



Alaska Department of Health  
**Division of Public Assistance**

**SNAP E&T Case File Review Checklist**

Provider	Review Date
Client Name	Client ID
Reviewed by	Case Review #

	Yes	No	NA	Comments
<b>E&amp;T Eligibility &amp; Case Management</b>				
SNAP recipient or applicant				
Comprehensive employability assessment on file				
Individualized service plan on file				
Progress monitoring documentation on file				
Coordination with service providers on file (if applicable)				
<b>Service Plan</b>				
Includes a minimum of (1) component				
<b>Supervised Job Search Guidelines</b>				
Visits are logged with in/out times				
Monthly communication documented				
Activities tracked and documented				
Documented changes in activities and barriers				
Documented reasons for delays in progress				
Documented loss of contact with the participant				
Job logs include activities completed (e.g. jobs applied)				
<b>Job Retention</b>				
Minimum of 30 days but no more than 90 days				
<b>Support Services</b>				
Any issuance includes brief description and amount				
<b>Monthly Data Report</b>				
Case is accurately reported on Monthly Data Report				
<b>Notes:</b>				

