

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

	<ul style="list-style-type: none"> • If the chain is open, you may refresh the chain and print from View and Print documents page.
View and Print Documents (NPRO)	<ul style="list-style-type: none"> • Use to this page to print forms
View/Update Notes (NOTE)	<ul style="list-style-type: none"> • Write a note. • 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>

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