

Eligibility Department Case File Structure

Section 01

 Application

Section 02

 Adult Verifications (tabbed by adult name)

 Child Verifications (tabbed by adult name)

Section 03

 Correspondence

Section 04

 Adult Supplements

 Transitional Services

 Transportation

 Emergency / Diversion

Section 05

 Child Grade Incentive

 Child School Clothing Allowance

 Child Care

 Child Supplement

Section 06

 GAS/MER

 Each subcategory is labeled using dividers

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