

# Operations Memorandum - SNAP OPS111001

October 4, 2011

**SUBJECT:** Pennsylvania Supplemental Nutrition Assistance Program/Medicare  
Improvements to Patients and Providers Act (SNAP/MIPPA)  
Demonstration Pilot Project

**TO:** Executive Directors

**FROM:** Richard Wallace, Acting Director, Bureau of Operations

## Purpose

To inform certain County Assistance Offices that they have been selected to participate in the SNAP/MIPPA pilot project. **The project will begin October 7, 2011. This memo and the attached desk guides (CIS and IV-B versions) provide the guidelines for this pilot project.**

## BACKGROUND

The Department of Public Welfare has been awarded a grant from the Food and Nutrition Service (FNS) to conduct a three-year demonstration pilot project that will use information collected by the Social Security Administration (SSA), as part of the MIPPA program, to help complete a SNAP application.

The selected counties are: Bedford, Butler, **Cambria**, Cameron, Centre, Chester, Clarion, Clearfield, Columbia, **Crawford**, Cumberland, Dauphin, Delaware, **Elk**, Erie, Fayette, **Franklin**, Fulton, Greene, **Huntingdon**, **Indiana**, Jefferson, Juniata, **Lackawanna**, Lancaster, Lawrence, Lebanon, Mifflin, Monroe, Montgomery, Montour, Northumberland, Perry, Pike, Potter, **Snyder**, Somerset, **Wayne**, Westmoreland, **Wyoming**, and York. Highlighted counties will be contacted by Mathematica Policy Research periodically for the duration of the pilot as part of the project evaluation.

In addition, Adams, Mercer, McKean, Carbon, Luzerne, Union, Schuylkill, and Venango have been chosen as comparison counties for the evaluation. Comparison counties will not process pilot applications, but will still be evaluated by Mathematica Policy Research.

## Discussion

The SNAP/MIPPA pilot project is a three-year project fully funded by FNS to test the effectiveness of using data collected by SSA for the purposes of a SNAP application. The pilot will target seniors as follows:

- Those age 60 and above;

- Those with income below 200 percent of the Federal Poverty Income Guidelines;
- Single persons or couples only with no other dependents in the household;
- Those who applied for the Low Income Subsidy with SSA within the past 12 months;
- Those who are not receiving SNAP;
- Those who reside in a Pilot county.

Pilot applications will be submitted through COMPASS and will have a unique provider number. A different provider number will be attached to households contacted by PA Benefits Center as part of this outreach, but not pilot eligible. These applications will also be submitted through COMPASS. We have attached a desk guide with instructions for use with CIS, as well as a desk guide for use with IV-B. The desk guides will inform the CAO worker how to proceed with the application based on which provider number the application falls under.

Also attached are two sample cover letters (Pilot and Non-Pilot) and two transfer forms (Pilot and Non-Pilot) that PA Benefits Center will include with the applicant's verification documents that are submitted to the CAOs.

For pilot households, MIPPA data received from SSA is considered verified for SNAP eligibility purposes. Household information (residence, household composition), individual details (identity, citizenship, Social Security number) and income have been verified by SSA in the past 12 months and FNS permits this information to be used for the SNAP application without being re-verified. Additional verification of the MIPPA data elements is not required, unless the information provided is determined questionable as a result of the application interview. Other elements of eligibility, such as deductions, are not provided as part of the MIPPA data and may need to be verified. The PA Benefits Center will be working with the household to provide this information to the CAO. Even though PA Benefits Center will attempt to gather all required verification, CAOs should continue to provide a list of pending items to the applicant household. See SNAP Handbook Section 504.42, Application Interview.

If participating CAOs have any questions regarding the pilot, please contact David Chu at 717-787-1675.

### **Next Steps**

1. The Pilot will begin October 7, 2011.
2. For any questions, please contact David Chu at 717-787-1675.

Attachments:

[PA SNAP MIPPA Guide \(CIS\)](#)

[PA SNAP MIPPA Guide \(IVB\)](#)

[PA SNAP MIPPA Sample Pilot Cover Letter](#)

[PA SNAP MIPPA Sample Pilot Transfer Form](#)

[PA SNAP MIPPA Sample Non-Pilot Cover Letter](#)

[PA SNAP MIPPA Sample Non-Pilot Transfer Form](#)