



CASE RECORD

INITIALS

FOR SUPERVISOR USE ONLY:

☐ CASE IS CORRECT AND MA BUDGET CAN BE CLOSED USING REASON CODE 042.

Caseworker Actions:

- Close MA budget using Reason Code 042 and send an advance notice.
- Enter a case comment stating all actions taken on the case to document the MA closing using Reason Code 042.

☐ CASE IS INCORRECT AND MA BUDGET CANNOT BE CLOSED USING REASON CODE 042 OR 047 (CIRCLE ONE).

- Caseworker must correct the case and return to supervisor for sign off.
- Supervisor must provide comments on all incorrect cases and what actions were taken by the caseworker.

SUPERVISOR COMMENTS:

[illegible]

REVIEWING SUPERVISOR

DATE

PA 1961 3/19