



Alaska Department of Health and Social Services
Division of Public Assistance



Provider:
Review Date:
Review Team:

SNAP E&T Case File Review Checklist Roll-up

Case Review Topic	Response Required for Each Case Review Topic (Y, N, or N/A)																																																		100%											
	Case #1	Case #2	Case #3	Case #4	Case #5	Case #6	Case #7	Case #8	Case #9	Case #10	Case #11	Case #12	Case #13	Case #14	Case #15	Case #16	Case #17	Case #18	Case #19	Case #20	Case #21	Case #22	Case #23	Case #24	Case #25	Case #26	Case #27	Case #28	Case #29	Case #30	Case #31	Case #32	Case #33	Case #34	Case #35	Case #36	Case #37	Case #38	Case #39	Case #40	Case #41	Case #42	Case #43	Case #44	Case #45	Case #46	Case #47	Case #48	Case #49	Case #50												
E&T Eligibility and Case Management																																																														
SNAP recipient or applicant	Y																																																			100%										
Comprehensive employability assessment on file																																																														
Individualized service plan on file																																																														
Progress monitoring documentation on file																																																														
Coordination with service providers on file (if applicable)																																																														
Service Plan																																																														
Includes a minimum of (1) component																																																														
Supervised Job Search Guidelines																																																														
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 participant																																																														
Job logs include activities completed (e.g. job applied)																																																														
Job Retention																																																														
Minimum of 30 days but no more than 90 days																																																														
Supportive Services																																																														
Any issuance includes brief description and amount																																																														
Monthly Data Report																																																														
Case is accurately reported on Monthly Data Report																																																														
Case Accuracy Percentage	100%																																																											100%		

Notes: