

Policy Clarifications – SNAP PSF17300506

Submitted: 10/02/14

Agency: CAOs

Subject: Expedited SNAP Scratchpad Issues

Question:

Could you please provide guidance on how the CAO should incorporate the Heat and Eat procedures outlined in [D4150](#) with [OPS 14-09-01](#) requiring the Expedited SNAP Scratchpad?

A case example is as follows:

The CAO receives a SNAP application on September 8, 2014. Mary (age 29) and her daughter Jane (age 4) have moved to this county. They are staying with a friend and purchase and prepare their meals separately. Mary pays \$300 a month rent to stay with her friends and can live there as long as she want to, but pays no utility costs, not even phone. Mary works at store x and earns \$425 a month gross wages. Based on D4150, the CAO would need to do a CAFOOD to see if Mary is eligible for the H&E. The CAFOOD shows \$0 NET income. According to D4150 the household would not be entitled to H&E, so no HSUA would be used and the household would not be eligible for Expedited SNAP Service. The CAO then enters the same information on the Expedited SNAP Scratchpad as per OPS 14-09-01 which returns a result that the household is eligible for Expedited Service because Scratchpad gave the household the HSUA.

Should we process according to D4150 or according to the EX FS Scratchpad?

Response By: Division of Federal Programs

Date:

There are known problems with the Expedited SNAP Scratchpad; an update is being prepared.

However, as a reminder, the scratchpad should be used as a tool and not as the final determination. Caseworkers are to make the final determination for expedited benefits by following policy.

Workers should save the scratchpad as directed in the OPS Memo. Narrate the situation in detail to explain any difference between scratchpad results and expedited benefits issued.