

WORKSHEET QC-3 (PAGE 2 OF 2)

WRITTEN -PROCEDURES

State_____

Date_____

- | | | |
|----|--|-----|
| b. | Are the investigative procedures designed to accord with standard SESA fact-finding practices? | Yes |
| | | No |
| c. | Do the investigative procedures facilitate the case completion timeliness objectives? | No |
| d. | Do SESA procedures outline specifically that hearings be attended by the investigator responsible for the decision being appealed? | Yes |
| | | No |
| e. | Do instructions for completing the required formats specify that the investigator must explain if the information was not obtained. (This may be satisfied by space on the formats designated for this information.) | Yes |
| | | Yes |

II. Conclusion.

SESA adheres to BAM requirements.

SESA does not adhere to BAM requirements - agrees to correct.

SESA does not adhere to BAM requirements - does not agree to correct.

III. Explanation.

d. Worksheet Instructions -- OC-3

(1) Questions. Compare the BAM procedures developed by the SESA with the procedures outlined in ET Handbook No. 395 to ascertain whether the procedures are consistent with BAM requirements. The items listed after questions 1 and 2 should be considered before answering these questions. However, these lists are not meant to be all-inclusive; other items should be considered, as applicable under State law/procedures.

(2) Conclusion. Using the answers to the questions in (1) above, make a decision as to whether or not the BAM requirements have been adhered to, and check one box to indicate the appropriate response:

(a) If answers to all questions are "yes", the BAM requirements have been adhered to. Check the "Adheres to QC Requirements" box and proceed to the Completion Process, Chapter VII.

(b) If the BAM requirements have not been adhered to, and the SESA agrees to make corrections, check the appropriate box, provide the explanation required in Section (3) below, and offer technical assistance as described in Chapter VII.

(c) If the requirements have not been adhered to, and the SESA does not agree to make corrections, check the appropriate box and provide the explanation required in Section (3) below.

(3) Explanation. A conclusion that the SESA does not adhere to BAM methodology needs to be explained and documented. Provide a narrative describing how the requirements were not adhered to and what will be done to correct this situation, or why it will not be corrected. Regardless of the conclusion reached, submit a copy of the SESA BAM Operations Manual as an attachment to the worksheet. This will need to be done once for each State, whenever the operations Manual is completed. In the event of subsequent substantive changes, selected pages of the Manual should be submitted to the National office during successive Regional Office M & P reviews.