

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

# QUALITY CONTROL - SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM NEGATIVE CASE ACTION REVIEW SCHEDULE

## I. CASE MANAGEMENT INFORMATION (Not to be Transmitted)

|   |  |  |  |
|---|--|--|--|
| 1. CASE NAME (Last, First, MI)  |  | 2. TELEPHONE NUMBER<br><div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>  |  |
| 3. MAILING ADDRESS  |  | 4. ACTUAL ADDRESS/DIRECTIONS TO LOCATE   |  |
| 5. DATE ASSIGNED<br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>MONTH</span> <span>DAY</span> <span>YEAR</span> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | 6. DATE COMPLETED/DISPOSED OF<br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>MONTH</span> <span>DAY</span> <span>YEAR</span> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | 7. DATE CLEARED<br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>MONTH</span> <span>DAY</span> <span>YEAR</span> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> |  |
|   |  | Reviewer _____ Supervisor _____  |  |

## II. IDENTIFYING INFORMATION

|   |   |   |   |   |
|---|---|---|---|---|
| A. REVIEW NUMBER<br><div style="border: 1px solid black; width: 100%; height: 20px;"></div> | B. CASE NUMBER<br><div style="border: 1px solid black; width: 100%; height: 20px;"></div>   | C. STATE AND LOCAL AGENCY CODE<br><div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>   | D. SAMPLE MONTH AND YEAR<br><div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div> |   |
| E. STRATUM<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div>       | F. NOTICE DATE<br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>MONTH</span> <span>DAY</span> <span>YEAR</span> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | G. ACTION DATE<br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>MONTH</span> <span>DAY</span> <span>YEAR</span> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> | H. ACTION TYPE<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div>   | I. CASE CLASSIFICATION<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div> |

## III. ANALYSIS OF REVIEW ACTIVITY

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|---|--|---|
| J. NOTICE REQUIREMENTS<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div>   | K. RECORDED REASON FOR ACTION<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div> | L. FINDING<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div>               |
| M. HOUSEHOLD NOTICE<br>(a) Notice Specific, Clear, Understandable <div style="border: 1px solid black; width: 20px; height: 20px;"></div> | (b) Reason HH <div style="border: 1px solid black; width: 20px; height: 20px;"></div>                    | N. DISPOSITION OF REVIEW<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div> |

## IV. DESCRIPTION OF VARIANCES

|   |  |
|---|--|
| O. ELEMENT CODE<br>1. <div style="border: 1px solid black; width: 20px; height: 20px;"></div> 2. <div style="border: 1px solid black; width: 20px; height: 20px;"></div> 3. <div style="border: 1px solid black; width: 20px; height: 20px;"></div> | P. NATURE CODE<br>1. <div style="border: 1px solid black; width: 20px; height: 20px;"></div> 2. <div style="border: 1px solid black; width: 20px; height: 20px;"></div> 3. <div style="border: 1px solid black; width: 20px; height: 20px;"></div> |
|---|--|

## RESERVED CODING

|  |   |  |   |   |  |
|--|---|--|---|---|--|
| Q. ACCURACY RECORDED REASON<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div> | R. ACCURACY HOUSEHOLD REASON<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div> | S. COLLATERAL/HOUSEHOLD CONTACT<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div> | T. ACTION INITIATED BY<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div> | U. NSTR REASON<br><div style="border: 1px solid black; width: 20px; height: 20px;"></div> | RESERVED FOR FUTURE USE<br><div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> |
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## OPTIONAL (STATE SYSTEMS ONLY)

## V. EXPLANATION OF REVIEW FINDINGS

EXPLANATION OF REVIEW FINDINGS CONTINUED:

**PRIVACY ACT STATEMENT**

This report is required under provisions of 7 CFR 275.14 (The Supplemental Nutrition Assistance Program). This information is needed for the review of State performance in determining the eligibility of applicants and recipients. The information is used to determine State compliance, and failure to report may result in a finding of non-compliance.

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