

SAR Chart Terminology

Cash Payment/SNAP Issuance Group Number

Cash Payment number for TANF and GA as defined in Cash Assistance Handbook section 180.22 and SNAP Issuance number as defined in SNAP Handbook section 580.2.

SAR Update Deadline (SAR Form-GEN)

The last day by which the CAO must enter additions, changes or deletions to the Semiannual Reporting (SAR) system to affect the mailing of the SAR Form for the following month.

SAR Form Mailing Date

The date on which SAR Forms are mailed from the DPW Mailroom in Harrisburg. (A list of SAR forms generated is available on-line. Access from the SAR menu.)

Reporting Period

The calendar month for which the client reports income and other circumstances.

SAR Form Due Date

The date on which a SAR Form must be received in the CAO or the case may be suspended for the Regular Cash Payment/SNAP Issuance Date.

Tracking Deadline (L/IN-GEN)

The date on which an entry to the SAR system must be made for all cases which submitted a complete or incomplete SAR Form by the Due Date. All cases for which no entry is made will be considered late and subsequently suspended for the corresponding Regular Cash Payment/SNAP Issuance Date. These late cases will be "locked out" for further updating of the SAR status through the Suspension Date. Cases with incomplete status may be changed to complete status through the Suspension Date. Late/Incomplete Notice (L/INs) will be printed as of this date, for all cases whose SAR status is late or incomplete. (CAOs will be provided with confirming lists of these cases.)

L/IN Mailing Date

The date on which L/INs are mailed by the DPW mailroom in Harrisburg. This date begins the 10 day extended period during which the recipient must respond to the L/IN.

Sanction Override Deadline

The date on which all cases whose SAR status is late or whose status remains incomplete are suspended for the corresponding Regular Cash Payment/ SNAP Issuance Date. These suspended cases will receive late payment/issuance. (CAOs will be provided with confirming lists of cases suspended due to late or incomplete status.)

Extended Due Date

The last day of the extended period for recipients who were mailed a L/IN. If the recipient responds by this due date, the CAO may authorize a late cash and/or SNAP benefit.