
Recertification	Social Summary Update	5	0.01%
Recertification	SSI receipt based on disa	5	0.01%
Recertification	State Issued Driver's Licer	1	0.00%
Recertification	State Issued Photo ID	4	0.00%
Recertification	Statement from utility prov	3	0.00%
Recertification	Tax Return	16	0.02%
Recertification	Telephone Bills document	7	0.01%
Recertification	TMA Earned Income Rep	2	0.00%

Recertification	U.S. Citizen ID Card I-197	1	0.00%
Recertification	U.S. Passport	16	0.02%
Recertification	Utility Bill	2,832	3.27%
Recertification	VA 100% disability statem	1	0.00%
Recertification	Vehicle Documents	16	0.02%
Recertification	Verification Checklist	2	0.00%
Recertification	Verification of Employmen	12	0.01%
Recertification	Verification of Imprisonme	1	0.00%
Recertification	Verification of Social Secu	22	0.03%
Recertification	Verification of Student Infc	1	0.00%
Recertification	Verification of VA Paymen	1	0.00%
Recertification	Verification of Wages	4	0.00%
Recertification	Work Schedule	7	0.01%
Recertification	Worker Documentation Re	6	0.01%
Unidentified	Appeals Supporting Docu	2	0.00%
Unidentified	Application (DHS-2 or othe	527	0.61%
Unidentified	Asset Verification	260	0.30%
Unidentified	Authorization to Release I	3	0.00%
Unidentified	Authorization/Invoice	1	0.00%
Unidentified	Bank or financial institutio	7	0.01%
Unidentified	Benefit award letter	2	0.00%
Unidentified	Benefit Notice	2	0.00%
Unidentified	Birth Certificate	296	0.34%
Unidentified	Birth record/affidavit from	1	0.00%
Unidentified	CCAP Provider Attendanc	68	0.08%
Unidentified	Certificate of Naturalizatio	1	0.00%
Unidentified	Change Report Form	15	0.02%
Unidentified	Checkstubs or Earnings S	9	0.01%
Unidentified	Child Care Document	1	0.00%
Unidentified	Child Care Provider Applic	2	0.00%
Unidentified	Child Support Document	2	0.00%
Unidentified	Citizenship/Immigration De	18	0.02%
Unidentified	Collateral contact	2	0.00%
Unidentified	Copy of receipt	1	0.00%
Unidentified	Court record or other lega	1	0.00%
Unidentified	Death/Funeral Document	4	0.00%
Unidentified	Department and Client Err	1	0.00%
Unidentified	Disability/Medical Docume	28	0.03%
Unidentified	Discontinue/Withdrawal R	1	0.00%
Unidentified	Doctor of Medicine (MD/D	1	0.00%
Unidentified	Driver's License	26	0.03%
Unidentified	Employer statement	1	0.00%
Unidentified	Employer statement show	1	0.00%
Unidentified	Employment Letter	1	0.00%
Unidentified	Expense (Medical/Housing	43	0.05%
Unidentified	Food Replacement Affidav	1	0.00%
Unidentified	Fuel Bills	1	0.00%
Unidentified	Funeral Home Statement	2	0.00%
Unidentified	Health Insurance Card	2	0.00%
Unidentified	Health Insurance Verificat	6	0.01%
Unidentified	HIX Single Streamlined Ap	1	0.00%
Unidentified	Housing Catastrophic Doc	1	0.00%

Unidentified	I-151 Alien Registration R	3	0.00%
Unidentified	I-551 stamp in a foreign pa	1	0.00%
Unidentified	I-766 U.S. Citizenship and	1	0.00%
Unidentified	Identity Verification	13	0.02%
Unidentified	Incarceration Verification	1	0.00%
Unidentified	Income/Employment Docu	64	0.07%
Unidentified	Interim Report (DHS-1046	17	0.02%
Unidentified	Lease	1	0.00%
Unidentified	Legal/Court Document	6	0.01%
Unidentified	Letter from Landlord	1	0.00%
Unidentified	Letter or document from p	2	0.00%
Unidentified	MART	2	0.00%
Unidentified	Medical bill or receipt	1	0.00%
Unidentified	Medical Documents	13	0.02%
Unidentified	Mid-Certification Contact N	3	0.00%
Unidentified	Notice of Balance Due	2	0.00%
Unidentified	Other	40	0.05%
Unidentified	Other Expense verification	1	0.00%
Unidentified	Other Income verification	3	0.00%
Unidentified	Other Provider documenta	1	0.00%
Unidentified	Other Release of Informat	1	0.00%
Unidentified	Other Vital Packet verifica	1	0.00%
Unidentified	Out of State Benefit Status	1	0.00%
Unidentified	Pay Stub	71	0.08%
Unidentified	Recertification/Renewal (D	52	0.06%
Unidentified	Redetermination Form	1	0.00%
Unidentified	Refugee Reporting	1	0.00%
Unidentified	Rent receipt showing amo	3	0.00%
Unidentified	Rent/mortgage receipt	3	0.00%
Unidentified	Report/certificate of birth a	1	0.00%
Unidentified	Residency Verification	18	0.02%
Unidentified	Returned Mail	44	0.05%
Unidentified	Self Service Additional inc	19	0.02%
Unidentified	Self Service Authorized re	3	0.00%
Unidentified	Self Service Child Support	1	0.00%
Unidentified	Self Service Dependency	5	0.01%
Unidentified	Self Service Disability	10	0.01%
Unidentified	Self Service Education	10	0.01%
Unidentified	Self Service Employment	50	0.06%
Unidentified	Self Service Household In	4	0.00%
Unidentified	Self Service Insteady inco	1	0.00%
Unidentified	Self Service Insurance ass	1	0.00%
Unidentified	Self Service KB Applicatio	3	0.00%
Unidentified	Self Service Liquid Asset	8	0.01%
Unidentified	Self Service LTSS Applica	2	0.00%
Unidentified	Self Service Medical bill ex	5	0.01%
Unidentified	Self Service Medicare exp	1	0.00%
Unidentified	Self Service Person Addre	5	0.01%
Unidentified	Self Service Person Detail	1	0.00%
Unidentified	Self Service Pregnant	1	0.00%
Unidentified	Self Service Real property	1	0.00%
Unidentified	Self Service Room and Bd	5	0.01%

