Client Eligibility Assessment Detail Screen

Updated on February 2017

Home > Client Management (Search Client) > Eligibility Assessment > New Eligibility

Business Purpose:

The **Eligibility Detail** page allows a user to first check then create new eligibility record(s) for a client for either Food Allowance or Personal Need Allowance.

How to:

1. From the **Eligibility** screen, click on the New Eligibility action button to advance to the **Eligibility Detail** screen.
2. First check for eligibility of allowance type: select the **Program** from a dropdown.
3. Select the allowance **Type** from dropdown.
4. Enter the Start Date of the allowance period using the button.
5. Enter the End Date of the allowance period using the button.
6. Click the Check action button to verify the eligibility (or ineligibility) for the particular allowance type.
7. If eligible, then enter a Note, up to a maximum of 4000 characters.
8. Answer the next three questions. If any answer is "Yes", then must enter a mandatory note or comment.
9. Specify if Client is eligible or not* for that allowance for the specified period.
10. Click Save to save the (in)eligibility record.

Important Notes:

1. *For Food Allowance, only ineligibility records are required, since all clients are pre-deemed eligible unless otherwise deem not to be.
2. For Personal Need Allowance, positive eligibility records are required before the

client can receive PNA.