

PERM Eligibility Review Guidance

Guidance Changes Cover Sheet

Section 3

- Clarified information requested for sampling plans.

Section 4

- Added a section to better describe the eligibility sampling unit.
- Reordered section for sampling negative cases to match section for sampling active cases.
- Case action cut off – Using a “snapshot in time” example to demonstrate when cases appear in the active and negative case universes.

Section 5

- Added an example of when a review month can be more than 12 months prior to the sample month and still use for the PERM review.
- More detailed information for resources that must be considered when reviewing cases in accordance with state policy and procedure.
- Revisions to the process to verify information before citing undetermined cases.
 - Excludes landlords and employers as necessary contacts. States may use discretion when considering recipient privacy during eligibility review process.
 - Clarifies that missing case records do not qualify a case to be cited undetermined.
 - Reviewers must make all attempts to complete the entire review, even if one or more eligibility criteria are undetermined.
- Reordered step-by-step process for reviewing negative cases.

Section 6

- Clarified that states must apply adjustments to collected payments if the adjustments occurred within 60 days of the paid date.
- New and additional payment review examples
- Sectioned out section **6.2 Other Payment Review Situations** and added a section on how to handle aggregate payments.

Section 7

- Refinement of the eligibility appeals process based on State feedback and experience.

Added Appendix E

- Policy for Lost or Destroyed Eligibility Records

Appendix I

- Updates to the instructions for the eligibility review reporting form.
 - Eligibility Category selections
 - Cause of Error selections