

Policy Clarifications –

SNAP

Submitted:

Agency: CAOs

Citations: SNAP 578

Subject: Zero Income Statement and SNAP

We have a client who states that she has no income on her SNAP application. Can we use the zero income statement form that is used for LIHEAP or create our own form to verify no income?

Response By: Division of Federal Programs

Date: 10/27/15

No, the zero income statement form PWEA 6 is to be used **for LIHEAP benefits only**. The CAO may not use this form for any other program. Additionally, the CAO should not create its own form to verify this information. All forms that are given to clients must be created by headquarters and must be approved by the Office of General Counsel and the Office of Press and Communications.

If a client states that she has zero income, the CAO may discuss this statement with the client during the application or renewal interview to determine how the client is living and paying bills with no income. If the CAO believes that the client's statement is fraudulent, the CAO should make a referral to the Office of Inspector General. SNAP benefits may not be denied, refused, or pended because of the CAO's concerns regarding zero income.