

### 1.5.1 W-2 Eligibility Reviews

The W-2 agency is required to conduct a W-2 eligibility review at least every six (6) months.

When a CMF, CMF+, or CMU participant has a work schedule that makes it difficult to come into the office for a face-to-face eligibility review, the W-2 agency may conduct the eligibility review by telephone.

#### 1.5.1.1 Conducting W-2 Eligibility Reviews by Telephone **(New Section)**

When conducting a W-2 eligibility review by telephone, the FEP must review the CMF, CMF+, or CMU participant's eligibility information and advise the participant of the verification items and required forms that he or she must submit following the review.

After conducting the W-2 eligibility review by telephone, the FEP must:

1. Summarize the information collected during the interview;
2. Collect a telephonic signature from the participant;
3. Generate a current Case Summary; and
4. Mail the Case Summary and other required forms to the participant unless he or she prefers to pick them up at the W-2 agency.

#### 1.5.1.2 Telephonic Signature **(New Section)**

A signature over the phone has the same legal effect and can be enforced in the same way as a written signature. When a CMF, CMF+, or CMU participant completes a W-2 eligibility review by telephone, a telephonic signature is a valid form of signature on the Case Summary page.