

Operations Memorandum - SNAP OPS130802

August 16, 2013

SUBJECT: Renewal Interview for Elderly Disabled Households with No Earned Income
TO: Executive Directors
FROM: Tom Strickler, Director, Bureau of Operations

Purpose

To inform County Assistance Offices (CAOs) of revised policy that eliminates the requirement for an interview for any Supplemental Nutrition Assistance Program (SNAP) households in which all members are elderly and/or disabled and have no earned income, provided that the household has satisfied all other recertification and verification requirements.

The effective date is August 19, 2013.

Background/Discussion

Federal Regulations at 7 CFR 273.14(b)(3) require states to conduct a face-to-face interview as part of the recertification process. The regulations at 7 CFR 273.2(e)(2) permit states to waive the face-to-face interview in favor of a telephone interview for all households in which all adult members are elderly or disabled and have no earned income.

The Department of Public Welfare has received approval from the Food and Nutrition Service to waive the renewal interview requirement for SNAP households in which all members are elderly and/or disabled and have no earned income, provided the household has satisfied all other renewal and verification requirements.

Under this waiver, CAOs must waive the interview at renewal for the above households when the following circumstances apply:

- The elderly and/or disabled household submits a timely renewal form and the information provided is complete;
- Verifications received are complete and not questionable; and
- The household will be approved for continuing eligibility.

CAOs must continue to schedule an interview for any elderly and/or disabled household at renewal under the following circumstances:

- The household requests an interview; or
- There are outstanding issues or questions about the renewal application; or
- The CAO determines that the renewal of continued SNAP benefits would be denied.

NOTE: No application that fits the above circumstances may be denied without an attempt to schedule an interview.

The caseworker must enter code R for interview type on the Budget Authorization screen when the interview is waived at renewal.

Next Steps

1. Share this information with all appropriate staff.
2. Implement this Operations Memorandum effective August 19, 2013
3. Refer all questions to your Area Manager
4. This Operations Memorandum will become obsolete when the information is incorporated into the SNAP Handbook.