

Local Amendment Process for Mock Eligibility

- a. THE FUNCTION OF THE MOCK ELIG AMENDMENT IS ONLY TO CORRECT ERRORS MADE IN ENTERING THE DISABILITIES FOR THE ELIG WITH THIS DATE.
- b. WHEN DOING THIS – PAY ATTENTION TO THE TYPE OF MOCK ELIG – INTIAL OR REELIG. IF THE ELIG TYPE OR ELIG DATE NEEDS TO BE CORRECTED, PLEASE SEND IN A HELP TICKET.
- c. We will show an AMEND ELIG button for only system admins on the elig tab

Eligibilities

No.	View/Update	Eligibility Type	Eligibility Date	Lapse Date	End Date	Is Eligible	Eligibility Status	Download	Amend Eligibility
1	View	ReEligibility	10/02/2012	10/02/2015		Yes	Active		Amend Eligibility

- d. This will be available for 1 year after submission of mock elig UNLESS a Redeterm has subsequently been created in GO. If a Redeterm has been completed, the amend option will no longer be available and a HELP ticket will need to be submitted. Selecting that button will inactivate the old mock elig and open a new one. **The date cannot be corrected – only disabilities**

<input type="checkbox"/>	TRAUMATIC BRAIN INJURY
<input type="checkbox"/>	VISUAL IMPAIRMENT

Comments:

Elig_Correction

Upload

Correction Documents:

Document Name	Document Type	Uploaded By	Upload Date
No Reason for Correction Document Found			

Upload Document - Reason for Eligibility Correction:

Select Document:

[Browse...](#)

Document Name:

[Save Document](#)

- i. Be sure to check ALL disabilities identified in the actual eligibility with that date
 - ii. If SDD is added or eliminated this might impact lapse date – but the lapse date will correctly calculate when submitted.
- e. GO will require an upload of the elig this mock elig represents prior to submission of the correction. Upload that and select the SAVE DOCUMENT button.

- f. Then you will see a SUBMIT button to select.
- g. The primary disability in any associated mock iep will also be automatically edited and corrected in this process

Select Primary Disability

Please select Primary Disability to be amended to the IEP amendment : OTHER HEALTH IM

Close

Submit

- h. The disability(ies) in any active associated full IEP developed in GO will need to be revised by completing an IEP amendment. An amendment will be automatically opened. BE SURE TO TYPE INTO THE MINUTES THAT THE DISABILITIES WERE REVISED BASED ON A CORRECTED AMENDMENT OF A MOCK ELIG INSIDE GO-IEP.
- i. Any archived system created IEP or amendment will NOT be changed
- j. Only one correction can be allowed per eligibility. If an error is made when amending the mock eligibility, a HELP ticket will need to be submitted.