

Referral – Eligibility Information – DHSSSP Job Aid

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

Eligibility Information screen Jane Smith Search Reports COPOS Indicator-Quick Entry Self-Sufficiency Program **Eligibility Information** Household Info ▼ Referral Summary *Denotes Required Fields **Denotes Half Mandatory Fields Ctrl + Click to Multi-Select and Deselect Referral Info Assigned Worker Referral Status * Referral ID Case Contacts 07/01/2016 In Progress Contact Info Income Eligibility Info Demographics 125% Federal Family Size Income Amount **Poverty Limit** Member Name Income Source Applicable? Over a 30-day period. Eligibility \$14,850 October November Child support \$20,025 \$25,200 Document Folder Monthly Household Income \$200.00 \$30,375 \$35,550 Yearly Household Income \$2,400.00 \$40,725 Family Size 2 \$45,912 Income Eligibility Results \$51,113 \$5,200 ▼ Demographic Eligibility Info County of Residence Allegheny Neighborhood/Municipality Sharpsburg Borough 18 Demographic Eligibility Results Eligible

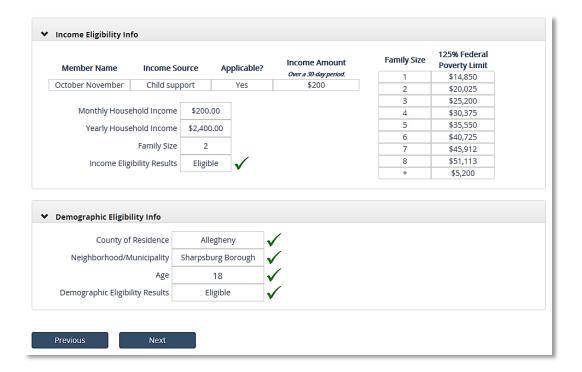
Navigation

1. To access an existing Referral (Pending or Active): On the Dashboard, locate the desired Pending or Active Referral in Pending Referrals or Active Referrals and click on the Referral ID. This will open the Document Folder screen.



- 2. To navigate to the Referral *Eligibility Information* screen:
 - a. Click on the Eligibility tile.

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.

Navigation and Status

- 1. Navigation Buttons:
 - a. Use the button at the bottom of the screen to move on to the *Document Folder* screen. The button at the bottom of the screen to move on to the *Document Folder* tile can also be clicked to navigate to the *Document Folder* screen.
 - b. Clicking Previous will navigate the user back to the *Demographics* screen.
 - c. Clicking Next will navigate the user to the *Document Folder* screen.
 - d. The Accept button will remain light blue and inactive until all of the required information has been completed in the Referral and the Participant has been found to be Eligible.
 - e. CAUTION: The button at the top of the screen will navigate the user back to the Dashboard and any unsaved information will be lost. If this button is clicked before a new Referral has been saved for the first time, the user will have to start over again on that Referral.

For more information...

For assistance, please contact the Allegheny County Service Desk at <u>ServiceDesk@AlleghenyCounty.US</u> 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