

Policy Clarifications - SNAP PFS14908506

Submitted:08/07/09

Agency:CAOs

Citations:

**Subject: Policy Clarifications - SNAP
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Subject: Supplemental Nutrition Assistance Program (SNAP) Benefits for State Employees

How should we handle applications for SNAP from state employees who were determined eligible for expedited service but were not yet authorized, prior to the release of the Information Memorandum advising of the Governors signing of the bridge budget?

Response By: Division of Federal Programs and Program Management Date:08/07/09

When an application is received for SNAP benefits, the following must occur:

- The application is reviewed for expedited service.
- If it appears that the household may be eligible for expedited service, the CAO must interview the household within five days either in person or by telephone.
- During the interview, eligibility for expedited service is determined and the household must provide identification if not already in the case record. If the interview is by telephone and identity is not in the case record, the household must provide it before benefits are authorized through expedited service.
- **Benefits must be authorized as soon as the household is determined eligible for expedited service. This includes a completed interview and verification of identity.**
- At the interview, the household is advised of any other verification needed to process ongoing SNAP benefits and is provided a written list of

pending verification items.

For example, a state employee who works for Penn DOT applied for SNAP on 8/5 and was interviewed by telephone on 8/5 and faxed ID to the CAO on 8/5 before the Information Memorandum was released at close of business on 8/5. The CAO determined the household was eligible for expedited service but SNAP benefits were not authorized at that time. This household was eligible for expedited service on 8/5 and benefits should be authorized effective 8/5.

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