

PURPOSE

Use to:

- Document all pertinent information and
- Calculate monthly net income.

PROCEDURE

Complete a separate Form 101 for each application and each review.

File Form 101 in the case record with the accompanying Form 100.

DETAILED INSTRUCTIONS

On the top of Form 101, enter the date the identifiable Form 100 is received in the office, the case record number, the type of determination, the case record name, the case record action, the eligibility effective date, and the prior eligibility effective dates, if applicable.

The Eligibility Determiner signs and dates the Form 101 when the decision is made.

For Eligibility Items:

- Check all Yes-No-N/A items.
- Answer all questions, if applicable.
- Refer to Section 2, Pages 24 - 30 to complete Item 6, Budget Calculation.

In the Documentation column, record exempt resources, exempt income, clarification of questionable information, collateral contacts, verifications, and additional information.

FORM RETENTION

Maintain the records at least until the end of the third complete state fiscal year following the date on which the application is submitted.