Robert Smith

Program Eligibility Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

MS Office,
Communication Skills,
Data Entry, Multitasking,
Customer Service.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Accomplished Program Eligibility Specialist professional with 9+ years of experience with the Department of Human Services and other private organizations. Proven record in utilizing analytical, writing, coordination and presentation skills in various capacities. Developed a solid understanding of process improvement, operational analysis and best practices and the ability to apply them in practice.

WORK EXPERIENCE

Program Eligibility Specialist

ABC Corporation - June 2011 – July 2015

Responsibilities:

- Assessed the status of new and existing cases via the Code of Maryland Annotated Regulation.
- Interpreted policy and ensured compliance with state and federal laws, regulations, legal mandates, action plans, and policies.
- Served as liaison to other divisions and agencies to develop policies and procedures for community-based programs.
- Determined eligibility for various public assistance programs via a review of referrals for services.
- Interviewed applicants to explain eligibility requirements, form completion requirements, and community resources.
- Provided information regarding long term care benefits for qualified applicants and resources such as rehabilitation specialty facility.
- Evaluated requests and professional findings, in accordance with policies and procedures, and initiated procedures to grant, modify, deny, or terminate eligibility for assistance with recommendations and options for services, referring the client to alternative sources, or preparing additional requests for evaluation and assistance.

Program Eligibility Specialist

Delta Corporation - 2007 – 2011

Responsibilities:

- Systematically and confidentially interview clients and/or families for various state programs SNAP, ArKids, Adult, or Family.
- Determining program eligibility and processed applications for SNAP and Medicaid services; maintained files; prepared correspondence; cooperated.
- Document review for accuracy and assessment of client need(s) based on information reported or declared during an interview Corresponding with clients, .
- Dynamic Case Worker Financial Eligibility Determination Client Interviewing Documentation and Compliance.
- Processed and determining clients eligibility for government programs (Medicaid, Food Stamps, Child Care, etc) Interviewed more than 50 applicants.
- Supervisor -Etta Turner- 501-362-3298 Interviewing clients to determine

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eligibility for SNAP and Medicaid Assess and screen clients Document.

- Reason for leaving a loss of funding-tentative.

Education

Bachelor Science

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