

Policy Clarifications - Food Stamp PFS13574570

Submitted: 2/8/07

Agency: CAOs

Citations:

Subject: PA CAP - OTIs When Change in Shelter Reported

When a PA CAP Food Stamp recipient reports a change in shelter expenses, [D2544](#) instructs the CAO to modify the previous data from SSA to increase or decrease the PA CAP benefit amount. If the reported change results in an increase in benefits, "An increase to (the) Food Stamp benefit amount will occur during the next monthly disbursement of PA CAP benefits....." (D2544-Shelter Override Functionality - Example 1). Under normal Food Stamp processing per FSH 568.5, if the deadline for the following month's issuance cannot be met, the CAO would authorize a supplemental allotment. For PA CAP cases, the CAO is prohibited from making any other case actions besides the shelter adjustment. Is the CAP FS recipient entitled to an OTI when the deadline cannot be met for increasing the following month's allotment? Will CIS issue a supplemental benefit if the deadline is missed? If not, how would the CAO issue a supplemental allotment?

**Response By: B. Hummel & Division of Federal Programs and
Program Management**

**Date:
3/1/07**

Yes, the PA CAP recipient is entitled to an OTI when the deadline cannot be met for increasing the following month's allotment. This is binding whether or not the worker acts in a timely manner. [FSH 570.41](#) discusses time action as follows:

When a change that results in an increase in benefits is reported and verified, the CAO has ten days to make the benefit adjustment, but should process the change as soon as possible. 7 CFR §273.12(C)

NOTE: The allotment must be increased no later than the month following the month that the change is reported and verified. It may be necessary for the CAO to issue a supplemental benefit if the deadline cannot be met to make the change.
7 CFR §273.12(C)(1)(ii)

Remember that for PA CAP the client's statement is sufficient to enact the reported change, so there is no issue with any form of verification delay. Though the worker has ten days to act, it must be reinforced that the design for update of the shelter override indicator is a very simple process requiring only the entry on page 3 of the SDX and appropriate narration. Workers are therefore greatly encouraged to take the appropriate action immediately. Immediate action will result in fewer supplemental issuances. PA

CAP may not penalize participants for automation issues, and as such the procedures discussed at FSH 570.41 are applicable.

The fact that CIS will not automatically issue the OTI is covered at FSH 570.41 and D2544 - Shelter Override Functionality. CAOs will continue to use reason code 157 for these supplemental issues.