

Policy Clarifications - SNAP PFS15570506

Submitted:12/02/10

Agency: CAOs

Citations:

Subject: Documenting the SNAP Expedited Service Review

What are the specific requirements for the Income Maintenance Case Worker when recording the review for SNAP Expedited Service?

**Response By: Division of Federal Programs and Program
Management**

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7 CFR 273.2(f)(6) requires that the State Agency document the case files "...in sufficient detail to permit a reviewer to determine the reasonableness and accuracy of the determination". Historically for the Expedited Service Review, this has meant that the expedited review questions were answered on the SNAP application form and a narrative entry was made discussing the Expedited Service determination.

Currently, the system stores the answers to the Expedited Service Review questions in Application Processing and they can be accessed through the Application Summary screen, (CAPSUM). This data is not purged. There is no need to record the answers on the SNAP application form. A narrative entry should continue to be made discussing the basis for a given household's eligibility to receive Expedited Service.