

SPE Application Flow Chart



MAXIMUS

Determines if SPE applications are:

- Complete, or
- Incomplete

SPE applications are forwarded to the county for processing.

Children are placed on an Accelerated Enrollment (AE) aid code if they meet the screening criteria.

MAXIMUS has twenty (20) days to request verifications from the customer.

Applications completed within 20 days:

- Children are placed on an AE aid code if they meet screening criteria, and
- Application/verifications are forwarded to county for processing.
- MAXIMUS request for information acts as the county's 1st 10 day request for information.



SPE Applications

Are sent to the County for processing.



HSS's must:

Review SPE applications flagged for 10 day processing for completeness

- If the SPE application is incomplete worker must add a special indicator, send VCL, narrate findings and reassign to appropriate task group
- If SPE application is complete workers must grant/deny application within 10 days



Receiving FRC

Designated OA will clear caseload banks daily and assign to appropriate task group for processing.



ERA Unit

- APP/REG the SPE application
- Assign SPE applications flagged for 10 day processing in specialized caseload and all others to standard pre intake caseload.



DPC

Receives SPE application