**SWICA Checklist**

1. **SWICA alert received**
   1. Check case comments
   2. MA, BCP & FS
      1. Does the SWICA show as failing the FPL test for all 3 months **OR** the $100 tolerance and FPL test for any of the same 2 months in a quarter?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step B.
   3. Childcare
      1. Does the SWICA show as failing the $250 tolerance test **OR** FPL test for 2 consecutive months in a quarter?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step B.
2. **What programs were open?**
   1. FS
      1. Did they go over 130% of the FPL for their household size?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step C.
   2. BCP
      1. MAGI- Did they go over 100%, 133%, 156%, 191%, 200%, 250%, 306%, 350% or 400%?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step ii.
      2. BCP MAGI Child/Tax Dependents – Do they have more than $1,100 in taxable unearned income or more than $12,200 in taxable earned income?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step C.
      3. MAGC only case– was the household total income over the groups MAGC premium limit?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step C.
      4. MAGM cases—was the household total income over the groups MAGM premium limit prior to the 7th month?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step C.
      5. Can the overage be due to an extra pay period in the quarter?
         1. If YES, resolve no impact and comment as to why.
         2. If NO, continue to step C.
   3. CC
      1. Did they go over 200% of the FPL?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step ii.
      2. Can the overage be due to an extra pay period in the quarter?
         1. If YES, resolve no impact and comment as to why.
         2. If NO, continue to step C.
   4. EBD MA/LTC
      1. Are they over $591.67 income limit?
         1. If NO, resolve no impact and comment as to why.
         2. If YES, continue to step C.
3. **Last notice received**
   1. What was the date and income limit listed on the last NOD before or at the beginning of the crossmatch period?
   2. Are they over the income listed on their last NOD?
      * 1. If NO, resolve no impact and comment as to why.
        2. If YES, continue to step D.
4. **Request Verification**
   1. Request income for the discrepancy if the income is:
      1. New Employment.
      2. Unreported income increase that is over the reporting requirements in step C.
      3. The income increase was not due to having an extra pay period during the quarter in question.
      4. Bonuses received or overtime worked.
   2. Using the agency approved forms, request wages for the quarter prior to and following the quarter in question.
   3. Wages may also be obtained through the WorkNumber.
   4. Update the discrepancy to waiting third party information and make thorough case comments.
5. **Resolve**
   1. Review income when received.
   2. If nothing is received, look at the first month of the quarter as the first month over, second month of the quarter as the month of report and the third month as the beginning of the overpayment timeframe.
   3. If verification is received, use the first month over as the initial month, second month over as the report month and third month over as the start of the overpayment timeframe.
   4. Complete the overpayment referral form and email to the overpayment specialist.
   5. Update the discrepancy to resolved
      1. If there would have been a change in eligibility (overpayment) use “Resolved Eligibility Issue” and comment.
      2. If there would have been no change in benefits use “Resolved No Impact” and comment.