





This job aid is designed to help you understand the IES process for generating correspondence documents and notices for cases.

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Important Features of Correspondence and Notices in IES!

- Correspondence and Notices are generated either automatically by IES or manually by workers in IES. The Correspondence Module in IES allows workers to view and print existing correspondence/notices or manually generate correspondence/notices.
- There are three different categories of Correspondence and Notices in IES:
 - Systematic Generated Correspondence: Correspondence/Notices are only systematically generated based on their trigger.
 - Manual Correspondence: Correspondence /Notices are generated by a worker and can be printed at the office or centrally.
 - Outbound Fax: Workers have two methods to send a fax to customers through IES.
 - The first method is by uploading a PDF to IES on the **Fax Correspondence – Details** page for third parties. To access the **Fax Correspondence – Details** page go to **Left Navigation, Correspondence**, and then **Correspondence Fax**.
 - The second method is by selecting *Fax* through the **Additional Info** page for customers. Workers cannot receive faxes through IES. To access the **Generate Manual** page go to **Left Navigation, Correspondence** and **Generate Manual**. See the wizard for Generate Manual Correspondence for specific process steps. Remember to select *Fax* instead of *Print*.
- Manual and Systematic: These notices are either automatically generated based on the trigger to generate the notice or generated manually by workers.
- Workers can reprint both systematic and manually generated notices, if needed.
- Correspondence can be printed locally or from the Central office. Systematically generated notices default to printing centrally, workers can choose to print locally the day the notice is generated, if needed.
- IES notices are sent to the Head of the Household (HoH). Copies are also sent to any authorized representatives on the case.
- Workers can send a fax to third parties through IES. The worker uploads the PDF to IES on the **Fax Correspondence – Details** page and enters the fax information. Inbound fax cannot be received through IES.
- Workers can view the correspondence history for a case on the **View History Correspondence** page or the **Case Search Summary** page by clicking the **Correspondence History**  icon. The icon opens the **Correspondence History** page which displays all documents that have been printed by IES with the exception of faxes.
- Workers can view correspondence that has not yet been sent to the customer on the **View Pending Correspondence** page or the **Case Search Summary** page by clicking the **Pending Correspondence**  icon. The icon opens the **Pending Correspondence** page which allows workers to view any correspondence that is pending the nightly batch job or that is saved as a draft.
- On the **IL444-0267 IES Verification Checklist** notice, the worker can add specific comments based on the customer's circumstances through the **Pending Correspondence Detail Page**. The comments must be entered before the notice is printed in the nightly batch or locally by the worker.
- Notices generated in IES contain dynamic text that is specific to the case. Dynamic text is customized language that explains in greater detail specific information about the customer's application or case.

Understanding Correspondence Documents in IES



Tip: Some forms have been consolidated because they are now dynamic. For example, the 458, 360 and 157 series of notices were consolidated into a dynamic 360C.



Tip: There will still be some forms not generated in IES and would be found in the forms library.

Manually Generated Correspondence and Notices

These correspondence and notices are generated by workers through IES through the Correspondence and Notices module. Correspondence and notices are manually generated on the **Search Case Information** page in IES by the worker. They can be generated at any time based on the customer's case.



Tip: Refer to the **Generate a Manual Correspondence** wizard for step-by-step instructions on how to generate a manual notice for a customer.

Document Name	Purpose	Recipient	Print Mode
IL 444-0243 Request for Assistance for Additional Family Member	The customer uses this form to request to add another family member to an active Cash and Medical case. This is a DHS form for Cash and Medical.	Customer	Local
IL 444-243A-C Request for Medical Benefits for Another Family Member(s)	The customer uses this form to request to add another family member to an active Medical only case. This is an HFS form - defer to HFS.	Customer	Local
IL 444-243KC Request for Prior Coverage	The customer completes this form to request prior month's coverage for All Kids Share or Premium. This is an HFS form - defer to HFS.	Customer	Local
IL 444-243NB Request for Newborn Backdate (Premium Level 2)	The customer completes this form to request backdated months for Premium Level 2 for a Newborn and to activate the payment to Bureau of Fiscal of Operations (BFO). This is an HFS form - defer to HFS.	Customer	Local
HFS 3780D Temporary SASS Eligibility Notice	This notice is provided to children under 18 who are seeking public funding for psychiatric services through DHS. This notice identifies non-HFS enrolled children's eligibility for services through SASS. This is an HFS form - defer to HFS Social Services.	Customer	Local or Central
HFS 458SP-4 Pay In Spenddown Enrollment Form	Used to offer customer enrollment in Pay-in Spenddown. This is an HFS form - defer to HFS.	Customer	Local or Central
HFS 469D DCFS Temporary Medical Card	DCFS issues this temporary medical card when DCFS requests a block of temporary cards with medical RINs tied to active eligibility in IES. This is an HFS form - defer to HFS.	Customer	Local or Central
IL444-0008 Real Property Record	This notice is sent by the worker to Bureau of Collections to verify real personal property.	Bureau of Collections	Local
IL444-0034 Consent to Release Information	This notice is for customer permission to obtain third party information.	Applicant or Recipient	Local or Central
IL444-0065 Appeal Withdrawal Agreement	The appeal withdrawal form is manually initiated by HFS or DHS workers for a Phone or a Walk-In customer. For a Walk-in customer, it can be locally printed and handed to the customer for a signature so that it can be emailed or faxed to BAH. It can also be centrally printed and mailed to a customer you have contacted via telephone.	Customer	Local or Central

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Document Name	Purpose	Recipient	Print Mode
IL444-0097 Verification of Birth, Marriage, Divorce or Death	This form is printed and sent by the worker to IDPH (Illinois Department of Public Health) Division of Vital Records to verify information.	IDPH Division of Vital Records	Local
IL444-0102 Statement of Facts	This form describes the customer's appeal and the FCRC's position.	Customer	Local or Central
IL444-0266 Request for Employment Verification	This form is sent to employers to verify earnings on applications for Cash, Medical and SNAP when the customer can't provide required verifications. The worker completes and gives or mails to the customer or sends to the employer. This form may be used to verify earnings for other purposes such as overpayments and ICL (not just applications).	Customer or Employer	Local
IL444-0274 Active SNAP Clients – Application for Disaster Supplement SNAP	This application is sent to an active SNAP customer after they apply for supplemental benefits within a federally declared disaster area. It is only available for access by the applicable FCRCs when there is a federally declared disaster.	Customer	Local
IL444-0541 Verification of School Attendance	The caseworker fills out the case information for this form and sends to the school or customer to verify school attendance.	School or Customer	Local
IL444-1253 Preamail Action Request	This notice is sent to request that the Financial Warrant Unit affect assistance issuances after the cut-off date but before the scheduled mail-date. This is usually done only for checks issued as a result of the pre-note process for direct deposit cases.	Financial Warrant Unit	Local
IL444-1260A Notice Concerning Good Cause for Refusal to Cooperate	The worker prints and provides this form to the customer to sign. The form informs the customer about their right to claim good cause for not cooperating with child support enforcement. The form must be signed by the customer and the worker in the office. For mail-in applications, a copy is sent to the customer and does not need to be signed. Refer to WAG 02-06-01-f for policy information.	Customer	Local
IL444-1721C Instructions to Client - Earnings Information	This form is sent when information received from the Wage Conflict interface conflicts with income information provided by the customer when requested to verify income. The interface systematically creates an employment record that creates the employment VCL. The employment VCL includes specific earnings information on the notice in place of the standard first paragraph.	Customer	Local or Central
IL444-1952 Notice of Extension of time limitation for Disposition of Application	The worker generates this form when a time extension is granted to obtain missing third party verifications.	Customer	Local or Central
IL444-2503G SNAP E&T Participation and Review Notice	This notice is used to contact a customer about SNAP E&T Activity.	Customer	Local or Central
IL444-2540 Verification of Living With	This form is used when school is not in session for the customer to provide to an unrelated individual to verify that a child is living with the customer. It is also used to verify the presence of a child in the home who is not school age.	Customer	Local

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Document Name	Purpose	Recipient	Print Mode
IL444-2646 SNAP Work Registration Notice	This notice is given to customers who are not exempt from SNAP Work Registration.	Customer	Local
IL444-2691 Filing Unit Notice	This form is generated when additional information is requested on a person required to be added to a TANF Cash case.	Customer	Local or Central
IL444-274A Active SNAP Clients- Notice of Decision for Disaster Supplement SNAP	This is the Notice of Decision given to active SNAP customer within a disaster area in response to IL444-0274 Active SNAP Customers – Application for Disaster Supplement SNAP	Customer	Local
IL444-2827 Notice of Decision on Status	The form notifies the customer of decision on barrier/family violence exclusion request and informs the customer if they are required to participate in Work and Training Activities and if the 60 month counters has been stopped.	Customer	Local or Central
IL444-2846 TANF Reconciliation Appointment Notice	This form is sent when there is an activity or child support noncooperation to schedule a reconciliation appointment.	Customer	Local or Central
IL444-2846A Reconciliation Agreement	This form is provided for customer signature when action to address activity or child support noncooperation is agreed upon.	Customer	Local
IL444-2846G SNAP E&T Conciliation Appointment Notice	The customer uses this form to schedule a conciliation meeting prior to sanctioning the individual; includes description of Good Cause reasons.	Customer	Local or Central
IL444-3180 Agreement to Meet Program Requirements (TANF)	This form is printed for customer signature when the customer agrees to cooperate with activity or child support requirement.	Customer	Local
IL444-3410 Confirmation of Appointment for Physical Examination	The customer uses this form when the customer is referred to a provider as part of a medical barrier request. Serves as a confirmation of the appointment with the provider.	Customer	Local
IL444-3658 Link Card PIN Issuance Form	This notice is printed for customer signature when the link card is issued in the local office.	Customer	Local
IL444-4701H Authorization to Release Medical Records	This form is generated for each provider from whom medical records are requested when the customer requests a medical barrier.	Customer	Local
IL444-1934 Notice of Decision on Request for Cash Assistance Increase/Special Authorization	This form notifies the customer of the decision made on a request for Cash assistance increase or a special authorization.	Customer	Local or Central
HFS 385 Woman, Infants & Children (WIC)	This is a federally mandated manual notice for all medical cases containing a pregnant woman or child under age 5 when requested by HFS on an ad hoc basis. Typically this notice is manually run annually or when requested by the state. This is an HFS form - defer to HFS.	Customer	Central
IL444-4335 Your TANF Time Limit	This form is generated at application and each REDE, to tell the customer how many months of their 60-month limit they have used and how many are left. This form is generated by the worker after the accuracy of TANF counter is verified.	Customer	Local or Central

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Document Name	Purpose	Recipient	Print Mode
	Refer to WAG 21-01-01 for policy information.		

Manual and Systematic Correspondence Documents:

In most cases a Manual and Systematic notice is generated by IES as an attachment to the main notice or generated manually through the **Generate Manual** module in IES for the customer. There are situations where the correspondence is sent automatically by itself and not as part of an attachment, like the medical benefits card.

For example: Form 2790 is used for self-employment verification. It can be generated at any time by the caseworker using the Generate Manual module in IES. However, IES includes Form 2790 as an attachment to the 267 VCL notice whenever a case is pending for self-employment. The worker only sees the VCL notice as pending or in the correspondence history, but the 2790 will be included when the PDF Is generated.

Document Name	Business Trigger	Business Trigger Frequency
IL444-183A Medical Evaluation Physicians Report	This notice is sent as an attachment to the VCL notice when cases are pending for CAU documents.	As triggered
HFS 469 Medical Card	<p>This notice is sent:</p> <ul style="list-style-type: none"> • With Form 360C when medical benefits (excluding SLIB and QI-1) are certified as a new approval • With Form 360C when an HBWD/Veterans Care application is certified and approved after payment of premiums • With form 360C when a renewal is processed • With forms 1934A and 3718 when an individual is added to a medical case <p>This notice is sent on its own:</p> <ul style="list-style-type: none"> • With Form 360C when a Share-Premium application certified is approved after payment of premiums • With Form 360C when an individual awaiting an organ transplant is certified in unmet spenddown status • As a response to form 2350 when Temporary Cohen medical benefits are authorized. • Upon request of the FCRC, HFS, or DCFS office • When there is a name or DOB correction in IES • When triggered by OIG as investigator cards • When MPE is approved • When HPE is approved <p>This is an HFS form - defer to HFS.</p>	As triggered
HFS 2538C Using Department on Aging Community Care Program Services to Meet Spenddown	This notice is sent as an attachment to the notice of decision and notice of change when an individual is approved and certified in DoA Spenddown. This is an HFS form - defer to HFS.	Daily
IL444-2790 Self Employment Record	This form is generated as an attachment when a VCL notice is triggered with a self-employment record.	Daily
IL444-4691/C Request for Exception	This form is generated as an attachment to 4690C when the TANF counter is increased to 57. Additionally, Form 4691C can be manually / locally printed and given to the customer if replacing the original 4691C attached to the 4690C.	Monthly

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Document Name	Business Trigger	Business Trigger Frequency
HFS 2431 Application for Medical assistance-Short Form	This form is attached to the 360C when the case is canceled for not having met spenddown in the past 3 months. This is an HFS form - defer to HFS.	Monthly
HFS 3806 HFS Privacy Policy	This notice is sent as an attachment to all medical (including MSP) 360C approval notices and initial denials; it is not sent with 360C changes. This is an HFS form - defer to HFS.	Daily

Systematic Correspondence Documents:

All system generated notices, once triggered, are printed centrally at night, unless a worker prints the correspondence locally. When a worker chooses to print a notice locally, it will suppress the central print and the notice can be found in the correspondence history.

Document Name	Recipient	Print Mode/ Print Frequency	Business Trigger	Business Trigger Frequency
HFS 3771A Medical Reinstatement Notice	Customer	Local or Central/ As Triggered	This notice is generated when the case is reinstated and certified in IES. This is an HFS form - defer to HFS.	Daily
HFS 380 Notice of Change in the Amount owed for Long Term Care	Customer	Central/ As Triggered	This notice is generated the last week of December to residents without a community spouse or dependent family member and for whom the SSA COLA was centrally budgeted. This is an HFS form - defer to HFS.	Annual
HFS 375 Giving Income to Community Spouses or Dependent Family Members	Customer	Central/ Annual	This notice is generated the last week of December to LTC individuals based on the eligibility COLA mass change above for cases where the LTC individual has income diversions budgeted. This is an HFS form - defer to HFS.	Annual
HFS 2379 Cohen Letter	Customer	Central/ Monthly	<p>This notice is generated the last day of each month to complete the Cohen Determination for the previous month. This allows for the notice to be sent by first day of the second calendar month following the month in which the application was approved.</p> <p>Note, IES automatically identifies if the 96% threshold is met. If less than 96% of cases have been timely disposed based on this calculation, IES sends Form 2379 to all approved cases included in the current Cohen Determination that are processed untimely and marked as Department Delay upon certification in IES. This is an HFS form - defer to HFS.</p>	Monthly
HFS 2379MB_VC Health Benefits for Workers with Disabilities/ Veterans Care Additional Months of Coverage	Customer	Central/ As Triggered	This notice is generated as an attachment to form 458MB_VC and 3712 when HBWD or Veterans Care is approved. This is an HFS form - defer to HFS.	Daily
HFS 243KC AB Request for Prior Coverage Notice of Decision	Customer	Local or Central/ As Triggered	This notice is generated when prior months are certified in IES as approved or denied on an already active case. This is an HFS form - defer to HFS.	Daily

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Document Name	Recipient	Print Mode/ Print Frequency	Business Trigger	Business Trigger Frequency
HFS 267MSP Request for Additional Information for Medicare Savings Program	Customer	Central or Local/ As Triggered	This notice is generated for MSP applications received from SSA when there is no known case in IES and not enough information is available for IES intake. This is an HFS form - defer to HFS.	Daily
HFS 3358 Notice of End of Eligibility for Medical Assistance	Customer	Local or Central/ As Triggered	This notice is generated at cutoff when spenddown hasn't been met for 2 months. This is an HFS form - defer to HFS.	Daily
HFS 3360A Important Notice About Your Medical Benefits	Customer	Local or Central/ As Triggered	This notice is generated when a Medical extension is approved and certified in IES due to an increase in earned income or spousal support. This is an HFS form - defer to HFS.	Daily
HFS 3795 BCC Recertification Letter and Physician Statement	Customer	Central/ Monthly	This notice is generated when a Breast and Cervical Cancer (BCC) case is due for Recertification at 3, 6 or 12 months depending on the type of treatment. This is an HFS form - defer to HFS.	Monthly
HFS 3818 Notice of Temporary All Kids Medical Benefits	Customer	Local or central/ As Triggered	This notice is generated when children on a medical application have been approved for CPE.	Daily
HFS 3818A Notice Regarding Temporary Medical Benefits	Customer	Local or Central/ As Triggered	This notice is generated when children on a medical application have been determined ineligible for CPE. This is an HFS form - defer to HFS.	Daily
HFS 458AK All Kids Premium Approval Notice	Customer	Local or Central/ As Triggered	This notice is generated when the case is certified in enrolled status for All Kids Premium 1, Premium 2 or Share. If there are other programs on the case, it is sent separate from form 360C. This is an HFS form - defer to HFS.	Daily
HFS 458MB_VC Notice of Decision For HBWD and Veterans Care	Customer	Local or Central/ As Triggered	This notice is generated when an EDG is approved and certified for HBWD or Veterans Care. If there are other programs on the case, it is sent separate from form 360C. This is an HFS form - defer to HFS.	Daily
HFS 458SP- 5 Pay-In Spenddown Statement	Customer	Central/ As Triggered	This form is generated at initial enrollment, when spenddown is unmet and pay-in enrollment status is saved in IES on the Medical Expense page. This is an HFS form - defer to HFS.	Monthly
HFS 469E DCFS Medical Card	Customer	Local or Central/ As Triggered	This notice is generated when a DCFS application is registered. This is an HFS form - defer to HFS.	Daily
IL44-2151 Referral Form	Customer	Local or Central/ As Triggered	This notice is generated when the worker submits a referral in IES.	As triggered

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Document Name	Recipient	Print Mode/ Print Frequency	Business Trigger	Business Trigger Frequency
IL444-0085 Notice of Case Transfer	Customer	Local or Central/ As needed	This notice is generated when a case is transferred to a new FCRC through IES.	Daily
IL444-0267 IES Verification Checklist	Customer	Local or Central/ As Triggered	The notice is generated upon clicking [Submit] on the VCL – Summary page before certifying the case and the VCL record is created in IES for pending information.	Daily
IL444-0267T Appointment Notice	Customer	Local or Central/ As Triggered	This notice is generated when an interview is scheduled at a local office.	Daily
IL444-1721A Instructions to Client - New Hire	Customer	Central/ As Triggered	This notice is generated when the eligibility mass change identifies a conflict between information in IES and the New Hire registry.	Daily
IL444-2491 Prehearing Meeting Appointment Letter	Customer	Local or Central/ As needed	This notice is generated when there is a request for an appeal in IES.	Daily
IL444-2501A Notice of Direct Deposit	Customer and Protective Payee	Local or Central/ As Triggered	This notice is generated the first regular roll month of adding direct deposit on an existing case.	Monthly
IL444-2501B Notice of Direct Deposit Change	Customer	Local or Central/ As Triggered	This notice is generated when direct deposit info is changed in IES.	Daily
IL444-2501CF Notice Regarding Your Direct Deposit Request	Customer and Protective Payee	Local or Central/ As Triggered	This notice is generated when customer requests direct deposit with Cash.	Daily
IL444-2655 Information Regarding Child Support Pass Through Payment	Customer	Central/ As Triggered	This notice is generated when IES receives information on a pass through payment mail date and amount through the Food Stamps Budget Information Interface and IES issues the pass through payments through the Benefit Issuance module.	Daily
IL444-267L Notice of Missed Interview	Customer	Central/ As Triggered	As part of the scheduling module, when an appointment date has passed and the status changes to <i>No Show</i> this notice is also sent. This only applies to initial applications..	Daily
IL444-2690 Notice of Decision on Request for Crisis Assistance	Customer	Local or Central/ As Triggered	This notice is generated in response to form 2689 Request for Crisis assistance when TANF is certified in IES with a crisis assistance supplement approved or denied.	As triggered
IL444-2890 SNAP and TANF Mid-Point Report	Customer	Local or Central/ As Triggered	This notice is generated at the cutoff in the month prior to the Mid-Point Report due date (month 5 of the 12 month certification period).	Daily

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Document Name	Recipient	Print Mode/ Print Frequency	Business Trigger	Business Trigger Frequency
IL444-3159A Notice of Benefit Direct Deposit	Customer or Protective Payee/ Guardian – Bank Account Holder	Local or Central/ As Triggered	This notice is sent each time a check is direct deposited in the customer or protective payee's bank account.	Monthly
IL444-3324 Change in Reporting Requirements	Customer	Local or Central/ Daily	This notice is generated when a change certified in IES results in the removal of a case from Simplified Reporting status.	Daily
IL444-3430 Congratulations on Your New Job	Customer	Local or Central/ As Triggered	This notice is generated when a case is certified and the customer has a new job.	Monthly
IL444-360R Notice of Decision SNAP Application - Missed Interview	Customer	Local or Central/ As Triggered	This notice is produced when an applicant misses an interview and SNAP is denied and certified in IES.	Daily
IL444-360C Notice of Decision	Customer	Local or Central/ Daily (As Triggered for SNAP)	The Summary section and the varying case information are triggered when a decision is made in IES to approve, deny or change Cash, Medical and/or SNAP benefits and the case is certified.	Daily
IL444-360X Notice of Decision - Application Registration Denial	Customer	Local or Central/ As Triggered	This notice is generated when an application is withdrawn on the Application Denial/Withdrawal page under 'Maintain Application'.	Daily
IL444-4634 - 4E Time Limit Warning	Customer	Local or Central/ As Triggered	This notice is generated when the TANF clock reaches 48 and 54 months for TANF edges with one adult relative, or two adult relatives and one of them has been determined to have a barrier from work/work training activities.	Monthly
IL444-4634 - 6E Time Limit Warning	Customer	Local or Central/ As Triggered	This notice is generated when the TANF clock reaches 48 and 54 months for TANF edges with two adult relatives, neither one has been determined to have a barrier from work/work training activities.	
IL444-4690C Time Limit Exceptions	Customer	Local or Central/ As Triggered	This is generated when the TANF counter is increased to 57 months. 4691C always is enclosed with this notice on the back as a 2 sided notice.	
HFS 3712MB_VC HBWD and Veterans Care To Start Your Coverage	Customer	Local or Central/ As triggered	This form is generated as an attachment to form 458 MB/VC and 458AK when All Kids, Veterans Care or HBWD Premium Programs are approved and certified. This is an HFS form - defer to HFS.	Daily

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Document Name	Recipient	Print Mode/ Print Frequency	Business Trigger	Business Trigger Frequency
HFS 3848 Authorization for Direct Debit	Customer	Local or Central/ As triggered	This notice is generated as an attachment to Forms 458MB_VC and 458AK to describe how to make premium payments by debit card. This is an HFS form - defer to HFS.	As triggered
HFS 3859A Help Sheet for U.S. Citizenship and Identity Documentation	Customer	Local or Central/ As Triggered	Included as an attachment to the VCL notice when a citizenship or identity VCL record is created for a Medical EDG in IES. This is an HFS form - defer to HFS.	As triggered
HFS 3704 You Can Get Help to Buy Health Insurance	Customer	Local or Central/ As Triggered	<p>This notice is generated with the Medicaid denial and cancellation notices (360 and 157) when an individual is referred to the FFM. This is an HFS form - defer to HFS.</p> <p>The 3704 is the Marketplace form that is enclosed with Notice of Decision when individuals are denied medical for the following reasons:</p> <ul style="list-style-type: none"> • Income exceeds the program standard (after all case progression has occurred and if appropriate, unmet spenddown isn't met) • The value of resources exceeds the limit for AABD/HBWD (unmet spenddown) • Adult does not meet immigration requirement however is determined lawfully present (any document in the IES list should suffice). Do not refer or send the notice to undocumented noncitizens. This group also includes persons approved for emergency medical for ineligible non-citizens. • At least one person who is being denied does not have Medicare. If all persons being denied have Medicare and are denied for one of the reasons listed above, do not insert the 3704 with the 360C. 	As Triggered
HFS 2381 Medical Only Time to Renew Notice	Customer	Central/ Monthly	This notice is generated for the applicable programs on the case 75 days prior to the IES certification end date. This is an HFS form - defer to HFS.	Monthly

Understanding Correspondence Documents in IES



Document Name	Recipient	Print Mode/ Print Frequency	Business Trigger	Business Trigger Frequency
<p>HFS 2381A Medical, Cash and SNAP Redetermination Notice Form A</p> <p>Medical Time to Renew used for Redetermination Process A</p>	Customer	Central/ Monthly	<p>This notice is generated for the applicable programs on the case 75 days prior to the IES certification end date.</p> <p>Form A (2381A) – This form is used as a cover sheet for medical and informs the customer that they continue to be eligible for medical benefits based on the determination made by the eligibility auto-rede process. If there are other programs on the case like Cash and SNAP that are up for redetermination, it clearly instructs the customer to complete Form 1893. This is an HFS form - defer to HFS.</p>	Monthly
<p>HFS 2381B Medical, Cash and SNAP Redetermination Notice Form B</p> <p>Medical Time to Renew used for Redetermination Process B</p>	Customer	Central/ Monthly	<p>This notice is generated for the applicable programs on the case 75 days prior to the IES certification end date.</p> <p>Form B is used as a cover sheet for medical and triggered when Medical benefits are not able to go through automated redetermination in IES. The case includes Cash or SNAP. This is an HFS form - defer to HFS.</p>	Monthly
<p>HFS 3361 Redetermination Form (Medical Extension Cases)</p>	Customer	Central/ Monthly	<p>This notice is sent for Medical extension cases in months 3 and 7 of their 12 month certification period. This is an HFS form - defer to HFS.</p>	Monthly
<p>HFS 643 Medical Only Redetermination Form</p>	Customer	Central/ Monthly	<p>This notice is generated for the applicable programs on a case 75 days prior to the IEs certification end date. This is an HFS form - defer to HFS.</p>	Monthly
<p>HFS 643BCC Health Benefits for Persons with Breast or Cervical Cancer Renewal Form</p>	Customer	Central/ Monthly	<p>This notice is generated when a Breast and Cervical Cancer (BCC) case is due for Recertification at 3, 6 or 12 months depending on the type of treatment. This is an HFS form - defer to HFS.</p>	Monthly
<p>HFS 643RNW Courtesy Renewal Follow up Letter</p>	Customer	Central/ Monthly	<p>This notice is generated on the 18th of the month the renewal form is due when there is no packet received date in IES. This is an HFS form - defer to HFS.</p>	Monthly

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Document Name	Recipient	Print Mode/ Print Frequency	Business Trigger	Business Trigger Frequency
IL444-1893A Medical, Cash and SNAP Redetermination Application	Customer	Central/ Monthly	<p>This notice is generated for the applicable programs on the case 75 days prior to the IES certification end date.</p> <p>Form A is sent after the case was able to go through auto redetermination for medical only. This form needs to be completed for redetermination for other programs.</p>	Monthly
IL444-1893B Medical, Cash and SNAP Redetermination Application	Customer	Central/ Monthly	<p>This notice is generated for applicable programs 75 days prior to the IES certification end.</p> <p>Form B is triggered when Medical benefits are not able to go through automated redetermination in IES.</p>	Monthly
IL444-4769 Earned Income Redetermination Fact Sheet	Customer	Local or Central/ Daily	<p>This notice is generated when a change certified in IES results in the enrollment of a case in Simplified Reporting status.</p>	Monthly
HFS 2286A Healthy Kids Screening Due Notice	Customer	Central	<p>This notice is generated based on children reaching benchmark ages for various pediatric health screenings. The notice is generated one month prior to the individual turning these benchmark ages:</p> <ul style="list-style-type: none"> • 2 months, 4 months, 6 months. • 9 months, 1 year, 1 year 03 months, 1 year 06 months, 2 year, 3 year, 4 year. 5 year, 6 year, 8 year, 10 year, 12 year, 14 year, 16 year, 18 year. <p>This is an HFS form - defer to HFS.</p>	One month prior to individual reaching benchmark age