

**IEVS/SAVE/PACSES AND SAR DESK GUIDE**  
**Supplemental Nutrition Assistance Program (SNAP)**

<b>Exchange</b>	<b>SNAP - SAR</b>	<b>SNAP - NON SAR</b>
<b>Exchange 1</b> Wage Match/New Hire	<p>Review the match information and review the applicant or recipient's current employment and income information on the application or in eCIS.</p> <p>If the data is unknown, send a request for contact advising the household that they must provide verification of employment and wages and the consequences if the household fails to respond. Upon receipt of verification, adjust the benefits accordingly.</p> <p>If the household does not respond to the notice or provide sufficient information to clarify its circumstances, send an Advance notice to close the SNAP case.</p> <p>Narrate and clear hit with the appropriate disposition code.</p>	<p>Review the match information and review the applicant or recipient's current employment and income information on the application or in eCIS.</p> <p>If the data is unknown, send a request for contact advising the household that they must provide verification of employment and wages and the consequences if the household fails to respond. Upon receipt of verification, adjust the benefits accordingly.</p> <p>If the household does not respond to the notice or provide sufficient information to clarify its circumstances, send an Advance notice to close the SNAP case.</p> <p>Narrate and clear hit with the appropriate disposition code.</p>
Quarterly	<p>Narrate &amp; clear the hit (F). Review at the next recertification or SAR Review.</p>	<p>If income was not reported in quarter, review for possible overpayment. Narrate and clear hit.</p> <p>If income was reported, divide the quarterly wages by 3 and if the result does not exceed the estimate by more than \$100, no overpayment exists. Narrate and clear hit. If the result exceeds estimate by more than \$100, review for possible overpayment.</p>

<b>TALX-Equifax</b> (The Work Number)	TALX -Equifax information is considered verified upon receipt. Review and adjust benefits as needed. Narrate and clear the hit. If the income is over the FPIGs, review for possible overpayment.	
<b>Exchange 2</b> UC Match	This information is considered verified upon receipt. If the hit indicates new UC income, adjust SNAP. If the UC benefits fluctuate over the SAR or certification period, average the UC income and narrate the method used to determine the average. If another hit is received once UC is averaged, no action is necessary until next SAR or recertification. Then determine if a change is required. Narrate and clear the hit.	This information is considered verified upon receipt.  Review and adjust benefits.  Narrate and clear the hit.
<b>Exchange 3</b> Bendex	This information is considered verified upon receipt. Review and adjust benefits. Narrate and clear the hit.	
<b>Exchange 4</b> ERF	Narrate & clear the hit (F). Review at the next recertification or SAR Review. <b>Do not Print Information from Exchange 4.</b>	Review to determine if any action is needed or if an overpayment exists. Narrate and clear the hit. <b>Do not Print Information from Exchange 4.</b>
<b>Exchange 5</b> Unearned Income	Narrate & clear the hit (F). Review at the next recertification or SAR Review. <b>Do not Print Information from Exchange 5.</b>	Review to determine if any case action is needed or if an overpayment exists. Narrate and clear the hit. <b>Do not Print Information from Exchange 5.</b>
<b>Exchange 6</b> SDX	This information is considered verified upon receipt. If the hit indicates new SSI income, adjust SNAP. If the SSI benefits fluctuate over the SAR or certification period, average the SSI income and narrate the method used to determine the average. If another hit is received once SSI is averaged, no action is necessary until	This information is considered verified upon receipt. Review and adjust benefits. Narrate and clear the hit.

	next SAR or recertification. Then determine if change is required. Narrate and clear hit.	
<b>Exchange 7</b> Buy-In	This information is considered verified upon receipt. Review and adjust benefits if required. Narrate and clear hit.	
<b>Exchange 8</b> Deceased Persons	Additional verification needed prior to taking action. Once received, take action, regardless of outcome. If <b>verification is</b> not received, send Advance Notice to close. Narrate and clear hit.	
<b>Exchange 9a</b> Paris Match  <b>Exchange 9b</b> Veteran's Assistance	<p>Additional verification needed prior to taking action. Information on Exchange 9 is not verified upon receipt. Once verification is received, take action, regardless of outcome. If not received, send Advance Notice to close. Narrate and clear hit.</p> <p>No immediate action is required for "hits" indicating a change in monthly unearned income of \$100 or less from a known source <b>as long as the household is not over the FPIG limit.</b></p> <p>Narrate and clear the "hit". Review at the next SAR or Redetermination.</p>	<p>No immediate action is required for "hits" indicating a change in monthly unearned income of \$100 or less from a known source. Narrate and clear the "hit". Review at the next Redetermination.</p> <p>For Interstate Matches and all other "hits" including a change of more than \$100 in monthly unearned income from a known source or unearned income from a new source, additional verification is needed prior to taking action. Information on Exchange 9 is not verified upon receipt. Once verification is received, take action, regardless of outcome. If <b>verification is</b> not received, send Advance Notice to close. Narrate and clear hit.</p>
<b>Exchange 10</b> CJIS	<b><i>Additional verification is always needed prior to taking action. Information on exchange 10 is not considered verified upon receipt regardless of the source.</i></b>	<b><i>Additional verification is always needed prior to taking action. Information on exchange 10 is not considered verified upon receipt regardless of the source.</i></b>

	<p>If the information was not reported by the household and the CAO cannot independently verify match information, this is considered unclear information, and the CAO should conduct outreach to the client via a PA 162-VR. The PA 162-VR must clearly explain what information is needed and the consequences for failing to respond to the notice which are outlined below. The CAO must allow 10 days for the household to respond.</p> <p>If the household does not respond to the notice or provide sufficient information to clarify its circumstances, remove the individual with the match, adjust benefits, and send an Advance notice.</p> <p>If the information can be independently verified by the CAO and a determination of the household's continued SNAP eligibility can be made, then this information is not considered unclear and a PA 162-VR is not required to be sent. The CAO will send an Advance notice to the household.</p> <p>Narrate action taken and clear hit.</p>	<p>If the information was not reported by the household and the CAO cannot independently verify match information, this is considered unclear information, and the CAO should conduct outreach to the client via a PA 162-VR. The PA 162-VR must clearly explain what information is needed and the consequences for failing to respond to the notice which are outlined below. The CAO must allow 10 days for the household to respond.</p> <p>If the household does not respond to the notice or provide sufficient information to clarify its circumstances, remove the individual with the match, adjust benefits, and send an Advance notice.</p> <p>If the information can be independently verified by the CAO and a determination of the household's continued SNAP eligibility can be made, then this information is not considered unclear and a PA 162-VR is not required to be sent. The CAO will send an Advance notice to the household.</p> <p>Narrate action taken and clear hit.</p>
<b>Exchange 11 Lottery</b>	<p>Information on Exchange 11 is not verified upon receipt.</p> <p>Narrate and clear the hit. Review at the next recertification or SAR review.</p>	<p>No immediate action is needed if the amount of the lump sum payment, when added to the household's other resources, does not exceed the resource limit. Record the information in the case record and review at the next recertification. If the</p>

		<p>amount of the lump sum payment, alone or with other resources, exceeds the resource limit, additional verification is needed prior to taking action. Information on Exchange 11 is not verified upon receipt. Once verification is received, take appropriate action. If not received, send Advance notice to close. Narrate and clear the hit.</p> <p>Note: Confirm resource test applies to the household.</p>
<b>PACSES</b>	<p>This information is considered verified. Average income over the SAR period and document how the estimate was determined. Review PACSES at reapplication and SAR review to determine if adjusted income is accurate. Revise estimate if necessary and narrate.</p>	<p>This information is considered verified.</p> <p>Review PACSES at application, reapplication, and when a change is reported. Average support and narrate how the average was determined.</p>
<b>SAVE</b>	<p>This information is considered verified upon receipt. See Supplemental Handbook Chapter 740. Review for eligibility.</p>	