

.08 Organizing Paper Case Files – Case File Format – Side Two, Right

REVISION 06
(10/01/08 – 12/31/08)

This is the current [approval year](#) section. Place applicable information in the following order (place the **PASS** screen prints on the bottom of the file, adding additional forms and prints on top):

- PASS screen prints, or the Application Screening Guide (FA-006) when PASS is not available.
- Appointment and reschedule notices (FA-007)
- CAP1, CAP2, CAP3 screen prints
- Systems screen prints (ININ, HOSC, BAGI)
- Verification Requests (FA-077 or AZTECS notices)
- All verification for the eligibility determination, which includes, but is not limited to, the following:
 - Budgetary unit composition
 - Current income
- Potential Overpayment (OP) Referral (FA-526) form
- Jobs sanctions and forms
- WORW screen prints
- **DCSE** sanctions and forms
- Immunization records
- Intent to reside statements
- Unemployment verification
- Grant Diversion Screening Questionnaire (FAA-1078A)
- WTPY interface verification
- Verification of Motor Vehicles (FA-054) form
- Authorization to Share Information (FAA-1145A) form
- Pre-determination Quality Control (PDQC) information
- [Federal Emergency Services \(FES\)](#)
- [Individual Development Account \(IDA\)](#)
- [NA medical expenses](#) for the elderly and disabled

- MA (MED) Spenddown Worksheet (FAA-1146A)
- Medical Incapacity Statement (FAA-1148A) form
- Injury/Malpractice Referral (FAA-1147A) form
- [Arizona Residency](#)
- [School attendance](#)
- [Shelter costs](#)
- Work Program Status/Change Report (FA-161A, FA-160-T) forms
- [Official application](#)
- Interview Guide (FAA-001-B)
- Budgets (BUPR or a hand budget)
- [Decision Notices](#)
- Change Report (FA-412) form received for approval period

The following information for the change:

- Verification request (FA-077 or AZTECS notices).
- Verification information. Place any [permanent verification](#) on the permanent verification side of the case file.
- Change budget (BUPR or hand budget).
- The Appeals packet, which includes the following:
 - Hearing Request
 - Fair Hearing Request Notification Outlook e-mail
 - Pre-hearing Summary (FA-502) and attachments
 - Hearing date notice
 - Appeal decision

NOTE When the appeals process is complete, send the entire Appeals packet to the [central file room](#) to be placed in the [historical case file](#). Completion of the appeals process includes implementation of the final decision.

- Request for OSI Investigation and OSI Investigation Reports
Information from any source that causes a redetermination of eligibility or benefit level. This information includes, but is not limited to the following:
 - Add-a-program applications
 - Add-on information
 - Case read documentation
 - CHSP screen prints
 - Deemed Newborn reports (CR600)
 - ACTS Alerts
 - EWAL Alerts
 - Case Review Report (QC100)
 - AHCCCS Quality Compliance Case Review Report (QCA)
 - Rehabilitation Center NA Participant Report (FA-620-1)