

## **.01 Review of Case History (Priors)**

**REVISION 46**  
(01/01/18 - 12/31/18)

Complete a review of all information on the current and prior application before beginning the interview questions. Explore and resolve all unclear or incomplete information with the budgetary unit during the interview. This process is known as a Review of Case History or a Prior.

Completing a Prior means to compare information from the prior application to answers on the current application. Complete a Prior by reviewing the following:

- The current application
- The prior application and any reported changes afterwards
- All changes reported prior to the receipt of the current application

Resolve discrepancies, questionable information, or changes during the interview. This includes, but is not limited to, the following:

- Budgetary unit composition
- Income
- Expenses
- Verification
- Case Documentation
- Documents in HEAplus and OnBase
- AZTECS interface verification
- Office of Special Investigation (OSI) reports
- Verification requested for an overpayment

Use HEAplus and AZTECS screens to find answers to at least the following questions:

- Did the Budgetary unit change?  
Case Profile Page 2 (CAP2) - AZTECS  
Household Summary (HOSU) - AZTECS  
Setup Participation (SEPA) - AZTECS  
Case Summary - HEAplus
- Did the address change?

Case Profile Page 1 (CAP1) - AZTECS  
Household Summary (HOSU) - AZTECS  
Case Summary - HEAplus

- Did the income Change?  
Household Summary (HOSU) – AZTECS  
Self Employment Income (SEEI) - AZTECS  
Unearned Income (UNIN) - AZTECS  
Earned Income (EAIN) - AZTECS  
Food Stamp Benefit History (FSBH) - AZTECS  
AFDC Benefit History AZTECS (AFBH) – AZTECS  
Inquiry Interface (ININ) - AZTECS  
Case Summary - HEAplus
- Did the expenses change?  
Household Summary (HOSU) - AZTECS  
Expense and Need Standard (EXNS) - AZTECS
- Is this a renewal or a new application?  
Case Profile Page 2 (Cap2) - AZTECS  
Notice History Screen (NOHS) - AZTECS  
AF Benefit History (AFBH) - AZTECS  
FS Benefit History (FSBH) - AZTECS
- Are there any pending linked applications?  
Information Belongs To - HEAplus
- Are there any pending associated applications?  
Case Summary - HEAplus

Refer to the [Conducting a Prior Review Desk Aid](#) (internal use only) for more information about completing a prior.

Refer to the [AZTECS Yellow Pages](#) for detailed information about the AZTECS screens.