

MEMORANDUM

TO:

DATE:

FROM:

SUBJECT: CONCERNS ABOUT A CASE  
RECEIVED IN TRANSFER FROM  
\_\_\_\_\_ COUNTY.

CASE NAME AND CASE NUMBER: \_\_\_\_\_

ORIGINAL EES SPECIALIST: \_\_\_\_\_

NEW EES SPECIALIST: \_\_\_\_\_

CHECK THE ITEM THAT APPLIES IN THE CURRENT CASE SITUATION AND ATTACH DOCUMENTATION (Screen prints, etc.).

- \_\_\_\_\_ 1. Failed to issue an IM-3100.
- \_\_\_\_\_ 2. Review Period not shortened.
- \_\_\_\_\_ 3. ADDR not updated.
- \_\_\_\_\_ 4. CHSE not updated.
- \_\_\_\_\_ 5. JOPR not updated.
- \_\_\_\_\_ 6. No new MS-2001 obtained.
- \_\_\_\_\_ 7. Failed to make appropriate changes (not including shelter group or shared/non-shared living).
- \_\_\_\_\_ 8. Benefits not authorized.
- \_\_\_\_\_ 9. Failed to clear WOAL alerts.
- \_\_\_\_\_ 10. Notices missing: \_\_\_\_\_
- \_\_\_\_\_ 11. Overpayments not worked up.
- \_\_\_\_\_ 12. Fraud referral not made.
- \_\_\_\_\_ 13. Unnecessary delay in transferring electronic or paper file.
- \_\_\_\_\_ 14. Failed to do other: \_\_\_\_\_