

ARKANSAS REGISTER

Proposed Rule Cover Sheet



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Name of Department _____

Agency or Division Name _____

Other Subdivision or Department, If Applicable _____

Previous Agency Name, If Applicable _____

Contact Person _____

Contact E-mail _____

Contact Phone _____

Name of Rule _____

Newspaper Name _____

Date of Publishing _____

Final Date for Public Comment _____

Location and Time of Public Meeting _____

FINANCIAL IMPACT STATEMENT

PLEASE ANSWER ALL QUESTIONS COMPLETELY

DEPARTMENT _____
DIVISION _____
PERSON COMPLETING THIS STATEMENT _____
TELEPHONE NO. _____ **FAX NO.** _____ **EMAIL:** _____

To comply with Ark. Code Ann. § 25-15-204(e), please complete the following Financial Impact Statement and file two copies with the questionnaire and proposed rules.

SHORT TITLE OF THIS RULE _____

1. Does this proposed, amended, or repealed rule have a financial impact?
Yes _____ No _____
2. Is the rule based on the best reasonably obtainable scientific, technical, economic, or other evidence and information available concerning the need for, consequences of, and alternatives to the rule?
Yes _____ No _____
3. In consideration of the alternatives to this rule, was this rule determined by the agency to be the least costly rule considered? Yes _____ No _____
If an agency is proposing a more costly rule, please state the following:
 - (a) How the additional benefits of the more costly rule justify its additional cost;
 - (b) The reason for adoption of the more costly rule;
 - (c) Whether the more costly rule is based on the interests of public health, safety, or welfare, and if so, please explain; and
 - (d) Whether the reason is within the scope of the agency's statutory authority, and if so, please explain.
4. If the purpose of this rule is to implement a federal rule or regulation, please state the following:
 - (a) What is the cost to implement the federal rule or regulation?

Current Fiscal Year

General Revenue _____
Federal Funds _____
Cash Funds _____
Special Revenue _____

Next Fiscal Year

General Revenue _____
Federal Funds _____
Cash Funds _____
Special Revenue _____

Other (Identify) _____

Total _____

Other (Identify) _____

Total _____

(b) What is the additional cost of the state rule?

Current Fiscal Year

General Revenue _____

Federal Funds _____

Cash Funds _____

Special Revenue _____

Other (Identify) _____

Total _____

Next Fiscal Year

General Revenue _____

Federal Funds _____

Cash Funds _____

Special Revenue _____

Other (Identify) _____

Total _____

5. What is the total estimated cost by fiscal year to any private individual, entity and business subject to the proposed, amended, or repealed rule? Identify the entity(ies) subject to the proposed rule and explain how they are affected.

Current Fiscal Year

\$ _____

Next Fiscal Year

\$ _____

6. What is the total estimated cost by fiscal year to state, county, and municipal government to implement this rule? Is this the cost of the program or grant? Please explain how the government is affected.

Current Fiscal Year

\$ _____

Next Fiscal Year

\$ _____

7. With respect to the agency's answers to Questions #5 and #6 above, is there a new or increased cost or obligation of at least one hundred thousand dollars (\$100,000) per year to a private individual, private entity, private business, state government, county government, municipal government, or to two (2) or more of those entities combined?

Yes _____ No _____

If YES, the agency is required by Ark. Code Ann. § 25-15-204(e)(4) to file written findings at the time of filing the financial impact statement. The written findings shall be filed simultaneously

with the financial impact statement and shall include, without limitation, the following:

- (1) a statement of the rule's basis and purpose;
- (2) the problem the agency seeks to address with the proposed rule, including a statement of whether a rule is required by statute;
- (3) a description of the factual evidence that:
 - (a) justifies the agency's need for the proposed rule; and
 - (b) describes how the benefits of the rule meet the relevant statutory objectives and justify the rule's costs;
- (4) a list of less costly alternatives to the proposed rule and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (5) a list of alternatives to the proposed rule that were suggested as a result of public comment and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (6) a statement of whether existing rules have created or contributed to the problem the agency seeks to address with the proposed rule and, if existing rules have created or contributed to the problem, an explanation of why amendment or repeal of the rule creating or contributing to the problem is not a sufficient response; and
- (7) an agency plan for review of the rule no less than every ten (10) years to determine whether, based upon the evidence, there remains a need for the rule including, without limitation, whether:
 - (a) the rule is achieving the statutory objectives;
 - (b) the benefits of the rule continue to justify its costs; and
 - (c) the rule can be amended or repealed to reduce costs while continuing to achieve the statutory objectives.

Statement of Necessity and Rule Summary

SNAP 9000 Expedited Case Actions

Statement of Necessity:

The current SNAP Expedited Services policy places undue hardship on SNAP clients, which negatively affects county offices' productivity. The mandated applications, interviews, and verifications can often cause a client's service to be interrupted, which in turn, increases the workload of the county office staff. The Food and Nutrition Service (FNS) has advised the agency that the current SNAP policy did not comply with federal SNAP regulations. Streamlining the expedited services process will provide timely and improved services to our clients.

Summary:

Households granted expedited service will receive the most appropriate certification period for their household if all eligibility requirements are met at initial interview.

All other households will be certified for one (1) or two (2) months determined by their application date and verification will be postponed. Verification that was postponed, must be returned by the end of the certification period or within thirty (30) days of the end of the certification period to be recertified for additional benefits.

The proposed rule requires all reasonable efforts be made to verify all eligibility requirements during the expedited interview.

There are no limits on the number of times Expedited Services are requested. If verification was postponed but not returned, the household must return the verification before receiving expedited services again. However, if it has been twelve (12) months or more since the household last received expedited services, the household may receive expedited services.

Finally, some business processes and examples are removed from the rule.

NOTICE OF RULE MAKING

The Director of the Division of County Operations of the Department of Human Services announces for a public comment period of thirty (30) calendar days a notice of rulemaking for the following proposed rule under one or more of the following chapters, subchapters, or sections of the Arkansas Code: §§ 20-76-201, and 25-10-129.


Effective April 1, 2021:

The Director of the Division of County Operations (DCO) revises the Supplemental Nutrition Assistance Program (SNAP) Certification Manual sections covering expedited cases. The revisions align current SNAP policy with federal SNAP regulations and ease undue hardships on clients. The changes remove examples and business processes and clarify and standardize language. Also, households granted expedited service will receive the most appropriate certification period if all eligibility requirements are met at the initial interview. Those with verification postponed at the initial interview will be certified for one or two months depending on their application date. Postponed verification must be returned by the end of the certification period or within thirty days of the end of the certification period to be recertified. The rule requires all reasonable efforts be made to verify all eligibility requirements during the expedited review. Also, if verification was previously postponed and not returned, a household must return the verification before receiving expedited services again. However, if it has been twelve months or more since the household last received expedited services the household may receive expedited services.

The proposed rule is available for review at the Department of Human Services (DHS) Office of Rules Promulgation, 2nd floor Donaghey Plaza South Building, 7th and Main Streets, P. O. Box 1437, Slot S295, Little Rock, Arkansas 72203-1437. You may also access and download the proposed rule at <https://humanservices.arkansas.gov/do-business-with-dhs/proposed-rules/>. Public comments must be submitted in writing at the above address or at the following email address: ORP@dhs.arkansas.gov. All public comments must be received by DHS no later than **November 8, 2021**. Please note that public comments submitted in response to this notice are considered public documents. A public comment, including the commenter's name and any personal information contained within the public comment, will be made publicly available and may be seen by various people.

If you need this material in a different format, such as large print, contact the Office of Rules Promulgation at 501-396-6428.

The Arkansas Department of Human Services is in compliance with Titles VI and VII of the Civil Rights Act and is operated, managed and delivers services without regard to religion, disability, political affiliation, veteran status, age, race, color or national origin. **4502044082**



Mary Franklin, Director
Division of County Operations

SNAP CERTIFICATION MANUAL – SECTION 9000

9100 Expedited Case Actions – Summary

9200 Households Entitled to Expedited Service

9100 Expedited Case Actions – Summary

SNAP Manual -10/01/97

Certain eligible households are entitled to receive Supplemental Nutrition Assistance Program benefits within seven calendar days of application. Households entitled to expedited service are identified through a screening process.

The following section of policy identifies the households entitled to expedited service and describes the procedures under which applications from these households are processed.

9200 Households Entitled to Expedited Service

SNAP Manual 06/01/0504/01/2022

~~Expedited application processing will be provided to:~~ The following households are entitled to expedited service:

1. All households with one hundred dollars (\$100) or less in countable liquid resources (i.e., cash on hand, checking or savings accounts, savings certificates, and lump sum payments) and less than one hundred and fifty (\$150) in gross monthly income; ~~or~~
2. Eligible households whose total combined gross monthly income and liquid resources are less than the amount incurred by the household for its utilities and rent or mortgage payment; or
3. Destitute households with one hundred dollars (\$100) or less in countable liquid resources (i.e., cash on hand, checking or savings accounts, savings certificates, and lump sum payments). Only households that contain migrant or seasonal farm-worker members in the job stream may be considered ~~to be~~ destitute. ~~– (See SNAP 9600)~~ SNAP 9600 for a full explanation.

~~The expedited service requirement applies to the first month of the certification period.~~

EXAMPLE 1: ~~— A household applies for SNAP benefits on June 25. The household reports that the only household member who works has been fired from his job. He will receive three pay checks in June. His gross income for June is \$1,500. The household's total shelter costs are \$750. They expect no earned income or UI benefits in July. This household is not entitled to expedited service because they have too much income during the month of application. Even though the household has very little income in the following month, the household must be certified under normal procedures specified in SNAP 8500.~~ SNAP 8500.

SNAP CERTIFICATION MANUAL – SECTION 9000

9200 Households Entitled to Expedited Service

9200 Households Entitled to Expedited Service

~~**EXAMPLE 2:** — At the interview, the worker determines that a household is not eligible for the month of application but is eligible for expedited service for the following month. The household must receive their first issuance of SNAP benefits within seven calendar days of the date of application or on the first day of the first month of eligibility, whichever is later. In order to avoid an overdue application, the worker may deny the register number for the month of application and reregister the same application for the next month.~~

Sometimes a household disqualified for failure to cooperate with a quality assurance (QA) reviewer will reapply and be entitled to expedited service. Any such household reapplying within ninety-five (95) days of the end of the QA annual review period must cooperate with the QA reviewer prior to certification.

Any such household, reapplying more than ninety-five (95) days after the end of the annual QA review period, has to provide verification of all eligibility requirements before certification. However, if the household is entitled to expedited service, only identity must be verified before

SNAP CERTIFICATION MANUAL – SECTION 9000

9200 Households Entitled to Expedited Service
to Expedited Service

9321 Applications Submitted In Person

the first month's benefits are issued. ~~Before the~~The second month's benefits are issued, the household must provide verification of all eligibility requirements before its next certification period begins.

There is no limit to the number of times a household may be certified under the expedited service provisions. However, prior to each subsequent expedited certification, the household must either complete the verification requirements that were postponed or be certified under normal processing standards. See ~~SNAP 9441.1~~SNAP 9441.1 for additional information.

9300 Screening Applications

SNAP Manual ~~06/01/05~~04/01/2022

Each SNAP application received in the county office must be screened to determine if the household is entitled to expedited service. if the household is not currently participating in the Supplemental Nutrition Assistance Program. This includes:

- Initial applications; and
- Applications for recertification received after the end of the household's certification period but within thirty (30) days of the last day of the household's last month of certification.

Screening is accomplished by reviewing the application form to determine if the household meets the criteria in ~~SNAP 9200~~SNAP 9200.

A currently certified household, that submits an expedited application before the household's recertification is due, may be attempting to report a change. If the applicant is still in the office, a county worker will interview the applicant to determine why an application was submitted. A Telephone Report (~~DCO-271~~) will be completed if necessary.

SNAP CERTIFICATION MANUAL – SECTION 9000

9200 Households Entitled to Expedited Service
Applications

9300 Screening
9321 Applications Submitted In Person

If the applicant has left the office, a worker will review the application in an attempt to determine if the household is trying to report a change. If the worker can tell that a change has occurred and can determine the extent of the change, the application will be handled as a reported change (see SNAP 11100SNAP 11100-1150011500). If not, a request for contact will be issued to the household (see SNAP 12400SNAP 12400 for instructions).

NOTE: Prior to certification, the county office worker must determine if the household's last application was certified under the expedited provisions with verification postponed. The household must either complete the verification requirements that were postponed or be certified under normal processing standards. See SNAP 9441.1SNAP 9441.1 for additional information.

Expedited Screening Guide Used Withwith Request for Assistance (DCO-215)

Is the household's total reported income less than \$150? ☐ YES ☐ NO

(This is question 1 on the RFA.)

Are the household's total reported resources \$100 or less? ☐ YES ☐ NO

(This is question 2 on the RFA.)

If YES to both I and II above, the household is entitled to expedited service.

If NO, to either number I or II above, go to number III below.

Add together: RFA qQuestion 1 (total income) _____

+ RFA qQuestion 2 (total liquid resources) _____

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9200 Households Entitled to Expedited Service
Applications

9321 Applications Submitted In Person

~~Enter the result here \$_____~~

~~Enter shelter cost from RFA question 3 \$_____~~

~~Is the amount entered as shelter costs more than the household's total income and resources? ☐ YES ☐ NO~~

~~If YES, the household is entitled to expedited service.~~

~~If NO, go to number IV below.~~

~~If NO to question 4, the household is not entitled to expedited service. STOP HERE.~~

~~If "YES" to RFA question A and "NO" to RFA question "B", the household is entitled to expedited service.~~

~~If "YES" to RFA question A and "YES" to RFA question B, go to number VI below.~~

~~If "YES" to RFA question A and "YES" to RFA question B, is total income (RFA qQuestion 1) \$25.00 or less? ☐ YES ☐ NO~~

~~If YES, the household the household is entitled to expedited service.~~

~~If NO, the household is not entitled to expedited service.~~

9321 Applications Submitted in Person

SNAP Manual 07/01/0304/01/2022

An individual requesting a SNAP application may verbally indicate that the household is in desperate need. These households will be encouraged to file an application immediately. {Upon request, the application form will be provided in an alternative format such as large print, etc.}

Assistance in completing the application form will be provided ~~if requested.~~

SNAP CERTIFICATION MANUAL – SECTION 9000

9200 Households Entitled to Expedited Service Applications

9321 Applications Submitted In Person

When the application is submitted, ~~an~~ a county office worker ~~eligibility worker~~ will immediately screen the application. If the household appears to be entitled to expedited service, the household's application will be processed in accordance with the office's Agency's expedited procedures. If the household does not appear to be entitled to expedited service, this will be noted in the "Screening Section" on the application at the top of page 2 on the *Request for Assistance* (DCO-215.). ~~The application will be processed in accordance~~ according with ~~to the~~ the ~~Agency's~~ office's regular procedures.

The county should be sensitive to situations where the household may be in desperate need and yet not meet the expedited service criteria. For example, a household may move from one county to another resulting in a break in participation. Applications from participating households who reapply as a result of a move to or from another county will be processed, to the extent possible, so the household receives its benefits at the normal time. Verification will not be postponed.

When an applicant disagrees with a worker's decision not to expedite an application, a supervisor must review the application. The applicant may be interviewed to obtain additional information or to clarify inconsistent information. Based upon the application and/or additional information obtained, the supervisor will make a decision ~~decided~~ determine about the household's eligibility for expedited service.

SNAP CERTIFICATION MANUAL – SECTION 9000

9300 Screening Applications

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9323 Household Moved from Another State

9322 Applications Received by Mail

SNAP Manual ~~10/01/97~~04/01/2022

Applications received by mail will be screened to see if the applicant has declared an immediate need for SNAP benefits. If, based upon the information on the application, the household is entitled to expedited services, the application will be processed ~~under~~according to the ~~local office~~Agency's expedited service procedures. Lack of a telephone number on the application must not delay delivery of expedited service beyond mandated time frames.

~~NOTE:~~ Applications received from the Social Security Administration (SSA) through the joint processing provisions (~~SNAP 8920~~SNAP 8920) must also be screened. Expedited applications received from SSA must be processed by the same guidelines. - These applications must also be screened for ESAPElderly Simplified Application Project (ESAP) eligibility.

9323 Household Moved ~~f~~From Another State

SNAP Manual ~~07/01/03~~04/01/2022

When an expedited applicant has just moved to Arkansas, the worker must ask if the household is receiving SNAP in another state. If yes, the household will not be eligible to participate for the month of application. ~~{~~The worker must notify the other state that the household has applied in Arkansas.~~}~~

If the household is eligible for the following month, the worker will use the same application to certify the household for the second month. If the household is entitled to expedited service in the second month, the application must be processed within seven (7) calendar days of the date of application or the first working day of the following month, whichever is later.

An expedited applicant who has moved to Arkansas from another state will be asked to sign a statement that the household is not currently authorized to receive benefits in that state. Once the statement has been signed, the worker will contact the state where the applicant is certified to determine if benefits were authorized for the current month. If benefits were authorized, the worker will determine if the applicant may access those benefits in Arkansas with the EBT card issued by the other state. If the household's benefits for the current month have been authorized and the household can access those benefits in Arkansas with the EBT card issued by the other state, the household will not be certified in Arkansas for the current month.

SNAP CERTIFICATION MANUAL – SECTION 9000

9300 Screening Applications

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9400 Processing Standards

9324 Agency Conference

SNAP Manual 10/01/97

Households disputing a county decision not to expedite a SNAP application will be offered an agency conference within two working days. The household may request the conference be scheduled at a later date. Households may orally decline an agency conference.

The household will be advised that the agency conference is optional and will in no way delay or replace an administrative hearing. Even though the agency conference may lead to an informal resolution of the dispute, any requested hearing must be held unless the household makes a written withdrawal of its request.

Agency conferences must be attended by a supervisor and by the household ~~and~~/or its representative. The worker responsible for the decision to deny expedited service may attend the conference.

9325 Tracking Expedited Applications

SNAP Manual ~~07/01/03~~04/01/2022

An expedited application is one where the approval or denial is an initial application or an application for recertification received after the end of the household's certification period but within 30 days of the last day of the household's last month of certification. Dispositions of expedited applications are ~~reported on the FS-3095, Expedited Service Disposal~~ tracked within the eligibility system. The expedited indicators are code "Y" or code "L." Code "Y" indicates the application was screened and identified as an expedited application when it was registered. Code "L" indicates the application was identified as an expedited application sometime later in the application process (see ~~SNAP 9410~~SNAP 9410). The date that the household was found to be entitled to expedited service is the late determination date (LDDATE). The processing time frame for late determinations is seven (7) days from the date the application was identified as an expedited application.

9400 Processing Standards

SNAP Manual ~~07/01/03~~04/01/2022

SNAP benefits must be ~~received available by to the~~ expedited households by the seventh calendar day from the date of application or the late determination date. The seven-day period

SNAP CERTIFICATION MANUAL – SECTION 9000

9300 Screening Applications

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9400 Processing Standards

begins the day after the application is received in the county office and is continuous. ~~No~~
~~provisions are made~~This includes ~~for~~ weekends

Mark-Up

SNAP CERTIFICATION MANUAL – SECTION 9000

9400 Processing Standards

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9430 Out of Office Interviews

~~or and~~ holidays. For example, if an expedited application is received on Tuesday, November 10; the seven-~~calendar-calendar~~-day period begins on Wednesday, November 11 (a holiday), and ends on ~~Sunday~~Tuesday, November ~~17~~5.

9410 Changes in Expedited Status

SNAP Manual ~~07/01/03~~04/01/2022

If screening fails to identify a household entitled to expedited service and the county later discovers the error, expedited service must be provided within seven ~~(7)~~ calendar days of the date of discovery. If a household becomes entitled to expedited service as the result of a change which occurred after application, but before the interview, the expedited service must be provided within seven ~~(7)~~ calendar days of the date of discovery. See ~~SNAP 9325~~SNAP 9325 for additional information. } If a household loses its entitlement to expedited service between the date of application and the date of interview, the county worker will process the application under the guidelines in ~~SNAP 8500~~SNAP 8500. The application must be reclassified as a non-expedited application in order for the system to begin tracking the application as a regular application. {See ~~SNAP 9420~~SNAP 9420 for instructions on handling applications where the household misses an expedited interview. }

9420 Scheduling Interviews

SNAP Manual ~~07/01/03~~04/01/2022

Application interviews with expedited households must be scheduled to comply with the ~~seven-day~~ processing standards specified above. In no instance will the interview be waived in order to process the application within the specified timeframes.

~~If an expedited applicant misses an interview and requests another, the second interview must be scheduled on the same day if possible. If the applicant declines the rescheduled interview and requests that one be scheduled at a later date, this must be documented in the case record. When an expedited application is received via the mail, the same processing standards apply. The household will be notified of the appointment for an interview via telephone if possible. If this is impossible, no more than one day will be allowed for mailing the household a notification of the appointment. The reason for the delay must be fully documented in the case record.~~

~~An expedited household that misses the first scheduled interview still retains the right to expedited service. The application must be held the full 30-day period specified in SNAP 8500SNAP 8500. Should the household request a second (or third) interview during this 30-day period, the request will be honored. Expedited households that decline an appointment on the~~

SNAP CERTIFICATION MANUAL – SECTION 9000

9400 Processing Standards

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9430 Out of Office Interviews

~~date of application or the following day and request an appointment on a later day, retain the right to expedited service.~~

~~To prevent the application from appearing as overdue on the report of expedited cases when the appointment has been rescheduled, the expedited indicator will be changed from a code "Y" to a code "L". The "LDDATE" will be the date of the second interview.~~

Case records will be documented regarding the scheduling of the interviews. Documentation will include copies of all forms used to schedule interviews and a narrative fully explaining the scheduling or rescheduling of the interview.

9430 Out-of-Office Interviews

SNAP Manual ~~10/01/97~~04/01/2022

When an expedited household is entitled to an out-of-office interview as specified in ~~SNAP 8250~~SNAP 8250, the interview must be conducted. The application must be processed in accordance with the standards in ~~SNAP 9400~~SNAP 9400.

If an application has not been submitted when the telephone interview is conducted, the application must be completed during the course of the interview. The completed application

SNAP CERTIFICATION MANUAL – SECTION 9000

9400 Processing Standards

9441.1 Postponed Verification

will be ~~mailed that same day to the household for signature~~ signed by electronic or mailed for signature. Day one (1) of the processing standards will be the date ~~the after~~ immediately following the date of the telephone interview ~~signed application is received in the county office.~~

If an application has not been submitted and a home visit is made, the application will be completed during the home visit. The worker who completed the interview will return the application to the county office the same day. Processing standards will begin on the day the home visit is conducted.

9440 Processing Expedited Applications

SNAP Manual ~~10/01/97~~ 04/01/2022

SNAP sections 9440-9446 contain instructions for processing expedited applications.

9441 Verification

SNAP Manual ~~10/01/97~~ 04/01/2022

~~Expedited households must provide verification of the identity of the case head~~ In all cases, the case head's identity shall be verified through a collateral contact or any available documentation. ~~In addition, the worker must make every~~ All reasonable efforts ~~shall be made~~ to verify the household's residency, income (or lack of income), liquid resources, ~~actual~~ utility costs (if used), and medical expenses during the interview. ~~Any such verification that cannot be obtained during the interview will be postponed~~ Verification of these factors can be accomplished through collateral contacts or easily obtainable documentation. However, The application will not be delayed to verify these factors application processing will not be delayed because these factors have not been verified. See ~~SNAP 9441.1~~ SNAP 9441.1 for additional information.

~~The following documentary evidence~~ documentation may be readily ~~easily~~ available to verify identity; however, other documents ~~ary~~ vidence may be used if it clearly verifies the identity of the bearer.

- ~~1. A driver's license~~
- ~~2. Work or school I.D.~~
- ~~3. I.D. for health benefits or other assistance program~~
- ~~4. Voter registration card~~
- ~~5. Birth certificate~~
- ~~6. Wage stubs~~

SNAP CERTIFICATION MANUAL – SECTION 9000

9400 Processing Standards

9441.1 Postponed Verification

~~7. Documentary evidence in the case file from previous certifications~~

Households unable to supply documentary evidence to verify identity may supply a collateral contact. See the Glossary definition of ~~Verification~~Verification for additional information. Once a collateral contact has been supplied or assistance has been requested, the worker must take immediate action to verify identity through the collateral contact.

~~The following documentary evidence may be readily available to verify income.~~

- ~~1. Pay check stubs~~
- ~~2. Pay envelopes~~
- ~~3. Award letters~~
- ~~4. Online screens (e.g. WESDARFINDS)~~

~~It may also be possible to contact an employer or agency by telephone to verify income immediately.~~

~~The following documentary evidence may be readily available to verify residency.~~

- ~~1. Rent receipts~~
- ~~2. Mortgage payment books~~
- ~~3. Utility receipts~~
- ~~4. Driver's license containing the applicant's current address~~

9441.1 Postponed Verification

SNAP Manual ~~10/01/97~~04/01/2022

~~Verification of the following items may be postponed for households entitled to expedited service~~When verification of eligibility factors other than identity cannot be accomplished during the interview, certification of households entitled to expedited service must not be delayed.

Verification of the factors listed below may be postponed:

1. Residency
2. Income (including the lack of income)
3. Liquid resources
4. ~~Actual utilities~~Utilities

SNAP CERTIFICATION MANUAL – SECTION 9000

9400 Processing Standards

9443 Work Registration

5. Medical costs
6. Alien status
7. Social Security number
- 6-8. Work Registration

There is no limit to the number of times a household may be certified under the expedited service provisions. However, prior to each subsequent expedited certification, the household must either complete the verification requirements that were postponed or be certified under normal processing standards.

Prior to certification, the eligibility worker must determine if the household's last application was certified under the expedited provisions with verification postponed. If the verification postponed at the last expedited certification occurred within one (1) a year, the household must complete the verification requirements that were postponed. If the postponed verification from the previous certification is beyond twelve (12)-months from the current application date, the household must be certified under normal processing standards.

EXAMPLE 1: A household was certified in August for one month with verification of income postponed. The income verification is supplied when the household reappplies in September. The household is certified for September and October and then does not reapply until the following February. The household is entitled to expedited service in February.

EXAMPLE 2: A household was certified in August for one month with verification of income postponed. No income verification is supplied. The household does not reapply until December. At that time, the household is subject to the full verification requirements.

— In some instances, when the application period covers more than one month, restored benefits may be provided to households when postponed verification is supplied.

EXAMPLE 3: A household applies for SNAP on December 20th. The application shows a member of the household is working so the household is not entitled to expedited service. An appointment is given for January 6. During the interview, the household reports the member lost his job.

— The household is now entitled to expedited service. The household is certified for January and verification of December income is requested. When the

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9400 Processing Standards

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9443 Work Registration

~~income verification is provided, the household is provided restored benefits for December.~~

~~Compliance with the social security number (SSN) requirement and the work registration requirement may also be postponed (see SNAP 9442SNAP 9442 and SNAP 9443SNAP 9443).~~

Households certified under the expedited service provisions with verification postponed will be issued a ~~Request for information~~notice (DCO-191) specifying what the household must verify before its next certification.

9442 The SSN Requirement

SNAP Manual 07/01/03

Households certified under the expedited service provisions do not have to declare or apply for a social security number for all members who wish to be included as a household member prior to certification. However, the household must declare or apply for a social security number for all members who wish to be included as a household member prior to being certified for ~~additional a second~~ months. See ~~SNAP 2200SNAP 2200~~ for a full explanation of the SSN requirement.

9443 Work Registration

SNAP Manual ~~07/01/03~~04/01/2022

All non-exempt household members are automatically work registered when the application form is signed. ~~In counties where the SNAP Employment and Training (E&T) Program is operated, household members subject to the Supplemental Nutrition Assistance Program requirement to work (RTW) must be referred to the E&T Program via the Referral Form and Participation Record (DCO-205).~~

Household members, who claim a work registration exemption due to disability, must provide verification of the exemption unless the disability is obvious (see ~~SNAP 3230SNAP 3230~~). ~~The processing of an expedited application will not be postponed to obtain such verification~~

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9445 Resources

Verification of a work registration exemption shall not delay expedited service. If the member who claims the disability is subject to the Requirement To Work (RTW) and lives in a county where the E&T Program is operational, he or she will not be referred to the E&T Employment and Training (E&T) Program. However, he or she will be referred at the next certification if verification of disability is not provided.

For households with a member who must meet the requirement to work (RTW), the imposing of an RTW penalty or the granting of a personal-discretionary exemption will not be delayed. However, the process of verifying RTW compliance may be delayed. See SNAP 3600 SNAP 3600 for additional information.

9444 Alien Status

SNAP Manual 07/01/03 04/01/2022

Expedited service only provides for postponing verification. If an individual will not declare basic information about citizenship and/or alien status, there is no basis on which to allow the individual to participate in the Supplemental Nutrition Assistance Program. He or she will be classified as an ineligible alien when the application is processed. See SNAP 1621.6 SNAP 1621.6.

If an alien states he or she meets one of the conditions under which non-citizens may participate in the Supplemental Nutrition Assistance Program (see SNAP 1621.8 SNAP 1621.8) and wishes to be included in the SNAP household, the worker will ask the household to supply documentation of his or her alien status. If the household cannot supply this documentation within the expedited processing time-frames, verification will be postponed. The alien will be allowed to participate. ; However, the required documentation must be provided at the time of the next application if the alien is to continue participating in the Supplemental Nutrition Assistance Program.

9445 Resources

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Countable liquid resources include cash on hand, checking and savings accounts, stocks and bonds, and lump sum payments. See SNAP 7431 for instructions on denying an application when the household resources exceed the limits.

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9400 Processing Standards

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9445 Resources

Applications from expedited households with non-liquid resources which exceed the resource limit will be denied. The resource limits are:

1. Three thousand and five hundred dollars (\$3,500) for households, including one (1) person households, with an age sixty (60) or older member or a member living with a disabilityies as defined in the Glossary definition of ~~age 60 or older/individual wit_h disabilities~~age sixty (60) or older individual living with disabilities household; and

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2. Two thousand two hundred and fifty dollars (\$2,250) for all other households. The following chart may be used to determine if the household's declared non-liquid resources exceed the applicable limits. See SNAP 7431 ~~SNAP 7431~~ for instructions on denying an application when the household resources exceed the limits.

Name of Resource	How Handled	Policy Reference
Boats	Evaluate to determine how much, if any, resource value will be counted in the SNAP budget.	SNAP 4800 <u>SNAP 4800</u>
Burial Lots	Exclude one per household member. Count equity value of excess lots.	SNAP 4700 <u>SNAP 4700</u>
Earmarked Funds	Exclude as resource if household is subject to legal sanction if funds are not used as intended.	SNAP 4460 <u>SNAP 4460</u>
Excess Real Property	County equity value.	SNAP 4712 <u>SNAP 4712</u>
Home and Lot	Exclude as resource.	SNAP 4410 <u>SNAP 4410</u>
Household Goods	Exclude as resource.	SNAP 4420 <u>SNAP 4420</u>
Income-Producing Property	Exclude as resource.	SNAP 4440 <u>SNAP 4440</u>
Indian Lands	Exclude as resource.	SNAP 4450 <u>SNAP 4450</u>
Keogh Plans	Count Keogh plans held solely by a household member or members. County the total cash value less the amount of any penalty for early withdrawal. <u>Exclude as a resource</u>	SNAP 4640 <u>SNAP 4421640</u>
IRAs	County the total cash value less the amount of any penalty for early withdrawal. <u>Exclude as a resource</u>	SNAP 4630 <u>SNAP 4421630</u>
Jewelry	Exclude as resource.	SNAP 4420 <u>SNAP 4420</u>

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Name of Resource	How Handled	Policy Reference
Life Insurance Policies	Exclude as resource.	SNAP 4420SNAP 4420
Livestock	Exclude as either income-producing property or as a personal effect.	SNAP 4420SNAP 4420/44404440
Property for Sale	Consider inaccessible. Exclude as resource.	SNAP 4530SNAP 4530
Property in Probate	Consider inaccessible. Exclude as resource.	SNAP 4520SNAP 4520
Recreational Vehicles (three-wheelers, motorcycles, go-carts, motor homes, campers, etc.)	Evaluate to determine how much, if any, resource value will be counted in the SNAP budget.	SNAP 4800SNAP 4800
Security Deposits	Exclude as resource.	SNAP 4550SNAP 4550
Tools	Exclude as income-producing property or personal property.	SNAP 4420SNAP 4420
Trust Funds	Exclude as a resource if inaccessible as defined in policy reference. If accessible, count full value of fund.	SNAP 4510SNAP 4510
Vacation Homes (include timeshare condominiums, RV parks, etc.)	Count equity value unless the property annually produces income consistent with its fair market value.	SNAP 4440SNAP 4440
Vehicles (include boats)	Evaluate to determine how much, if any, resource value will be counted in the SNAP budget.	SNAP 4800SNAP 4800

9446 Income

SNAP Manual ~~10/01/12~~04/01/2022

Other than ~~destitute households~~destitute households, income for expedited households will be budgeted prospectively. See ~~SNAP 7100~~SNAP 7100 for instructions on prospective budgeting. See ~~SNAP 6622~~SNAP 6622 for special provisions on selecting the utility standard when the household is entitled to expedited service. See ~~SNAP 9600~~SNAP 9600-96309630 for instructions

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about the budgeting procedures for destitute households. This reference list is provided to assist the worker in locating the section of policy which describes the process for determining countable income.

Process	Reference
Income	
Income	SNAP 7100 SNAP 7730 SNAP 7512
Income From from Odd Jobs	SNAP 5512.1
Installment Contracts	SNAP 5710
Rental Income	SNAP 5715
Self-Employment	SNAP 5640
Special Processes	
Institutions	SNAP 1821
Battered Women	SNAP 1841
Boarders	SNAP 5621
Strikers	SNAP 1730
Foster Children	SNAP 5708
Disqualified Individuals	
IPV	SNAP 1623.2
SSN Requirement	SNAP 1623.1
Workfare Sanction	SNAP 1623.2
Ineligible Alien	SNAP 1621.6
Students	
Eligible	SNAP 1622.3
Ineligible	SNAP 1622.9

9500 Assigning Certification Periods

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Normal certification periods ~~will~~shall be assigned to households approved under expedited guidelines ~~if the household has~~whenif:

1. ~~Verification is not needed or~~ Provided all required verification eligibility factors were substantiated;
2. ~~Complied with the~~ SSN requirements are fulfilled; and
3. ~~Complied with the~~ Work registration requirements are met.

Either a ~~one or two month~~one- or two-month certification period will be assigned to households approved under expedited guidelines. ~~SNAP 9441.1~~SNAP 9441.1. A one-month certification period will be assigned when the expedited application was filed on or before the ~~15th~~fifteenth day of the month. A two-month certification period will be assigned when the expedited application was filed on or after the ~~16th~~sixteenth day of the month and approved the same month.

When a household submits an expedited application after the ~~15th~~fifteenth of the month and that application is approved before the end of the month, the household is issued aggregate benefits for the month of application and the following month. For this reason, a two-month certification is usually assigned. See ~~SNAP 8651~~SNAP 8651 for a full explanation of aggregate benefits.

9501 ~~Recertification of~~ Households Certified with Verification Postponed

SNAP Manual ~~11/01/98~~04/01/2022

~~At the next certification, any household certified under the expedited provisions with verification postponed must either complete the verification requirements that were postponed or be certified under normal processing standards. Expedited households certified as expedited with verification postponed that received postponed verification will have their information received and processed up to 30 days from the last date of the last certification period must satisfy all verification requirements in order to be certified under normal processing standards. Once all the requested information has been received, the last application will be re-registered and as of the processed under normal processing standards on the date that all requested information has been is received and completed under normal processing standards.~~

~~See SNAP 9441.1 SNAP 9441.1 for a full explanation. Therefore, at the next recertification, any household that wishes to continue receiving SNAP benefits must submit a new application and must be interviewed.~~

~~At application approval, the county office eligibility worker must take the following actions to schedule a recertification interview for expedited households assigned a one or two month certification period because verification requirements were postponed will provide expedited households with postponed verification the following information:~~

- ~~1. Schedule a time for the household to appear for its next interview;~~
- ~~2. Provide the household with another Application for Recertification/Medicaid~~
- ~~3. (DCO-268);~~
- ~~4. Provide the household with a Notice of Expiration (DCO-268) completed according to the instructions in SNAP 10210;~~
- ~~5. Provide the household with a manual Notice of Action (DCO-1) explaining the terms of the application approval and any items of verification the household must provide prior to recertification.~~
- ~~6. A DCO-1 disclosing postponed information and,~~
- ~~7. A DCO-191; disclosing postponed information with a due date.~~

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9500 Assigning Certification Periods

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9510 Notices/Forms

9510 Notices/Forms

SNAP Manual ~~12/01/03~~04/01/2022

Certain forms and notices are provided to all eligible households (including expedited households) when an application is approved.

These forms and notices are listed below. The policy reference indicates where detailed information regarding the form or notices may be found.

Notice of Action ~~(DCO-1) SNAP 8810~~SNAP 8810 - The ~~DCO-1~~notice will be issued automatically unless additional information must be provided - e.g., the household is certified pending verification. The notice must explain that the household must satisfy all verification requirements that were postponed. The notice must also include the last date within the following twelve (12) months that the postponed verification can be provided.

Notice of Expiration - The notice will notify the household of the expiration of the certification period.

Change Report Form ~~(DCO-234) SNAP 11350~~SNAP 11350 - The ~~DCO-234~~report form will be issued to all occasional reporting households. Its use must be explained. Both a *Change Report Form* ~~(DCO-234)~~ and a *CHANGE REPORT ADDENDUM: The Limited Reporting Requirements* will be issued to all limited reporting households.

SNAP Semi-Annual Reporting ~~(PUB-360) SNAP 11520~~SNAP 11520, a pamphlet explaining semi-annual reporting, will be provided to any household subject to semi-annual reporting.

9600 Destitute Households

SNAP Manual ~~10/01/97~~04/01/2022

Destitute households are migrant or seasonal farmworker households that have little or no income at the time of application.

A migrant is an individual who travels away from home on a regular basis with a group of laborers to seek employment in an agriculturally related activity.

A seasonal farmworker is an individual who travels away from home on a regular basis to seek employment in an agriculturally related activity.

Even though a destitute household may receive income at some other time during the month of application, household members may be in immediate need of food assistance.

There are three income-related criteria under which migrant or seasonal farmworker households may be considered destitute.

1. The household's only income for the month of application is from a new source and no more than twenty-five dollars (\$25) from the new source will be received by the tenth calendar day after the date of application. Income normally received on a monthly or more frequent basis is considered to be from a new source if less than twenty-five dollars (\$25) was received from that source in the thirty (30) days prior to the date of application.
~~Income normally received on a monthly or more frequent basis is considered to be from a new source if less than \$25 was received from that source in the 30 days prior to the date of application. Example—: A migrant farmworker applies for SNAP benefits on July 15th. He reports that he last worked picking tomatoes on June 16th and received fifteen dollars (\$15).00 in wages for that day's work. He expects to go back to work for the same grower picking okra on July 25th. This income is considered to be from a new source. Income normally received less often than monthly is considered to be from a new source if less than twenty-five dollars (\$25) was received at the last normal pay interval. Example— A migrant farmworker applies for SNAP benefits on July 15th. He reports that he last worked picking tomatoes on June 16th and received \$15.00 in wages for that day's work. He expects to go back to work for the same grower picking okra on July 25th. This income is considered to be from a new source. Income normally received less often than monthly is considered to be from a new source if less than \$25.00 was received at the last normal pay interval.~~

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9600 Destitute Households

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Destitute Households

2. The household's only income for the month of application was received prior to the date of application from a terminated source. Income received on a monthly or more frequent basis is considered to be from a terminated source when no more income will be received from that source during the month of application or the following month.

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9600 Destitute Households

9620 Determining Income for Destitute Households

3. The household received income from a terminated source prior to the date of application and expects income of **twenty-five dollars (\$25)** or less from a new source within **ten (10)** calendar days of the date of application.

Apply this criterion only if the household is to receive no other income in the month of application.

9610 Sources of Income for Destitute Households

SNAP Manual ~~10/01/97~~ 10/01/2022

~~A migrant or seasonal farmworker's source of income is considered to be~~ the “grower,” for whom the ~~migrant or seasonal~~ farmworker is working at a particular time, ~~is considered to be the farmworker's source of income.~~ A farmworker who travels with the same crew chief but moves to a different grower is considered to have both terminated and new income sources.

A farmworker who changes jobs but continues to work for the same grower is considered to have income from the same source.

A self-employed household member who secures contracts or other work from different customers is considered to be receiving income from the same source as long as he is self-employed. For example, a “crew chief” may contract with a grower to pick a crop for a set amount. The farmworkers are paid from this amount. The crew chief is self-employed. Moving from one grower to another will not result in terminated income for the crew chief.

9620 Determining Income for Destitute Households

SNAP Manual 10/01/97

Destitute households are entitled to special income calculation procedures.

1. Include the income from the terminated source if received between the first of the month and the date of application.
2. Disregard income from a new source anticipated to be received after the date of application.
3. Exclude a travel advance received by a migrant or seasonal farmworker as a reimbursement unless paid under written contract as an advance on wages to be subtracted from earnings. In that case, count the advance as income.

The receipt of a wage advance for travel costs does not affect the determination of whether subsequent payments from the employer are a new source of income. Neither will these advances affect whether a household is considered destitute.

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9600 Destitute Households

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9630 Postponing Verification for Destitute Households

9621 Limits on Special Income Calculations for Destitute Households

SNAP Manual ~~10/01/97~~04/01/2022

The special income calculations will be applied at initial application for the first month of the certification period only. At recertification, income from a new source of less than twenty-five dollars (\$25) will be disregarded if not received by the 10th calendar day after the date of the household's normal issuance date.

9630 Postponing Verification for Destitute Households

SNAP Manual ~~10/01/97~~04/01/2022

Migrant and seasonal farmworker households classified as destitute households applying after the ~~fifteenth~~15th of the month may be assigned a certification period longer than one (1) month. These households will be notified via *Notice of Action* (~~DCO-1~~) that postponed verification from sources within the state must be provided prior to issuance of the second month's allotment.