**While completing any case work or making changes on a case, here are some things to consider; before, during and after your actions on the case.



1. Before you take action on the case, decide what you think should happen to the benefits as a result of the action you want to take.
	1. *For example: A change report was received indicating that the clients rent has increased. I’m expecting that the FS allotment could change when I update the rent expense page. I’m not expecting HC to be impacted by this change.*
2. After you took action, did the benefits come out like you expected?
	1. *For example: The rent increased by $100, I updated the rent expense screen. The FS allotment increased. The HC remained the same.*
3.  What programs were open before you took action?
4. What programs are open after you took action?
5. Are any programs closing after you took action?
6. If open, did the FS allotment remain the same?
	1. If the allotment changed, what caused the change?
	2. Is a supplement needed for FoodShare?
7. If the HC program (assistance group type) has changed, what caused the change?
	1. *For Example: The client reported new employment, their increased earned income moved them from MAGA to MAGM.*
8. Does the case need to be run with dates for Health Care?