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TRANSITIONAL CASES DUE REVIEW REPORT  
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**EIS 3562 - TRANSITIONAL CASES DUE REVIEW REPORT**  
**REVISED 09/01/06 - CHANGE NO. 02-07**

**I. GENERAL INFORMATION**

The Eligibility Information System produces a monthly report entitled "Transitional Cases Due Review" for Work First Transitional cases. This report is printed on Work First Regular Run of each month. Two copies are mailed to each county the following workday.

The retention period is printed on the report as, "DESTROY IN OFFICE WHEN SUPERSEDED OR OBSOLETE." Use this report as a management tool to help supervisors and workers manage transitional cases.

The Transitional Cases Due Review Report is also available in XPTR. The report name is "DHREJ TRANS CASES DUE REVIEW". Each report is kept in XPTR for 1098 days.

**II. THE REPORT IS SORTED BY:**

- A. County
- B. District Number
- C. Payee Name

**III. CASES DUE FOR REVIEW**

A. For Transitional Payment Type 4 cases, EIS bases the review month on the certification thru month. For Transitional Payment Type 5 cases, EIS bases the review month on the end of the 6<sup>th</sup> or 12<sup>th</sup> month of transitional benefit.

B. Transitional Cases (Payment Type 4)

Payment type 4 cases first appear on the Transitional Cases Due Review Report in the 2<sup>nd</sup> month of transitional. It will continue to be listed thru the 4<sup>th</sup> month. On Work First Regular Run of the 4<sup>th</sup> month, if the caseworker does not transfer the case to Medicaid or reapproved into Work First, the case will automatically transfer to MAF-C for 2 months. The case will then appear on the Case Management Report as MAF-C case due review.

C. Transitional Cases (Payment Type 5)

Payment type 5 cases first appear on the Transitional Cases Due Review Report on Work First Regular Run in the 4<sup>th</sup> month of transitional if the payee did not return a complete quarterly report or establish good cause for not returning the report. It will continue to appear thru the 6<sup>th</sup> month. On Work First Regular Run in the 6<sup>th</sup> month, if the caseworker has not completed the ex-parte review and transferred the case to Medicaid, reapproved into Work First, received the completed quarterly report, or established good cause for not returning the report, the case will automatically transfer to MAF-C for 2 months. The case will then appear on the Case Management Report as MAF-C case due review.

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**III. C. (CONT'D)**

Payment type 5 cases also appear on the Transitional Cases Due Review Report on Work First Regular Run in the 10<sup>th</sup> month when they have returned all 3 complete quarterly reports. They will continue to appear thru the 12<sup>th</sup> month. On Work First Regular Run in the 12<sup>th</sup> month, if the caseworker has not completed the redetermination and transferred the case to Medicaid, terminated the case, or reapproved the case into Work First, the case will automatically transfer to MAF-C for 2 months. The case will then appear on the Case Management Report as MAF-C case due review.

**IV. SPECIAL MESSAGES**

The following messages appear on the Transitional Cases Due Review Report to indicate which type transitional case is due review.

**A. Payment Type 4**

IV-D TRANS CASE REV DUE MMY

**B. Payment Type 5**

NO QTRLY RPT REVIEW DUE MMY

10<sup>TH</sup> OF 12 TRANS REV DUE MMY

**V. X/PTR - REPORT DISTRIBUTION SYSTEM**

**A. General Information**

1. The Transitional Cases Due Review Report is available for inquiry and printing in the Report Management Distribution System (XPTR).
2. Refer to EIS 1061 if a copy of the report is required prior to receipt of the copy mailed from Raleigh.

**B. Refer to EIS 1061 for instructions to access and use XPTR.**