EXAMPLES

FOR

SUSPICION-BASED DRUG TESTS

Applicant Referrals:

Example #1:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Mom applies for TANF and food assistance for herself and 2 children. She appears to be under the influence. (see indicators)	The case manager contacts the contracted testing site for an appointment. The ES-4108 is given to the applicant with instructions on when and where to appear for a drug test, with copies sent to the contractor, the Regional Drug Coordinator (RDC) and a copy to One-Note in "Other" tab. The ES-3105.1 is also provided as additional information is needed to process the application (ex: KWK, income verification, etc). Narrate all reasons for the suspicion-based determination. The RDC begins the tracking process	1) Results not returned	1) The RDC begins the tracking process .	1) The local office is ready to process the case and checks One-Note for results. If there is no result, process the TANF case. Do not wait for test results.	1) If expedited or all information is received, process the FA case. Do not wait for the test result.
		2) Negative test	2) The RDC uploads the results to One-Note, "Other" tab and notifies the local office of the result. The RDC continues the tracking process.	2) The local office is ready to process the case and checks One-Note for results. The test is returned negative. Send A719 and process the case.	2) Process the case using normal processing guidelines.
		3) Positive test	3) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC continues the tracking process.	3) The local office receives the notification of the positive result. Basic responsibilities remain the same if the application has been processed or is pending. Code the individual DI on SEPA, Code PRAP with the appropriate code (SI, S2,S3), update INDA: "Suspicion	3) The local office receives notification of the positive result. If the FA is: a. OPEN and the TANF case is OPEN when the results are received, a comparable disqualification is applied to the FA case. Code the individual DI.

| | | | | Based DT", and send notice A718, V018 and V019. Notify the EBT Clerk to remove cash access to cash for the household on ebtEDGE. If the application is denied for other reasons (over income, failed to provide, etc) code AFED with the appropriate code. KSCares remains in JO TR. Update SESP to AOD component. Timely and adequate rules apply. | Send Notice F723.
b. OPEN and the TANF case is PENDING when the results are received, there is no comparable disqualification and the food assistance case is not affected by the positive test.
c. PENDING and the TANF case is PENDING when the positive results are received, there is no comparable disqualification for the food assistance case.
d. PENDING and the TANF case is open when the positive results are received, there is no comparable disqualification for the food assistance case. |
| | | 4) Failed to test | 4) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC begins the tracking process. | 4) The local office receives the notification of the failure to test. Basic responsibilities remain the same if the application has been processed or is pending. Code the individual DI on SEPA, Code PRAP with the appropriate code (RI, R2,R3), | 4) The local office receives notification of the result. (failure to test) If the fa is:
a. OPEN and the TANF case is OPEN when the results are received, a comparable disqualification is applied to the FA case. |

				update INDA "Suspicion Based DT", and send notice A718, V018 and V019. Notify the EBT Clerk to remove cash access to cash for the household on ebtEDGE. If the application is denied for other reasons (over income, failed to provide, etc) code AFED with the appropriate code and send the appropriate denial notice. Also send A219. Timely and adequate rules apply. KansasCares remains JO TR.	Code the individual DI. Send notice F723. b. OPEN and the TANF case is PENDING when the results are received, there is no comparable disqualification and the food assistance case is not affected by the failure to test. c. PENDING and the TANF case is PENDING when the results are received, there is no comparable disqualification for the food assistance case. d. PENDING and the TANF case is open when the results are received, there is no comparable disqualification for the food assistance case.

Example #2:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
1) Applicant at TANF interview is identified with a suspicion-based indicator. The client requests withdrawal of their application.	Present the applicant with the ES-4108 and the ES-3105.1 (if appropriate) Explain the consequences of failure to test. Mail the ES-4108 to the client (if they left the interview without the referral), send a copy to the contractor, scan a copy to the RDC and place a copy in One-Note, Other tab. Narrate all reasons for the suspicion-based determination.	Failed to show	1) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC continues the tracking process.	1) Explain the consequences of failure to test. Deny the case using AFED code of CH. Code PRAP (R1, R2, R3), complete tracking record, update INDA "Suspicon-Based DT", send notice A209, and A219.	1) There is no comparable disqualification for the FA case.

Example #3:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Applicant at interview is identified with a suspicion-based indicator. The client requests withdrawal of their application. On the same day, the client requests to continue	1) Present the applicant with the ES-4108 and the ES-3105.1 (if appropriate) Mail the ES-4108 to the client (if they left the interview without the referral), send a copy to the contractor, scan a	1) Results not received yet 2) Negative test	1) The RDC continues the tracking process. 2) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC continues the	1) If all other information is received, check One-Note "Other" tab. If there is no result, process the TANF case. Do not wait for test results. 2) The local office is ready to process the case and checks One-Note for results. The test is returned negative.	1) If expedited or all information is received, process the FA case. Do not wait for the test result. 2) Process the case using normal processing guidelines.

processing of their application	copy to the RDC and place a copy in One-Note, Other tab. Narrate all reasons for the suspicion-based determination.			tracking process.	Send A719 and process the case.
		3) Positive test	3) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC continues the tracking process.	3) The local office receives the notification of the positive result. Basic responsibilities remain the same if the application has been processed or is pending. Code the individual DI on SEPA, Code PRAP with the appropriate code (SI, S2,S3), complete tracking record, update INDA: "Suspicion Based DT", and send notice A718 and V018 and V019. Notify EBT clerk to remove access to cash assistance for the household from ebtEDGE. If the application is denied for other reasons (over income, failed to provide, etc) code AFED with the appropriate code. Code KsCares JO TR, SESP AOD . Timely and adequate rules apply.	3) The local office receives notification of the positive result. If the FA is: a) OPEN and the TANF case is OPEN when the results are received, a comparable disqualification is applied to the fa case. Code the individual DI. Send notice F723. b) OPEN and the TANF case is PENDING when the results are received, there is no comparable disqualification and the food assistance case is not affected by the positive test. c) PENDING and the TANF case is PENDING when the positive results are received, there is no comparable disqualification for the food assistance case. d) PENDING and the TANF case is open when the positive results are received,

					there is no comparable disqualification for the food assistance case.
		4) Refusal/Failed to test	4) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC begins the tracking process.	4) The local office receives the notification of the failure to test. Basic responsibilities remain the same if the application has been processed or is pending. Code the individual DI on SEPA, Code PRAP with the appropriate code (RI, R2, R3), update INDA "Suspicion Based DT", and send notice A718 and V018 and V019. Notify the EBT Clerk to remove cash access to cash for the household on ebtEDGE. If the application is denied for other reasons (over income, failed to provide, etc) code AFED with the appropriate code and send the appropriate denial notice. Also send A219. Timely and adequate rules apply.	4) The local office receives notification of the result (failure). If the FA is: a) OPEN and the TANF case is OPEN when the results are received, a comparable disqualification is applied to the fa case. Code the individual DI. Send notice F723. b) OPEN and the TANF case is PENDING when the results are received, there is no comparable disqualification and the food assistance case is not affected by the failure to test. c) PENDING and the TANF case is PENDING when the results are received, there is no comparable disqualification for the food assistance case. d) PENDING and the TANF case is open when the results are

| | | | | | received, there is no comparable disqualification for the food assistance case. |

Example #4:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Applicant at interview is identified with a suspicion-based indicator. The client requests withdrawal of their application.	1) Present the applicant with the ES-4108 and the ES-3105.1 (if appropriate) Mail the ES-4108 to the client (if they left the interview without the referral), send a copy to the contractor, scan a copy to the RDC and place a copy in One-Note, Other tab. Narrate all reasons for the suspicion-based determination	None	1) The RDC will track the failure to test.	1) Deny the application, using CH on AFED. Code PRAP (R1, R2, R3), complete tracking record, update INDA "Suspicion based DT", send A209 and A219.	1) The local office receives notification of the result (failure to test). Since there was no open TANF case, there is no comparable disqualification for the food assistance case.
2) Later in the month, the applicant wants to continue with the processing of their application. A new application is required.	2) Applicant must meet KWK and all eligibility requirements.			2) Once all eligibility criteria are met (KWK, etc), the individual will be coded DI on SEPA, send notice A718. Notify the EBT Clerk to remove cash access to cash for the household on ebtEDGE. Open KSCares, place in AOD component.	

Example #5:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action

Applicant at interview is identified with a suspicion-based indicator.
 	
The client tells the case worker they will not test, but want the application processed without themselves included.
	KWK is also a requirement for TANF eligibility. Provide the ES-4108 to the applicant with date and time of testing. (even if the applicant is indicating they will not test, the test is still to be scheduled and tracked). Send the ES-4108 to the RDC, the contractor and a copy to One-Note, Other tab.
	
	The ES-3105.1 is also provided to request needed information (including KWK processes).
	
	Narrate the suspicion-based indicators and the refusal to test.
		1) Failed to test	1) The RDC will track the failure to test and will notify the local office.	1) **KWK is not completed**:
				  a) Deny the application for failure to cooperate using CH on AFED. Send notice A212 and A219. Code PRAP (R1, R2, R3), complete tracking record, and indicate on INDA "Suspicion-based DT".
				
				2) **KWK is completed**:
				  a) Code the individual DI on SEPA, send approval notice (if required) and notice A718, and V018 and V019. Notify the EBT clerk to remove access to cash assistance for the household on ebtEDGE.
					There is no comparable disqualification for food assistance.

Recipient Referrals:

Example #6:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
TANF is open and client is scheduled to attend orientation. The SASSI indicates possible drug/alcohol use. SRCC conducts further assessment, and determines the client has an **alcohol** issue.	SRCC refers for treatment (ES-4412) and notifies EES Work Program case manager	No test	No action/no referral	Work Program case manager assigns AOD as the work program activity. Any failure at this time would be considered a work program penalty.	Failure to cooperate with work programs results in comparable penalties for food assistance.

Example #7:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Client is scheduled to attend orientation. The SASSI indicates possible drug/alcohol use. SRCC conducts further assessment, and determines the client has a narcotics issue.	SRCC refers for treatment (ES-4412) and SRCC refers for drug testing (ES-4108), providing a copy to the individual, the RDC, the Work Program case manager and the contractor.	1) Negative test	1) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC begins the tracking process.	1) Send notice A718. No further action required.	1) No action required.
		2) Positive test	2) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC begins the tracking process.	2) The local office receives the notification of the positive result. Code the individual DI on SEPA, Code PRAP with the appropriate code (SI, S2,S3), update INDA: "Suspicion Based DT", and send notice A718 and V018 and V019. Notify EBT clerk to remove access to cash assistance for the household from ebtEDGE. Change KSCares to JO TR and place in AOD component.	2) Since the food assistance case was open concurrently with TANF, there is a comparable disqualification. **For First Positive:** Until the person successfully completes drug treatment and skills training. If drug treatment and skills training is not completed within 12 months, the individual is to

					be added back to the food assistance case, even if the individual is not added back to the TANF case. **For Second and Third Positive Tests:** The individual is ineligible for 12 months. Add the individual back on the food assistance case after the 12 month disqualification period ends. Send notice F723.
		3) Failed to test	3) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC begins the tracking process.	3) The local office receives the notification of the failure to test. Code the individual DI on SEPA, Code PRAP with the appropriate code (RI, R2,R3), update INDA "Suspicion Based DT", and send notice A718 and V018 and V019. Notify the EBT Clerk to remove cash access to cash for the household on ebtEDGE. Leave KSCares open, place in the AOD component.	3) Since the food assistance case was open concurrently with TANF, there is a comparable disqualification. **For First Failure:** Ineligible for a period of six months. The individual is to be added back to the food assistance case, even if the individual is not added back to the TANF case. **For Second Failure:** Ineligible for a period of 12 months. **For Third Failure:** Ineligible for a period of 12 months.

					Code the individual DI on SEPA for FA for all positive tests or failure to test.

Example 8:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Client is scheduled to attend orientation. The SASSI indicates possible drug/alcohol use. SRCC conducts further assessment, and determines the client has a **narcotics** issue.	SRCC refers for treatment (ES-4412) and SRCC refers for drug testing (ES-4108), providing a copy to the individual, the RDC, the Work Program case manager and the contractor.	Individual does not attend treatment and does not test.	The RDC will track the failure to test and will notify the local office.	When SRCC refers for treatment and drug testing simultaneously, a failure of the individual to complete testing has consequences and a failure to attend treatment also has consequences. The local office will assign appropriate work program penalty for failure to attend the treatment and close TANF. Send appropriate closure notice. There are also consequences for failing to drug test for the individual. Send notice A219. Code PRAP with both codes (R1, W1, etc), complete tracking record. Update INDA with "Suspicion-based DT". Notify EBT clerk to remove access to cash assistance for the household. Change Kansas Cares to JO TR and place in the AODcomponent . **Work Program Cooperation:** If the individual subsequently enters	1) Since the food assistance case was open concurrently with TANF, there is a comparable disqualification. Code the individual DI on SEPA for FA failure to test and the work program penalty. Whichever disqualification *period is longer* will apply to the food assistance ineligibility period. **For First Failure to test:** Ineligible for a maximum period of six months. The individual is to be added back to the food assistance case, even if the individual is not added back to the TANF case. **For Second Failure to test:** Ineligible for a period of 12 months. **For Third Failure to test:** Ineligible for a period of 12

				and successfully completes treatment, the TANF case may reopen (based on work program penalty periods), however the individual remains ineligible for the appropriate time based on first, second or third failure to test. Send V018 and V019.	months. **Work Program** comparable penalties: 1st Penalty: 3 months 2nd Penalty: 6 months 3rd Penalty: 12 months 4th Penalty: 10 years

Regaining Eligibility:

Example 9:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Individual is completing first positive test disqualification.	Information received from SRCC that treatment has been successfully completed.		1) Notify local office of successful treatment completion and update One-Note, Other tab. Continue tracking process until successful completion of skills training.	1) No action until individual successfully completes skills training.	1) No action unless minimum disqualification period has ended.

Example 10:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Individual is completing first positive test disqualification.	1) Information received from SRCC that treatment has been successfully completed.	1) Successful completion of treatment	1) Notify local office of successful treatment completion and update One-Note, Other tab. Continue tracking process until successful completion of skills training.	1) No action until individual successfully completes skills training.	1) No action unless minimum disqualification period has ended.
Client requests skills training information.	2) Referred to EES work program worker to get assignment to skills training (see Implementation Memo Section X (2)	2) Unsuccessful completion of skills training.	2) Track unsuccessful attempt at skills training. Communication between RDC and Work Program Case manager required.	2) Communication between RDC and Work Program Case Manager required. RDC tracks unsuccessful attempts at skills training. No case action. Place in VOC component on SESP in KSCares.	2) No action unless minimum disqualification period has ended.
		3) Second attempt at skills training successful.	3) RDC tracks successful completion of skills training.	3) Work Program staff notify RDC of successful skills training completion. If the minimum time frame for ineligibility has expired, add the individual to the TANF case the month following the month of successful completion. Send appropriate notices. Notify EBT clerk to add the adult household members to access cash on ebtEDGE and to remove the Protective Payees' access to cash on ebtEDGE. Reopen KsCares and put in	3) If the minimum ineligibility period has expired, add the individual back to the food assistance case the month following the month of successful completion. Send appropriate notices.

				appropriate activity. Update JOPR.	

Example 11:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
1.Individual tested positive, referred for treatment. 2/3/4 At 60 day time period, individual retest.	1. SRCC, after assessment, determines individual does not need treatment. Refers client to 6 – 12 hour informational seminar.		1) Track successful completion of seminar. Reschedules drug test at 60 day time frame. Notifies individual of new test time and date.	1) Individual should be in DI status and all notices should have been mailed. Individual remains in DI status until results of retest is submitted. SESP is coded AOD on KSCares.	1) Individual should be in DI status and all notices should have been mailed.
		2) Negative	2) Notifies local office of test, uploads result to One-Note, Other tab.	2) Add individual back to case the month after the month of the negative test *and* completion of skills training Send all notices, including the A703 or A751. Notify the EBT clerk to give access to cash to the household. Remove Payees' access to cash assistance.	2) Add individual back to case the month after the month of the negative test and completion of skills training. Send all notices.
		3) Positive	3) This is an additional positive (2nd or 3rd). Notify local office, upload results to One-Note, Other tab. Track positive test.	3) Individual remains DI on SEPA. This is a subsequent positive. Send notice A718. Add coding to PRAP (S2, S3). Protective payee remains in place. Leave KSCares open, place in the AOD component.	3) Comparable disqualification applies. Individual is ineligible for twelve months at which time needs to be coded IN on SEPA. Set WOAL.

		4) Failed to test	4) This is a failure (it can be a first, second or third, depending on previous history). RDC notifies the local office and uploads results into One-Note, Other tab. Track failure to test.	4) Individual remains DI on SEPA. This is a first, second or third failure (depending on history). Add coding to PRAP (R1, R2, R3), complete tracking record. Protective payee remains in place. Send notice A718.	4) Comparable disqualification applies. Individual is ineligible for a six or twelve month time frame (depending on first or subsequent refusal) at which time needs to be coded IN on SEPA. Set WOAL.

Example 12:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Applicant had refused to test in the past. Her disqualification period has expired. She is now reapplying for TANF.	Complete interview, schedule drug testing (required on first and second refusals), provide the ES-4108 with date and time of testing. Notify RDC, contractor and upload referral to One-Note, tab Other. Provide 3105.1 if additional information is needed to determine eligibility.	1) Results not returned	1) No action.	1) Check One-Note, Other tab to determine if test results have been received. If not, but all other information is received, process the case. Code the individual DI on SEPA. Send approval notice and A718. Do not wait for test results. Send V018 and V019. Notify EBT clerk to remove cash access to the household.	1) If expedited or all information is received, process the fa case. Do not wait for the test result. If this is an on-going fa case, and the ineligibility period has expired, add the individual to the fa case.
		2) Negative test	2) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC begins the tracking process.	2) The local office is ready to process the case and checks One-Note for results. The test is returned negative. Send A719 . Process the case and send approval notice. Notify the EBT clerk to allow cash access for the household. If there was a	2) If this is an on-going fa case, and the ineligibility period has expired, add the individual to the fa case. Send appropriate notices.

				protective payee, remove payees' cash access. Remove wording on INDA (Suspicion-based DT)	
		3) Positive test	3) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC begins the tracking process.	3) The local office receives the notification of the positive result. Basic responsibilities remain the same if the application has been processed or is pending. Code the individual DI on SEPA, Code PRAP with the appropriate code (SI, S2,S3), update INDA: "Suspicion Based DT", and send approval notice and notice A718, V018 and V019. Leave KSCares open, place in the AOD component. Notify the EBT Clerk to remove cash access to cash for the household on ebtEDGE. If the application is denied for other reasons (over income, failed to provide, etc) code AFED with the appropriate code. Timely and adequate rules apply.	3) The local office receives notification of the positive result. If the fa assistance case is: a. OPEN and the TANF case is OPEN when the results are received, a comparable disqualification is applied to the fa case. Code the individual DI. b. OPEN and the TANF case is PENDING when the results are received, there is no comparable disqualification and the food assistance case is not affected by the positive test. c. PENDING and the TANF case is PENDING when the positive results are received, there is no comparable disqualification for the food assistance case. d. PENDING and the TANF case is open

						when the positive results are received, there is no comparable disqualification for the food assistance case.
		4) Failed to test	4) The RDC uploads the results to One-Note, Other tab and notifies the local office of the result. The RDC begins the tracking process.			4) The local office receives notification of the result (failure). If the FA is: a) OPEN and the TANF case is OPEN when the results are received, a comparable disqualification is applied to the fa case. Code the individual DI. Send notice F723. b) OPEN and the TANF case is PENDING when the results are received, there is no comparable disqualification and the food assistance case is not affected by the failure to test. c) PENDING and the TANF case is PENDING when the results are received, there is no comparable disqualification for the food assistance case. 5) PENDING and the TANF

					case is open when the results are received, there is no comparable disqualification for the food assistance case.

Miscellaneous:

Example 13:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Individual referred for suspicion-based drug testing	Give ES-4108 and distribute as appropriate	Client shows at the testing site, but has no identification.	This is considered a failure to test. The RDC notifies the local office and begins tracking.	Code DI on SEPA, update PRAP (R1, R2, R3), complete tracking record, INDA updated "Suspicion-based DT", send A718. Send V018 and V019. Leave KSCares open, place in the AOD component.	Comparable disqualification based on first, second or third failure.

Example 14:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Individual referred for suspicion-based drug testing	Give ES-4108 and distribute as appropriate	1) Client submits to testing, test is positive for opiates. Client tells testing site they have a prescription for pain killers. When the report is provided to the contractor, the contractor will contact the	1. ??? Not sure when we will rec' the results….		

		individual to determine if legally prescribed medicine is a contributor to the positive test. If so, the client is required to provide a copy of the script to the contractor. The testing site will not need a copy of the prescription.			
		2) Client fails to provide the script. This is a positive test.	2) Notify the local office of the test result. Upload the result into One-Note, Other tab. Begin tracking process.	2. Code individual DI on SEPA. Code PRAP (S1, S2, S3),complete tracking record, update INDA: "Suspicion-based DT", send notice A718 and V018 and V019. Leave KSCares open, place in the AOD component. Notify the EBT clerk to remove cash access for the household on ebtEDGE.	2) Comparable disqualification for food assistance, with a maximum limit of 12 months. Send appropriate notice.
		3) Client provides	3) This is considered a negative	3. Send notice A719. No	3. No action required.

		the script and the testing site confirms test results are consistent with script.	test. Notify the local office. Upload the results into One-Note, Other tab. Track results.	further action is required.	

Example 15:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Mom receives SSI for herself and TANF for her child. There was a report in the paper of her arrest for possession of a controlled substance and drug paraphernalia.	None			No action may occur on persons not eligible for cash assistance. This includes SSI parents, caretaker relatives who do not request assistance for themselves, or ineligible aliens. (This does not apply to protective payees who present suspicion-based indicators)	

Example 16:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Client in office and smells of alcohol and appears inebriated.	Refer to SRCC for assessment and treatment			We do not have any drug related ineligibility actions for alcohol. If the client fails to keep the appointment with SRCC, close case for work program failure.	

Example 17:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Client in office for an appointment. He is identified with a suspicion-based indicator. 2, The client calls the next day and states they missed the appointment due to a lack of transportation .	The case manager sets an appointment with the drug testing site, provides the ES-4108 to the individual. 2. The local office knows the limitations of the individual and understands this individual needs a reasonable accommodation. The local office, under the direction of the Program Administrator or designee, lifts the failure and reschedules the appointment for a mutually agreeable time.	Failed to test on the day of the appointment	1) Tracks the failure, notifies the local office and uploads the results 2) Changes the failure to a reasonable accommodation code. Waits for the follow-up test results.	There is no disqualification	There is no disqualification.

Example 18:

Status	Action	Test Result	Regional Drug Coordinator Action	TANF Case Action – local office	Food Assistance Case Action
Client appeals test results and subsequent disqualification.			Tracks appeal, and findings	Completes appeal paperwork, including all documentation as to reason for request for test. Forwards paperwork to Office of Administrative Hearings, local regional legal counsel and RDC. Notify testing site of possible upcoming hearing. When	

				date is set, notify all parties.	