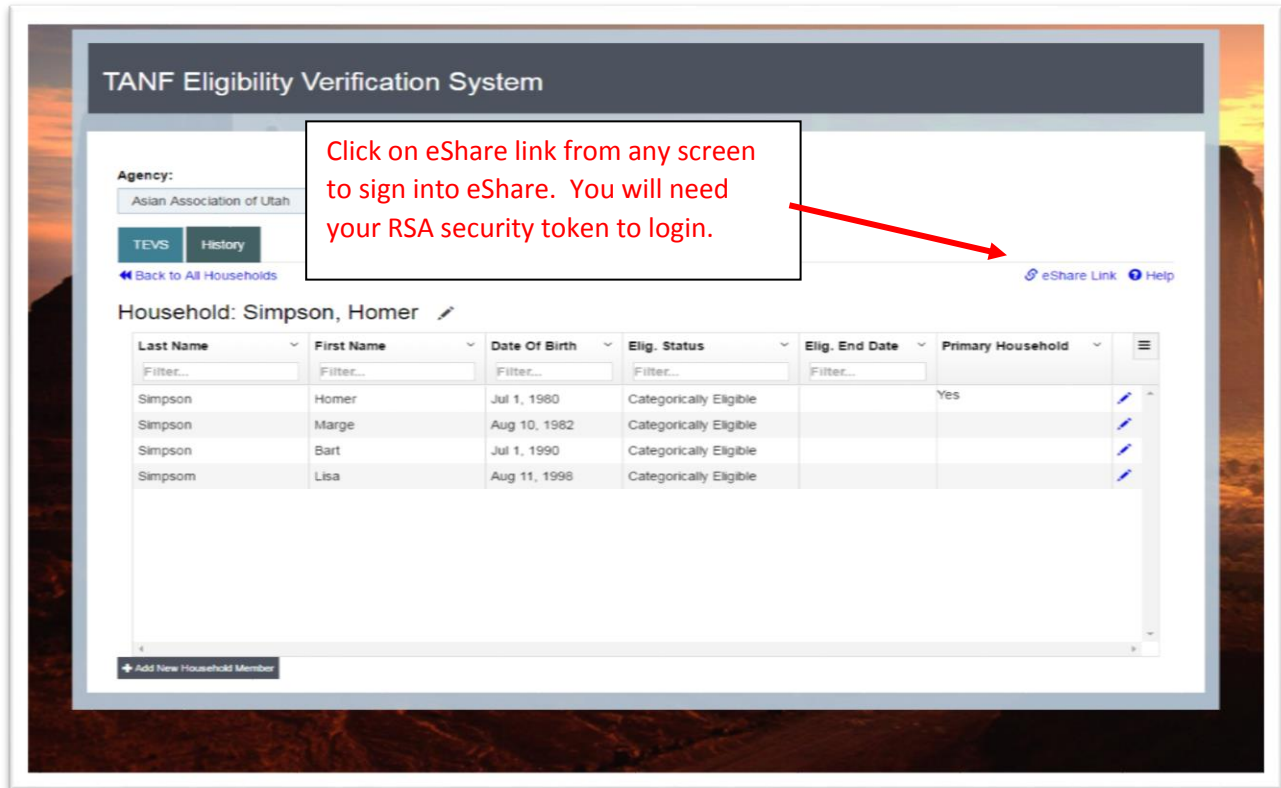
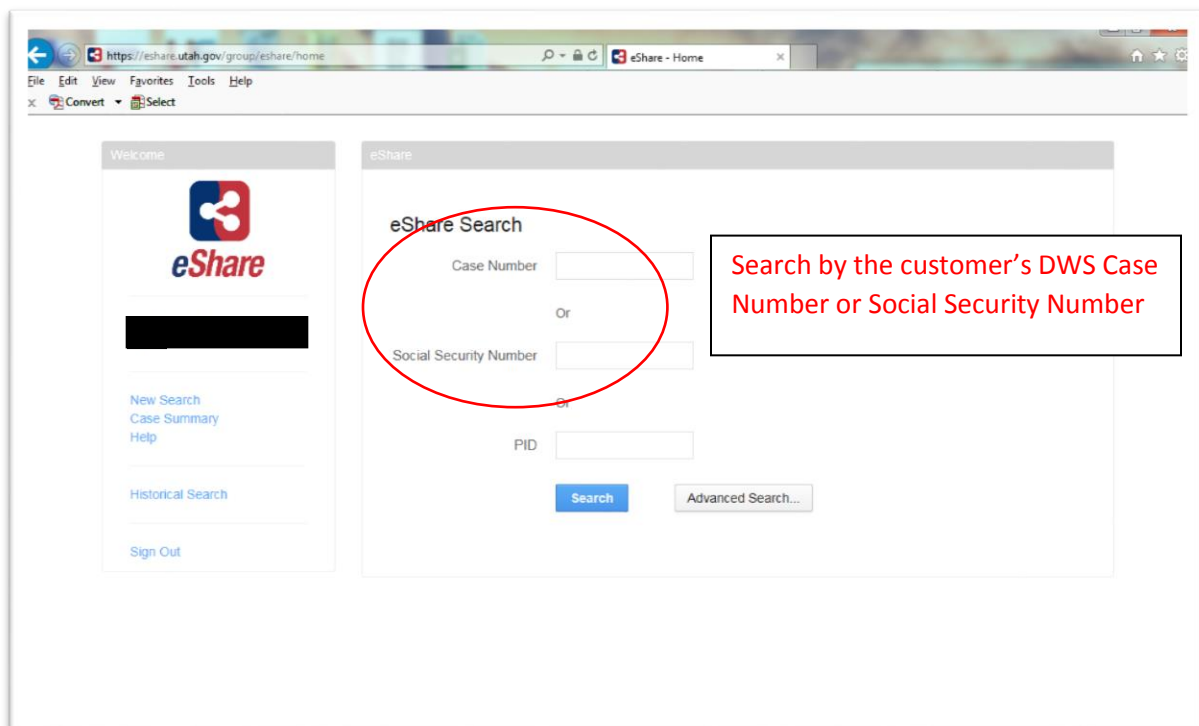


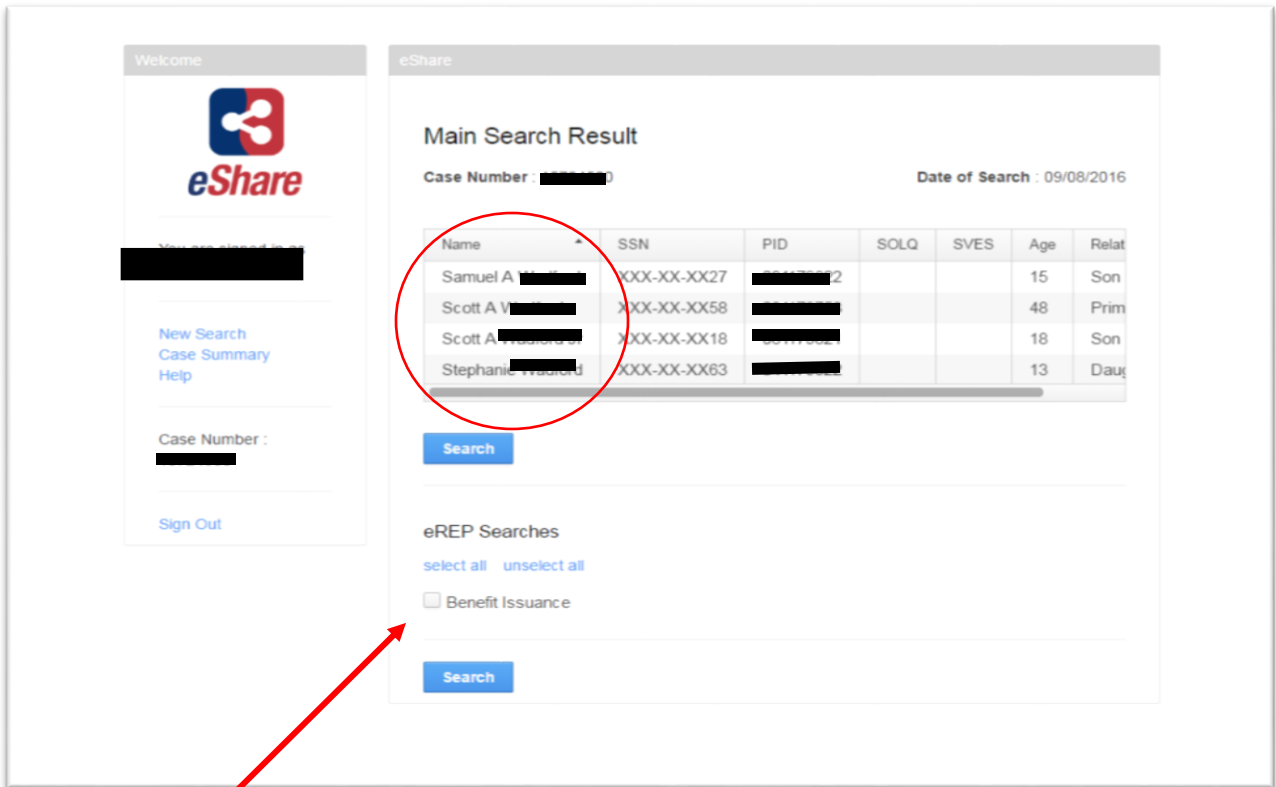
Using eShare Interface to Verify DWS Benefits



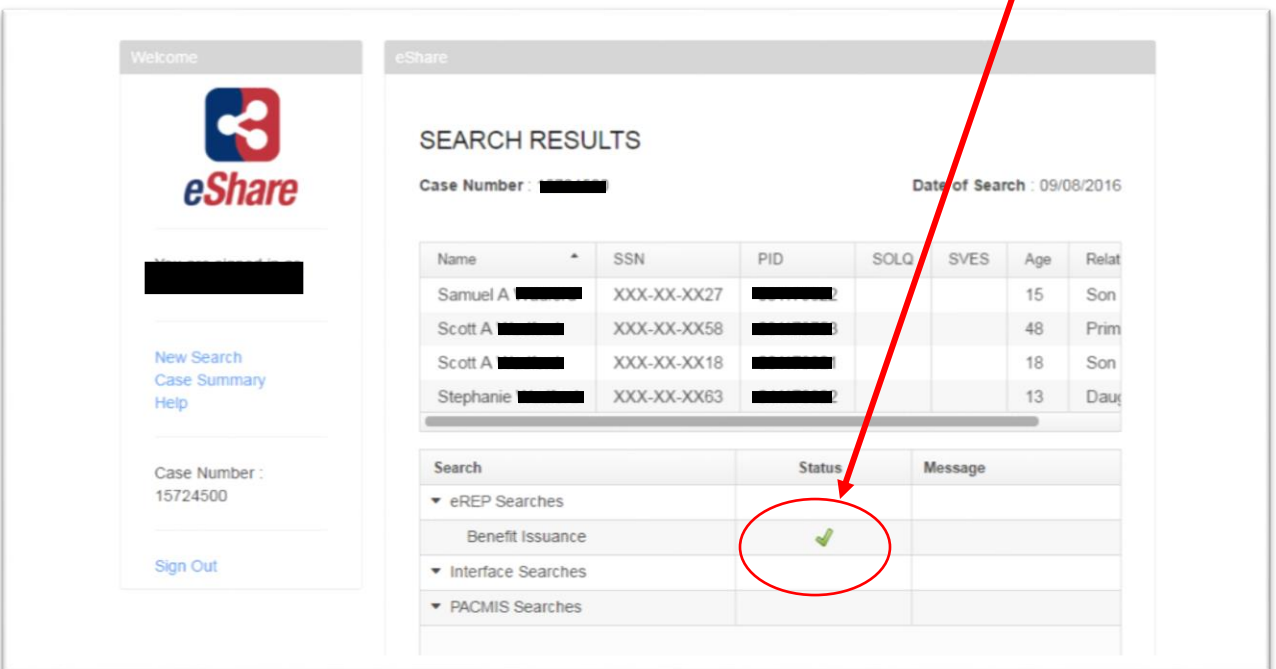
Log into eShare using your assigned RSA security token. Enter the RSA passcode (the 6 digit numbers on the token). After you log in, you can search by the customer's case number or Social Security Number.



The next screen displays the household members. The household members should match the Form 300, unless their current situation has changed since they last applied for DWS benefits. **If the household is different than Form 300, verify with the customer why there is a change and make a note in TEVS.**



Check Benefit Issuance box then click on Search. On the next screen, click on the green check mark.



Check the date range. The date range should reflect the **same month the customer applies for contracted services**. This screen also displays all Programs the customer has applied for, the Benefit Month, Date Issued, Amount received (if on Food Stamps and Financial) and the Status. The Status of "Issued" means benefits were issued during that month.

The screenshot shows the eShare interface with the 'Benefit Issuance' section. The 'From Date' is 10/1/15 and the 'To Date' is 9/30/16. The 'Program' dropdown is set to 'Children-Age 6-18'. A table below shows the following data:

Benefit Month	Date Issued	Amount	Status
September	08/24/2016	0.00	Issued
August	08/19/2016	0.00	Issued

Click on the drop down to display the programs the customer has applied for.

The screenshot shows the eShare interface with the 'Benefit Issuance' section. The 'From Date' is 8/19/16 and the 'To Date' is 8/24/16. The 'Program' dropdown menu is open, showing the following options: Children-Age 6-18, Children-Age 6-18, Family-PCR, and Food Stamps. The table below shows the following data:

Benefit Month	Date Issued	Amount	Status
September	08/24/2016	0.00	Issued
August	08/19/2016	0.00	Issued

If the customer receives Food Stamps or Financial, it will also display the amount received during the month.

Welcome

eShare

Benefit Issuance

(Information on this screen varies based on user role)

From Date: 8/19/16 To Date: 8/24/16

Program: Food Stamps

Benefit Month	Date Issued	Amount	Status
September	08/19/2016	649.00	Issued
August	08/19/2016	293.00	Issued

Case Number : [REDACTED]

[Sign Out](#)