

IEVS/SAVE/PACSES AND SAR DESK GUIDE

| Exchange | Cash – SAR | Cash – Non-SAR |
|--|--|---|
| <p>Exchange 1 Wage Match/New Hire</p> | <p>Compare the Match/Hit with recipient's current employment and income information on e-CIS.</p> <p>If the data is unknown, the caseworker must obtain verification. Check imaging for verification, request verification from the recipient if needed or verify through The Work Number. Once verification is received, employment and wage information must be entered in eCIS and benefits adjusted accordingly.</p> <p>If the employment and wage information is NOT received, the caseworker must send the Advanced Notice for benefit closure and review for possible overpayment.</p> <p>Clear hit with the appropriate disposition code and narrate.</p> <p>For budgets with known earned income, clear hit with appropriate disposition code (F) and narrate. Review changes to earned income at next redetermination or SAR review.</p> | <p>All TANF budgets are in SAR. Budgets not in SAR are Refugee Cash and State Blind Pensions.</p> <p>Compare the Match/Hit with recipient's current employment and income information on e-CIS.</p> <p>If the data is unknown, the caseworker must obtain verification. Check imaging for verification, request verification from the recipient if needed or verify through The Work Number. Once verification is received, employment and wage information must be entered in eCIS and benefits adjusted accordingly.</p> <p>If the employment and wage information is NOT received, the caseworker must send the Advanced Notice for benefit closure and review for possible overpayment.</p> <p>Clear hit with the appropriate disposition code and narrate.</p> <p>For budgets with known earned income clear hit with appropriate disposition code (F) and narrate. Review changes to earned income at next redetermination or SAR review.</p> |
| <p>Quarterly</p> | <p>For budgets with known earned income adjusted during the quarter, divide the quarterly wages by 3 and if the result does not exceed the estimate by more than \$100, no overpayment exists. Narrate and clear hit. If the result exceeds estimate by more than \$100, review for possible overpayment. Clear hit with appropriate disposition code and narrate.</p> <p>For budgets with NO earned income adjusted during the quarter, review for possible overpayment. Check imaging for verification, request verification from the recipient if needed. Clear hit with appropriate disposition code and narrate.</p> | <p>Review the case for possible OP. Clear hit with appropriate disposition code and narrate.</p> |

| | |
|---|--|
| TALX-Equifax (The Work Number) | TALX-Equifax (The Work Number) information is considered verified upon receipt. Review and adjust benefits if applicable. Clear hit with appropriate disposition code and narrate. |
| Exchange 2 UC Match | This information is considered verified upon receipt. Review and adjust benefits. Clear hit with appropriate disposition code and narrate. |
| Exchange 3 Bendex | This information is considered verified upon receipt. Review and adjust benefits. Clear hit with appropriate disposition code and narrate. . |
| Exchange 4 ERF | Review to determine if any action is needed or if an OP exists. <i>Do not Print information from Exchange 4.</i> Clear hit with appropriate disposition code and narrate. |
| Exchange 5 Unearned Income | Review to determine if any case action is needed or if an OP exists. <i>Do not Print information from Exchange 5.</i> Clear hit with appropriate disposition code and narrate. |
| Exchange 6 SDX | This information is considered verified upon receipt. Review and adjust benefits. Clear hit with appropriate disposition code and narrate. |
| Exchange 7 Buy-In | This information is considered verified upon receipt. Review and adjust benefits if required. Clear hit with appropriate disposition code and narrate. |
| Exchange 8 Deceased persons | Additional verification needed prior to taking action. Once received, take action, regardless of outcome. If not received, send Advance Notice to close. Clear hit with appropriate disposition code and narrate. |

