

6 MONTH RECERTIFICATION CHECKLIST

Fax to State Office

- 6-month Recertification Form
- Documentation of Income

CAREWare Data Entry

- Demographic Tab - Update
- Annual Review Tab (Insurance & Federal Poverty Level)
- Service Tab – Add 1101 service (6 month recertification)
- Case Notes (if applicable)

Recertifications received by the State office without proper documents or data entry will be considered incomplete. **If recerts remain incomplete by the end of the following month, CLIENTS WILL BE DIS-ENROLLED.**