

PLMS COMPLIANCE REVIEW CHECKLIST

Clear all Entries on Form

The collection, use and disclosure of personal information is subject to the provisions of Section 28 of the Freedom of Information and Protection of Privacy Act.

ICM Service Request # <input type="text"/>	Case Number <input type="text"/>	Open Date <input type="text"/>
Case Name <input type="text"/>	Type <input type="radio"/> ETW <input type="radio"/> PPMB <input type="radio"/> PWD PWD/PPMB Date <input type="text"/>	
Spouse Name (if applicable) <input type="text"/>	Phone Number <input type="text"/>	
Address <input type="text"/>	Shelter Costs <input type="text"/>	Assistance Amount <input type="text"/>

Source of Review <input type="checkbox"/> FRD <input type="checkbox"/> FARS <input type="checkbox"/> SPRO <input type="checkbox"/> Data Match	Last consent dates (If no consent, enter N/A)
Review Attribute/Allegation Type <input type="text"/>	Client Consent <input type="text"/> CRA Consent <input type="text"/>
Other Involvements <input type="checkbox"/> Family Maint. <input type="checkbox"/> Open/Closed Investigations	Spouse Consent <input type="text"/> CRA Consent <input type="text"/>

Family Unit: <input type="radio"/> Single <input type="radio"/> Single Parent <input type="radio"/> Couple <input type="radio"/> Two Parent <input type="checkbox"/> Shared Parenting	All Required ID on the case?
Marital Status <input type="radio"/> Single <input type="radio"/> Separated <input type="radio"/> Divorced <input type="radio"/> Widowed <input type="radio"/> Married or C/L	<input type="radio"/> Yes <input type="radio"/> No

Level One Actions (all files)

Action Completed:	Any issues need action?
<input type="checkbox"/> Case Review: overview completed	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> MSP info checked	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Prior Overpayment	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Prior Sanction	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> CRA/TXI	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> EFT	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Address checked (other residents)	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Shelter Docs	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Income Docs	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Asset Docs	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Equifax	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> ICBC	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> BCA - Client Name	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> BCA - Address	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> PPR	<input type="radio"/> Yes <input type="radio"/> No

Reconsideration and Appeal

Reconsideration Supplement	<input type="radio"/> Yes <input type="radio"/> No
Was decision changed?	<input type="radio"/> Yes <input type="radio"/> No
Repay added for Recon Suppl	<input type="radio"/> Yes <input type="radio"/> N/A

Level Two Actions (as required)

<input type="checkbox"/> Landlord
<input type="checkbox"/> Employer
<input type="checkbox"/> EI (WEB AOB and/or EI-CCR)
<input type="checkbox"/> Student Loans
<input type="checkbox"/> Phone Interview
<input type="checkbox"/> Office Interview
<input type="checkbox"/> HR0080R (Eligibility Review)
<input type="checkbox"/> Immigration Docs/Status check
<input type="checkbox"/> Land Titles
<input type="checkbox"/> Mobile Home
<input type="checkbox"/> Other

Overpayment Actions

<input type="checkbox"/> OPC checked (other charts)
<input type="checkbox"/> OPC Completed and Submitted
<input type="checkbox"/> Debt added to MIS on RAD A
<input type="checkbox"/> Sanction Added (if client error)
<input type="checkbox"/> Sanction Waived (if applicable)
<input type="checkbox"/> Notification sent to Client
<input type="checkbox"/> OP Recorded on PLMS System

Supervisor Approvals

<input type="checkbox"/> Overpayment Chart
<input type="checkbox"/> Fraud Allegation review
<input type="checkbox"/> Waive Sanction

Request Letters sent to Client

<input type="checkbox"/> Request for Appointment #1
<input type="checkbox"/> Request for Appointment #2
<input type="checkbox"/> Request for Information #1
<input type="checkbox"/> Request for Information #2

Decision Letters sent to Client

* All Decision Letters **must** include a Reconsideration/Appeals brochure

<input type="checkbox"/> Notice of Decision - Eligibility
<input type="checkbox"/> Notice of Decision - Overpayment
<input type="checkbox"/> Notice of Decision - Sanction
<input type="checkbox"/> Notice of Decision - Section 10
<input type="checkbox"/> Notice of Decision - Section 30/34

Recording/Completion

<input type="checkbox"/> Actions Recorded: PLMS system
<input type="checkbox"/> CRV Outcomes form completed
<input type="checkbox"/> Comments/Notes Entered
<input type="checkbox"/> All CRV docs profiled to SR
<input type="checkbox"/> Ministry Error Form completed (if applicable)

Date CRV Completed

IO Name

Print Form

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Notes

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SAMPLE