

**IEVS/SAVE/PACSES AND SAR DESK GUIDE  
FOOD STAMPS**

<b>Exchange</b>	<b>FS - SAR</b>	<b>FS - NON SAR</b>
<b>Exchange 1</b> Wage Match/New Hire	Narrate & clear the hit (F). Review at the next recertification or SAR Review.	Initiate client contact to develop plan to verify new job/income. Then narrate and clear hit.
Quarterly	Narrate & clear the hit (F). Review at the next recertification or SAR Review.	If income was not reported in quarter, review for possible overpayment. Narrate and clear hit. If income was reported, divide the quarterly wages by 3 and if the result does not exceed the estimate by more than \$100, no overpayment exists. Narrate and clear hit. If the result exceeds estimate by more than \$100, review for possible overpayment.
<b>Exchange 2</b> UC Match	This information is considered verified upon receipt. If the hit indicates new UC income, adjust FS. If the UC benefits fluctuate over the SAR or certification period, average the UC income and narrate the method used to determine the average. If another hit is received once UC is averaged, no action is necessary until next SAR or recertification. Then determine if a change is required. Narrate and clear the hit.	This information is considered verified upon receipt.  Review and adjust benefits.  Narrate and clear the hit.
<b>Exchange 3</b>	This information is considered verified upon	

Bendex	receipt. Review and adjust benefits. Narrate and clear the hit.	
<b>Exchange 4</b> ERF	Narrate & clear the hit (F). Review at the next recertification or SAR Review.	Review to determine if any case action is needed or if an overpayment exists. Narrate and clear the hit.
<b>Exchange 5</b> Unearned Income	Narrate & clear the hit (F). Review at the next recertification or SAR Review.	Review to determine if any case action is needed or if an overpayment exists. Narrate and clear the hit.
<b>Exchange 6</b> SDX	This information is considered verified upon receipt. If the hit indicates new SSI income, adjust FS. If the SSI benefits fluctuate over the SAR or certification period, average the SSI income and narrate the method used to determine the average. If another hit is received once SSI is averaged, no action is necessary until next SAR or recertification. Then determine if change is required. Narrate and clear hit.	This information is considered verified upon receipt. Review and adjust benefits. Narrate and clear the hit.
<b>Exchange 7</b> Buy-In	This information is considered verified upon receipt. Review and adjust benefits if required. Narrate and clear hit.	
<b>Exchange 8</b> Deceased Persons	Additional verification needed prior to taking action. Once received, take action, regardless of outcome. If not received, send Advance Notice to close. Narrate and clear hit.	
<b>Exchange 9</b> Paris Match	Additional verification needed prior to taking action. Once received, take action, regardless of outcome. If not	No immediate action is required for "hits" indicating a change in monthly unearned income of \$50 or less from a

	received, send Advance Notice to close. Narrate and clear hit	known source. Narrate and clear the "hit". Review at the next redetermination or SAR review. For Interstate Matches and all other "hits" including a change of more than \$50 in monthly unearned income from a known source or unearned income from a new source, additional verification is needed prior to taking action. Once received, take action, regardless of outcome. If not received, send Advance Notice to close. Narrate and clear hit.
<b>Exchange 10</b> CJIS	<b><i>Additional verification is always needed prior to taking action. If information received may relate to food stamp eligibility (see Criminal History desk guide), then request verification prior to taking action. Narrate action taken and clear hit.</i></b>	
<b>PACSES</b>	Average income over the SAR period and document how the estimate was determined. Review PACSES at reapplication and SAR review to determine if adjusted income is accurate. Revise estimate if necessary and narrate.	Review PACSES at application, reapplication, and when a change is reported. Average support and narrate how the average was determined.
<b>SAVE</b>	This information is considered verified upon receipt. See Supplemental Handbook Chapter 740. Review for eligibility.	