

~~-Revised 06/24/14-~~  
**Policy Clarification - SNAP**  
**PFS- 17029-506**

Submitted: 02/14

Agency: CAOs

**Subject: Expedited Entitlement and Eligibility**

**Question:** If a SNAP applicant is entitled to expedited services what information must be verified for expedited SNAP benefits to be issued?

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**Response By: Division of Federal Programs**

The CAO must review every identifiable application for expedited services on the day it receives the application. Expedited service is separate from ongoing SNAP and requires a two-step approach; determining **entitlement** and **eligibility**.

**Determining what to verify if the household is entitled to expedited **benefits**:**

The only item that must be verified is identity. The CAO may verify the identity of the applicant through available information or collateral contact per [OPS 130203](#).

The CAO must make all reasonable efforts to verify additional information on the application. The CAO may not delay benefits beyond the 4<sup>th</sup> day to households entitled to expedited **benefits** solely because additional information has not been verified.

**Case Comments:**

The CAO **must** always narrate the initial review, the system determination, and all attempts to contact the applicant, information gathered during the interview and any other information that is relevant to expedited **benefit** issuance.

**NOTE:** When information is missing or incomplete on an application a reasonable attempt to get this information **must** be made. ***A PA 1599 may be sent requesting additional information but this must not hold up processing for expedited SNAP benefits if the applicants identity can be verified.*** If ID can be verified and all available sources do not have any information on the applicant then expedited benefits **must** be issued based upon the information provided on the application no later than day 4.

## Examples:

- **Illegal Aliens (non-citizens)—**
  - If the applicant declares they are an illegal alien; they are not eligible for expedited **benefits**.
  - If the application does not declare citizen or non-citizen and the attempt to reach the client are unsuccessful and identity can be verified expedited SNAP benefits should be issued.
  
- **Students—**
  - **An applicant answers yes they are a student but checks no they do not have any income and answers they are not working. The application does not list any dependents in the household. If all the questions to determine student eligibility are listed no and the CAO can determine they do not meet the student criteria, than the applicant would not be eligible for expedited benefits.**
  - An applicant indicates they are a student, but does not provide any other qualifying information for a student (See SNAP Handbook [514.2](#) and [514.21](#)). Student criteria, is not an eligibility factor for expedited. The CAO must attempt to contact the applicant. If contact is unsuccessful and the applicant's ID can be verified and they are eligible for expedited SNAP the CAO must issue expedited benefits. The CAO should review student information during the interview for ongoing SNAP benefits.
  
- **Income—**
  - If the applicant states no income on the application, ID can be verified, and an attempt to contact the client has been made, process the expedited benefits with no income.
  - If the applicant does not list yes or no income on the application and the attempt to reach the client is unsuccessful and all available data sources do not have any income information expedited SNAP benefits should be issued if identity can be verified.
  
- **Exchange information—**
  - If there is information available on an exchange that is considered verified upon receipt; and the income is for the application month, it should be used.

- **Work Number Information—**
  - If the applicant states no income on the application, ID can be verified, and an attempt to contact the client has been made, process the expedited benefits with no income.
  - If the applicant does not list yes or no to the income question on the application and the attempt to reach the client is un-successful. The work number should be checked. If Identity can be verified information available on the work number should be used to process expedited SNAP benefits.
  
- **PACSES—**
  - If the applicant states no unearned income on the application, ID can be verified, and an attempt to contact the client has been made, process the expedited benefits with no unearned income.
  - If the applicant does not list yes or no to unearned income on the application and the attempt to reach the client is unsuccessful, PACSES should be checked. If no information or information is available and identity can be verified process the expedited benefits with the available information.

### **Application Examples:**

1. The CAO receives a SNAP application from a single individual who is a full-time student at Bloomsburg University. There is nothing on the application to indicate that they meet the eligible student policy in SNAP HB 514.2. All questions on the application are answered and indicate expedited entitlement. The applicant is known to eCIS, so ID has been verified. In this case, the CAO should attempt a call. If the applicant cannot be reached, expedited benefits must be issued, and student status reviewed at the interview, as the possibility exists that they could meet the student criteria for SNAP.
2. The CAO receives a SNAP application and the applicant did not answer yes or no to the income questions. The CAO should attempt a call. If unsuccessful, a PA 1599 should be sent. It is now day 4 and the applicant has not responded. The CAO should check the Data Exchanges 2, 3 and 6 (verified upon receipt), PACSES (if they have children or are separated), and The Work Number. If there is no income in the last 30 days on any source, and the applicant's ID has been verified, expedited benefits must be issued that day to meet the 5 day requirement.
3. The CAO receives a SNAP application, and the applicant has either listed no to the income questions, or has left them blank. Upon review, the applicant is

active PH 80, and both eCIS and the Data Exchanges show RSDI income of \$700 a month. Because this verified information is available to the agency, it must be considered in the expedited determination.

4. The CAO receives a SNAP application, and the applicant has indicated they have no income and are not working, and they meet the criteria for expedited **benefits**. A review of eCIS shows an active MA case with earned income. The CAO should attempt to call the client and also check the Work Number. If the call is unsuccessful, and there is no income in the last 30 days or the employer is not on the Work Number, expedited benefits should be issued and the discrepancy resolved at the interview.
  
5. The CAO receives a SNAP application, and the applicant has indicated they are currently employed and indicated the number of hours they work but do not list the amount of income they earn. The CAO should attempt to contact the applicant if unsuccessful a PA 1599 should be sent. The CAO should check the Data Exchanges 2, 3 and 6 (verified upon receipt), PACSES (if they have children or are separated), and The Work Number. The CAO should attempt a collateral contact to the employer. If there is no information available and the CAO is unable to get in contact with the applicant or employer, expedited benefits should not be delayed. The CAO should process the expedited benefits with no income and verify this information during the interview before ongoing SNAP benefits are authorized.