



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

The screenshot shows the 'Eligibility Information' screen. On the left is a sidebar with navigation links: Household Info, Referral Info, Case Contacts, Contact Info, Demographics, Eligibility (highlighted with a red border), and Document Folder. The main area has a top navigation bar with 'Dashboard', 'Search', and 'Reports'. Below this are buttons for 'Case Contact-Quick Entry' (with a dropdown for 'Jane Smith'), 'COPOS Indicator-Quick Entry', 'Back', and 'Accept'. The 'Eligibility Information' title is centered. Below it is a 'Referral Summary' section with fields for 'Referral Date' (07/01/2016), 'Referral Status' (In Progress), 'Assigned Worker' (Jane Smith), and 'Referral ID' (2491). Below that is the 'Income Eligibility Info' section, which includes a table for 'Member Name', 'Income Source', 'Applicable?', and 'Income Amount'. It also shows 'Monthly Household Income' (\$200.00), 'Yearly Household Income' (\$2,400.00), 'Family Size' (2), and 'Income Eligibility Results' (Eligible). To the right of this is a table for 'Family Size' and '125% Federal Poverty Limit'. Below the income section is the 'Demographic Eligibility Info' section, which includes fields for 'County of Residence' (Allegheny), 'Neighborhood/Municipality' (Sharpsburg Borough), 'Age' (18), and 'Demographic Eligibility Results' (Eligible). At the bottom are 'Previous' and 'Next' buttons.

Dashboard Search Reports Case Contact-Quick Entry Jane Smith

COPOS Indicator-Quick Entry

Back Accept

Eligibility Information

▼ Referral Summary

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

Referral Date: 07/01/2016 Referral Status: In Progress Assigned Worker: Jane Smith Referral ID: 2491

▼ Income Eligibility Info

Member Name	Income Source	Applicable?	Income Amount Over a 30-day period.
October November	Child support	Yes	\$200

Monthly Household Income: \$200.00
Yearly Household Income: \$2,400.00
Family Size: 2
Income Eligibility Results: Eligible ✓

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

▼ Demographic Eligibility Info

County of Residence: Allegheny ✓
Neighborhood/Municipality: Sharpsburg Borough ✓
Age: 18 ✓
Demographic Eligibility Results: Eligible ✓

Previous Next

Navigation

- 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.



Referral Date	Referral ID	First Name	Last Name	Referred By	Category	Source	Worker	Status
7/1/2016	2478	Jack	Jameson	Jane Smith		DHSSSP	Jane Smith	Pending
Show 10 entries First Previous 1 Next Last								

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

Eligibility Info sources

Income Eligibility Info

Member Name	Income Source	Applicable?	Income Amount <i>Over a 30-day period.</i>	Family Size	125% Federal Poverty Limit
October November	Child support	Yes	\$200	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

\$200.00

Yearly Household Income

\$2,400.00

Family Size

2

Income Eligibility Results

Eligible

✓

Demographic Eligibility Info

County of Residence	Allegheny	✓
Neighborhood/Municipality	Sharpsburg Borough	✓
Age	18	✓
Demographic Eligibility Results	Eligible	✓

Previous

Next

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:

- Use the **Next** button at the bottom of the screen to move on to the *Document Folder* screen. The **Document Folder** tile can also be clicked to navigate to the *Document Folder* screen.
- Clicking **Previous** will navigate the user back to the *Demographics* screen.
- Clicking **Next** will navigate the user to the *Document Folder* screen.
- 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.
- CAUTION:** The **Back** 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 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>