

Policy Clarifications
Cash Assistance - All - PCA13039104
Food Stamp - PFS13039504

Submitted: 5/4/06

Agency: CAOs

Citations:

Subject: Application After Closing/New Application Form

The Case Closings section of [OPS-06-04-03](#) states that “an application form is not required if the individual or family reapplies within 60 days from the date of closing. Reasons for discontinuing benefits may include returned mail (whereabouts unknown), excess income/resources or failure to provide information or verification.” Are we limited to the reasons listed in the memo or does the policy apply regardless of the reason for closure? For example, would an individual whose benefits were closed due to incarceration and who has returned to reapply within 60 days of his closure date, need a new application?

When an individual reapplies without a new application after a case closing, we understand that, if the individual is eligible, benefits are to be prorated beginning the date information or verification is provided and that the renewal date should remain the same as was established prior to the closing. Are there any guidelines established for the CAO to follow to record the date of the new application and our review for Expedited FS? Will this info only be documented in the narrative? Will we be subject to audit or QC errors if there is no other verification besides a narrative?

Response By: Denise Hoffman

Date: 6/7/06

For Cash Assistance:

The CAO worker determines whether a new application is needed when an individual or family reapplies within 60 days from the date of closing. Factors to consider are the reason(s) for the denial/discontinuance, the period of time that has elapsed since the last interview and whether required forms have been signed or need to be updated. In the example mentioned, the individual’s case was closed due to incarceration following the latest completion of a PA 600 and AMR. The individual reapplies at the CAO within 60 days of the case closure. The worker must review all eligibility factors: address, household composition, income and resources. Additionally, the individual’s criminal history status including unpaid fines, costs, restitution and probation or parole issues will need to be reviewed. Incarceration would be considered a significant change in circumstances and requires review and verification of many factors so in this circumstance, a new application should be completed to re-open the case.

If the individual is eligible, benefits are to be prorated beginning the date the necessary information or verification is provided. The renewal date should remain the same as was established prior to the closing.

The new policy outlined in OPS-06-04-03 does not preclude having the client complete a new application if doing so would expedite benefit delivery and/or if significant (or several) changes have occurred since completion of the last application. The worker should use his judgment on a case-by-case basis to determine whether a new application should be completed.

For Food Stamp Program:

Although cash allows the reopening of benefits within 60 days the food stamps would only be eligible for reinstatement for up to 30 days from the date of closing with out a new application. Please refer to [PFS-13022-504](#). The Food Stamp Program does not distinguish "significant change" for deciding when to require an application. It is up to the client or whether to submit an application.

If FS are closed during the certification period and the household asks for reinstatement without submitting a new application, a review for expedited services is not required. If FS are closed and the household submits a new application form, this will be treated as a new application so a review for expedited service is required. Please refer to [PFS-13000-504](#).