APT Adjustment Tracking Log

County:	Click here to enter text.	Submitted By:	Click here to enter text.	Processing Month:	Click here to enter text.

Reason Code	***Description***
1	A data entry error occurred when entering the application on AEFPY.
2	A data entry error occurred when AEFPY was updated instead of utilizing the reinstatement driver.
3	The case action was to add a person to the case and not the processing of a new application.
4	The delayed processing rules were followed and documented (case was properly pended by the 30th day and approval or denial action was taken by the 60th day).
5	A sanctioned or ineligible ABAWD entitled to expedited processing was processed within 7 days from the date the county agency discovered the assistance group had taken the action(s) necessary to regain eligibility.
6	An ineligible student entitled to expedited processing within 7 days from the date the county agency discovered the student had taken the action(s) necessary to become an eligible student.
7	An application screens as expedited (or potentially expedited) and an appointment is scheduled for less than 7 days later. The client does not attend the appointment and a NOMI is issued. Later in the month (after the 7th but before the 30th day the applicant appears for an interview. Within 7 days of the date of the interview, the county agency determines the applicant to be eligible for SNAP. (Note: This is currently for tracking purposes only.)

Note: The areas in black can be extracted from the directly from the BIC monthly timeliness report.

Case	Cat	Seq	Last Name	First Name	Application Date	Disposition Date/ Authorization Date	# of Days Pended	Reason Code	Date of Discovery (if not the date of application)	Additional Comments

Submit to Shawn Horner at Shawn.Horner@jfs.ohio.gov and copy Julie Surgenor at Julie.Surgenor@jfs.ohio.gov