

Policy Clarification - SNAP

PFS-17721-506

Submitted: 10/15

Agency: CAOs

Subject: Expedited SNAP benefits review for untimely SNAP renewals

Question: How should the CAO handle an untimely renewal form received after the last day of the certification period but the case appears as “open” in the system because of system deadline dates?

Example: A household’s certification period ends on August 31. The household failed to submit a timely renewal form. On September 6, the renewal form is submitted to the CAO. The household is a benefit issuance cycle 9 and appears to be still active on e-CIS.

Response By: Division of Federal Programs **Date:** 10/13/15

In instances where a case is still active in eCIS and an expedited review is needed, the CAO will need to register the application and complete a SNAP scratchpad. This tool will assist in determining if the household is eligible for expedited benefits. If the household is eligible for expedited SNAP the CAO will need to issue an OTI using code 188, send a manual notice, and narrate the situation in detail.

NOTE: In these situations the CAO must not force a manual close to the SNAP budget.

REMINDER: The expedited review needs to be completed the day the renewal form, or application is received.

Once the deadline date has passed the application will need to be front-loaded and processed for ongoing SNAP eligibility.

If the household is determined not eligible for expedited SNAP based on the CAOs determination and use of the SNAP scratchpad, the CAO will need to narrate the situation in detail. Once the deadline date has passed the application will need to be front-loaded and processed for expedited so an automated PA 163 can be sent to the household.

NOTE: This policy clarification obsoletes PFS-17616-506.