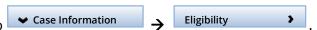# Case – Eligibility – DHSSSP Job Aid

The *Eligibility* screen calculates the Participant's eligibility for assistance based on information entered within the case.
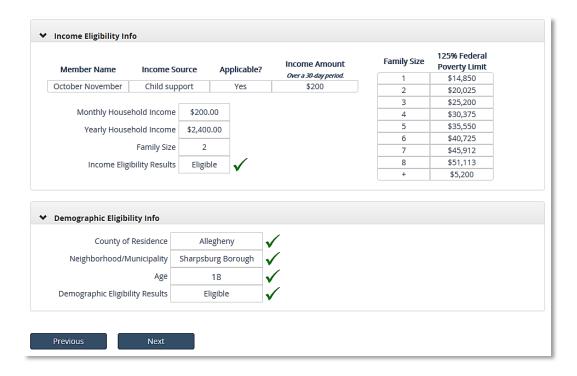
Eligibility screen

Dashboard   Search   Reports   [Case Contact-Quick Entry]   [Jane Smith ▼]

[COPOS Indicator-Quick Entry]

Case Information
- Summary
- Household
- Contact Info
- Demographics
- **Eligibility** ➤
- Document Folder
- Involvement
- Supports

> Tracking

> Utilities

Case Summary

*Denotes Required Fields   **Denotes Half Mandatory Fields   *Ctrl + Click to Multi-Select and Deselect*

Program: DHS Self-Sufficiency Program

Case ID	Case Name *	Case Status *	Case Open Date	Assigned Worker
129	November	Open	07/01/2016	Jane Smith

Last Recertification Date	Next Recertification Date	Receives Food Stamps? *	Family Type *	Family Size
	07/01/2017	Yes	Single Parent	3

[Save SnapShot]

Income Eligibility Info

Member Name	Income Source	Applicable?	Income Amount *Over a 30-day period.*
October November	Child support	Yes	$300
October November	Child support	Yes	$300

Family Size	125% Federal Poverty Limit
1	$14,850
2	$20,025
3	$25,200
4	$30,375
5	$35,550
6	$40,725
7	$45,912
8	$51,113
+	$5,200

Monthly Household Income	$600.00
Yearly Household Income	$7,200.00
Family Size	3
Income Eligibility Results	Eligible ✓

Demographic Eligibility Info

County of Residence	Allegheny	✓
Neighborhood/Municipality	Sharpsburg Borough	✓
Age	36	✓
Demographic Eligibility Results	Eligible	✓

Navigation

1. Bring the Case into focus and navigate to [❯ Case Information] → [Eligibility ➤] .

Eligibility Info sources

1. *Monthly Household Income* and *Yearly Household Income* are calculated based on the household income entered on the *Demographics* screen.

2. *Family Size* is calculated based on the number of Household Members entered on the *Household Information* screen.

3. *County of Residence* and *Neighborhood/Municipality* are documented on the Contact Info screen.

4. *Age* is calculated based on the Participant's date of birth entered on the *Household Information* screen.

> **Important Note:** **Last Recertification Date** can only be documented on the **Summary screen.**
>
> Remember: The **Save Snapshot** button should be clicked immediately after the **Last Recertification Date** is saved.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to http://servicedesk.alleghenycounty.us