



## **PR 110.1: GA Client Potentially Eligible for AABD, TANF, or RRA**

**PO 110.1**

If a client is potentially eligible for AABD Cash, TANF Cash, or RRA, refer the client to the local DHS office for a determination of eligibility. Use Referral and/or Disposition of Application (Form 221) for this purpose. To assure that there will be no break in assistance benefits and that duplicate assistance is not issued, use the following procedures:

- a. Contact the local DHS office Intake Supervisor (or designated representative) to get an appointment date and time. Prepare Form 221 in triplicate, indicating the appointment date and time. Give the client the original of the form and advise that the appointment must be kept as failure to cooperate will result in termination of GA.
- b. Prior to the scheduled appointment date, forward the duplicate copy of Form 221 to the DHS Intake Administrator to confirm the scheduled appointment.
- c. DHS Intake staff will use Form 221 to notify the GA office that:
  1. the client failed to appear for the scheduled interview, or
  2. the application has been denied (including denial reason), or
  3. the application has been approved (with the effective date of the authorization).
- d. Depending on the information received from the local DHS office on Form 221, take the following action:
  1. **Failed scheduled interview:** immediately send a Notice of Change to terminate GA as the client has not cooperated in determining eligibility for AABD, TANF, or RRA.
  2. **Application denied:** immediately initiate a review to determine if continued GA eligibility exists. Include the results of the review in the GA record and take appropriate action.
  3. **Application approved:** immediately initiate a Notice of Change to terminate GA.

