

TLE Supervisory Review Reference Guide

Topics to review		
<input type="checkbox"/>	Was the required letter sent timely?	ACES Letter 50-05, or eJAS Appointment Letter.
<input type="checkbox"/>	Did the letter contain the appropriate canned text?	Canned text informing the recipient/ineligible parent they have the ability to bring a second person of their choosing to the appointment.
<input type="checkbox"/>	Was mail returned?	
<input type="checkbox"/>	Is there current medical evidence in the ECR within the last 12 months?	If yes, was the evidence reviewed?
<input type="checkbox"/>	Has the case been reviewed for family violence?	Was there an effort to connect the person with resources or providers? <i>If available</i> If the participant was in a family violence activity and ceased participation, did we make efforts to contact the participant?
<input type="checkbox"/>	Is there an Equal Access plan?	Did we follow the EA plan?
<input type="checkbox"/>	Was the CE completed or updated within the last 12 months?	Were barriers found and a social service referral offered?
<input type="checkbox"/>	Was a social service assessment completed, if necessary?	Were barriers found and resources provided?
<input type="checkbox"/>	Did you review the case to see if they met one or more of the multiple TLE hardship categories?	