

## Handout 6: Reapplication Checklist

Review the following screens and forms when a client reapplies for benefits, if the client's case is open.

PAGES/SCREENS	ACTIVITY
<b>Update Address and Verification Status page (AHIS)</b>	<ul style="list-style-type: none"> <li>Update addresses for CP and NCP, if necessary.</li> </ul>
<b>Add Employment Address and Verification Status page (EHIS)</b>	<ul style="list-style-type: none"> <li>Record last known employer for NCP.</li> </ul>
<b>Update Member Demographics (DEMO)</b>	<ul style="list-style-type: none"> <li>Update all member demographics.</li> <li>Add extended family members.</li> <li>If NCP is incarcerated, add the institution.</li> <li>For the child on the paternity tab, complete or update the child's personal data:               <ul style="list-style-type: none"> <li>Paternity</li> <li>Social Security Number</li> <li>Date of conception (go to docket to make sure paternity established.)</li> </ul> </li> </ul>
<b>Update Case Information (CCRT)</b>	<ul style="list-style-type: none"> <li>Check cooperation indicator and update or change accordingly.</li> <li>Check referral date (make sure dates on the bottom of the screen are correct)</li> <li>Make sure "refer NCP to locate" is unchecked ( if checked, it triggers a 54, which means that the NCP has been located).</li> <li>Case details should be correct.</li> <li>Make sure there is nothing open or pending in relief.</li> </ul>
<b>Case Initiation Process (CPRO)</b>	<ul style="list-style-type: none"> <li>Make sure none of the chains are open, except the Case Initiation chain.</li> </ul>
<b>Previously Generated Documents (NRRQ)</b>	<ul style="list-style-type: none"> <li>Make sure all the relevant forms were previously printed and are available for reprint.</li> <li>If the chain is closed, you may re-open and generate documents from here.</li> </ul>

	<ul style="list-style-type: none"> <li>• If the chain is open, you may refresh the chain and print from View and Print documents page.</li> </ul>
<b>View and Print Documents (NPRO)</b>	<ul style="list-style-type: none"> <li>• Use to this page to print forms</li> </ul>
<b>View/Update Notes (NOTE)</b>	<ul style="list-style-type: none"> <li>• Write a note.</li> <li>• Example: <i>Client came into office for Medicaid for her children and herself.. She cooperated. She hasn't seen him in six months; he is incarcerated.</i></li> </ul>

## REAPPLICATION FORMS

\_\_ **CSP 160** (TANF Child Support Questionnaire)\*

\_\_ **CSP161** (WFNJ-Affidavit of Cooperation)

\_\_ **CSP162** (WFNJ-Notice of Non-Cooperation Initial IVD Interview), if CP is in non-compliance

\_\_ **CSP163** (WFNJ-Notice of Initial Cooperation)

\_\_ **CS503** (Certification in Support of Establishing Paternity)

\_\_ **CS505** (Long Arm)

\_\_ **CS508** (HIPAA Acknowledgment)

\_\_ **CS509** (Notice of Primary Practice)

\_\_ **CS510** (HIPAA NPP-Privacy Officers)

\_\_ **CS511** (HIPAA NPP-CSP Addendum)

\*If CSP 160 is too old, or not found on NNRQ you may print a new one. Check with your local office for in-house policies