

Operations Memorandum
Cash Assistance
SNAP
OPS120204

February 21, 2012

SUBJECT: Residency Review Based on EBT Out of State Transactions
TO: Executive Directors
FROM: Richard Wallace, Acting Director, Bureau of Operations

Purpose

To inform County Assistance Offices (CAOs) that, effective with the posting of this memorandum, CAOs will begin a Residency Review on individuals who for the last 3 months completed all Electronic Benefit Transfer (EBT) transactions outside of Pennsylvania.

Background/Discussion

While there is no policy restricting EBT usage to in-state transactions, a client's continued pattern of conducting out of state transactions may indicate that they are no longer Commonwealth residents. Eligibility for both cash and SNAP benefits includes the requirement that applicants and recipients must be residents of Pennsylvania. Refer to the cash handbook at [Chapter 123, Residence](#) and the SNAP handbook at [Chapter 523, Residence](#) for the eligibility requirements on residency. The Department of Public Welfare recognizes the need for more stringent internal controls and monitoring that will allow DPW to achieve a higher degree of accountability around the use of EBT cards by identifying and reviewing cases for recipients who may no longer meet the residency requirement for receiving Pennsylvania-issued benefits.

Each month a list of cases requiring review and further action will be posted to the appropriate CAO folder on the network server. A daily status will be issued to announce the availability of the list on the server. CAO staff will follow the instructions included in Appendix A to complete the review and track the results of the review on the tracking sheet in Appendix B.

Next Steps

1. Share this information with all staff.
2. Direct any question to your Area Manager
3. Provide the tracking sheet by the due date

4. This Memorandum is obsolete when the information is available in the EBT procedure manual.

[Field Instructions for Residency Review Attachment](#)

[EBT Residency Review Form Template](#)