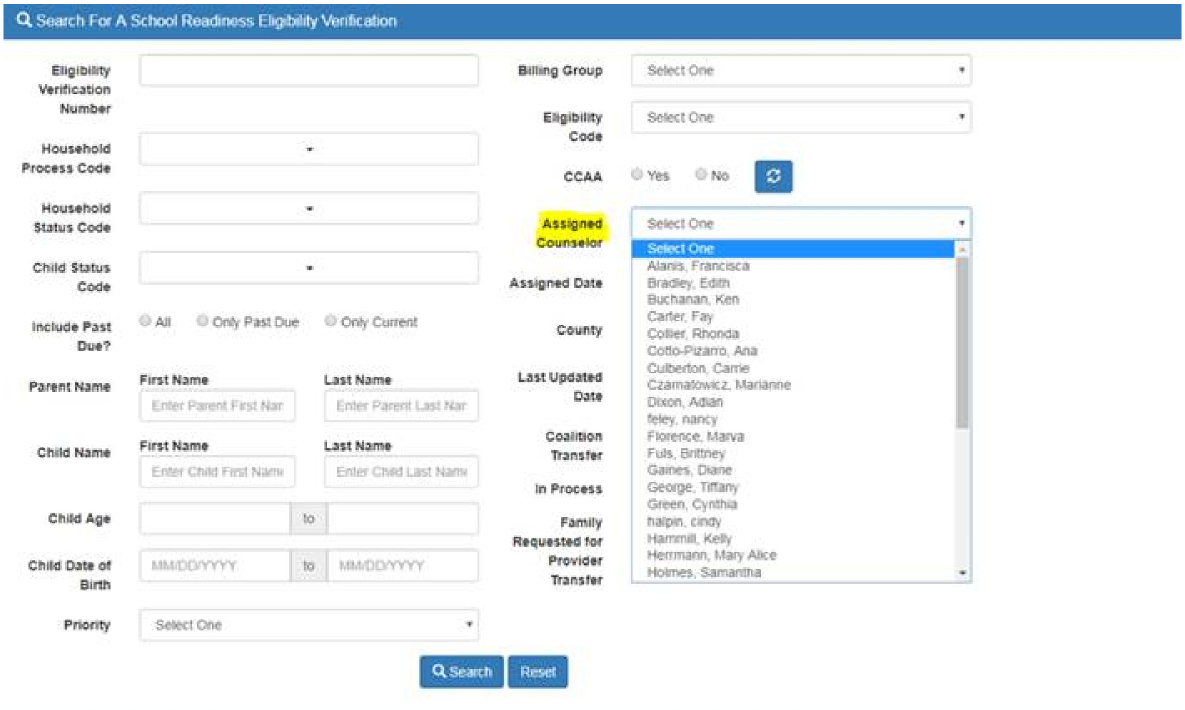
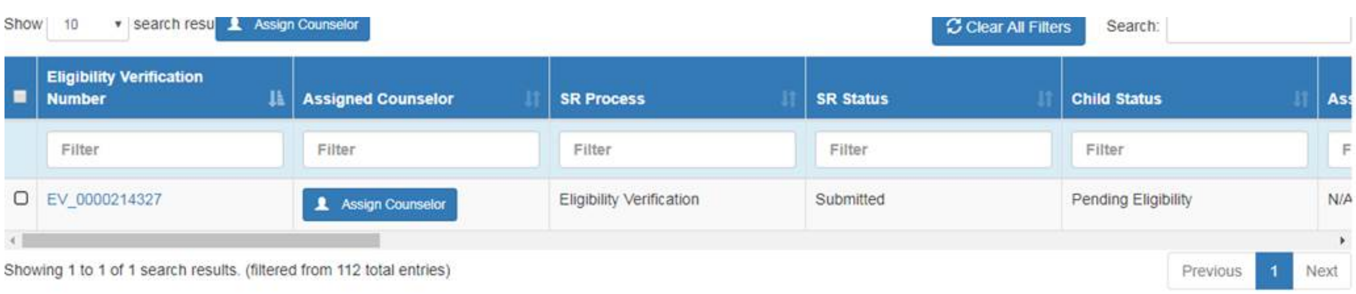
How to Pull Assigned Cases

In order to pull assigned cases (recerts, fee changes, placements, etc), go to the search option and select your name from the “Assigned Counselor” drop down menu and then press “Search”. This will give you the list of client files that you need to work on.

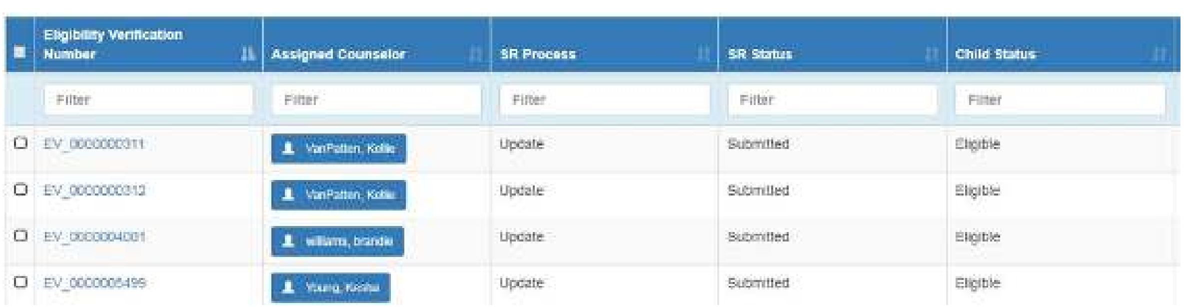


This is what a client’s record looks like who was pulled from the WL. This will help determine which families need to be placed.



	Eligibility Verification Number	Assigned Counselor	SR Process	SR Status	Child Status	Ass
	Filter	Filter	Filter	Filter	Filter	F
	EV_0000214327	Assign Counselor	Eligibility Verification	Submitted	Pending Eligibility	N/A

Families who responded to a “Pending Update” request look like this in the queue:



	Eligibility Verification Number	Assigned Counselor	SR Process	SR Status	Child Status
	Filter	Filter	Filter	Filter	Filter
	EV_0000000311	VanPatten, Kollie	Update	Submitted	Eligible
	EV_0000000312	VanPatten, Kollie	Update	Submitted	Eligible
	EV_0000004001	williams, brandie	Update	Submitted	Eligible
	EV_0000005499	Young, Keisha	Update	Submitted	Eligible