



Michael R. Pence, Governor  
State of Indiana

*Division of Family Resources*  
402 W. WASHINGTON STREET, ROOM W392  
INDIANAPOLIS, IN 46204-2747

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## MEMORANDUM

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**TO:** Field Staff

**FROM:** Katie Hunter

**RE:** Change Processing

**DATE:** July 16, 2015

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### Change Processing

	<b>Verified</b>	<b>Unverified</b>
FS	Process	Process
TANF	Process	Process
MA	Process	Process
HIP	Process	Leave Pending until next redetermination

- This applies to income changes and non financial information
- Process any changes per current business rule for each program
- If verification is available via electronic sources or if obtained via a 2032, process all affected AG'S per current business rules
- If verifications are not received, process per program policy for all AG's with the exception of HIP. HIP AG will be left pending on AEWA

