

CASE PROFILE

EIS 3555 - CASE PROFILE
REVISED 01/01/05 - CHANGE NO. 04-05

I. GENERAL INFORMATION

A. A Case Profile is a turnaround report of all data entered into EIS for approved new applications, reapplications, add-an-individual applications, and changes to active cases. If there is more than one individual on the case, there is more than one page of the Case Profile. The Case Profile reflects the latest Form ID and the last change date. Case Profiles are produced during the nightly batch cycle and mailed to the county the following workday.

B. Case Profiles are sorted using one of the following methods:

1. County, Aid Program/Category, District, Last Name
2. County, Last Name, First Name
3. County, District, Last Name

Each county department decides independently how their profiles are to be sorted.

II. COUNTY CHANGES

All changes to active cases are completed on a DSS-8125 and include but are not limited to the following:

- A. Address Changes
- B. Aid Program/Category Transfers
- C. Case Terminations
- D. County Transfers
- E. Deletion of Individual(s)
- F. Medicaid Authorized Status to Deductible Status
- G. Medicaid Deductible Status to Authorized Status
- H. Casehead Changes
- I. Payment Changes
- J. Redeterminations
- K. Substitute Payee

III. STATE CHANGES

A. Forms keyed by Claims Analysis will produce a Case Profile with a worker number of "DMA."

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III. (CONT'D)

- B. Forms created by the Eligibility Information System Section will produce a Case Profile with a worker number of "EIS."

IV. OTHER CHANGES

A Case Profile is produced by the system without the presence of a DSS-8125 when:

- A. A "Mass Change" occurs. For example, Social Security Benefits increase statewide. The new RSDI amount and new payment amount (for money payment) is reflected on the profile.
- B. The Buy-In is updated. Buy-In Update is reflected in the top left corner.
- C. Transitional case (AAF-Payment Type 5) is transferred to MAF-C automatically by EIS due to non receipt of a complete quarterly report or at the end of the 12th month if the caseworker has not completed a review and transferred or terminated the case.
- D. Transitional case (AAF-Payment Type 4) is transferred to MAF-C automatically by EIS at the end of the 4th month when the caseworker has not completed a review and transferred or terminated the case.
- E. EIS automatically transfers Sanctioned Work First (AAF Payment Type S or 2) cases to MAF-C for 2 months when the case has not received a check for 3 consecutive months. This occurs on pull night of the 3rd month.

V. REVIEWING THE CASE PROFILE

Review the Case Profile to ensure that all data in the system is correct for your case. Make any corrections using the DSS-8125. File the Case Profile in the case record.