**Policy Clarification – SNAP**

**PFS-19267-568**

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| **Submitted:** 2/21/19 | **Agency: CAOs** **Citations: SNAP** |
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**Subject: January Recertification for extended SNAP (FS43) and SNAP Mass OTI’s for February Benefits**

We have found cases with FS 43 with a renewal due date of January 31, 2019 were included in the mass OTI issuances for February SNAP benefits early issuance. What should we do with these cases if they received benefits they were not eligible for?

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| **Response By: Division of Federal Programs Date:** **& Division of Employment and Training**  |  |

We are aware that SNAP cases with FS 43 and a renewal due date of January 31, 2019 were included in the mass OTI issuances for February, when they may not have been eligible for a February SNAP benefit. The following actions should be taken on these cases:

* If the CAO processed the FS 43 January renewal and the households SNAP benefits decreased, the CAO should issue a manual overpayment for the difference the household should not have received for February benefits.
* If the household did not complete and/or provide the FS 43 January renewal, they are not eligible for February benefits and the CAO should complete a manual overpayment.
* If the CAO processed the FS 43 January renewal and the households SNAP benefits increased for February, the CAO should issue a manual OTI for the difference in what the household received from the mass OTI and what they should have received for February.

The CAO should narrate all case actions including any overpayments, underpayments, or any OTIs issued.