

# Policy Clarifications – SNAP PFS 17644-503

**Submitted: 06/2015**

**Agency: CAOs**

**Subject:** e-Signatures and Community Partners

**Question:** A Community Based Organization files a COMPASS SNAP application on behalf of a household but does not e-sign the application.

If an identifiable application is name, address and signature, should Expedited SNAP be denied because the COMPASS application is not e-signed?

Would the signature still be required for ongoing benefits?

PFS10322506 establishes that an e-signature is not required for processing expedited benefits (when the client files the application because "the password and signature are synonymous". Does this apply to the Community Based Organization, too?

---

**Response By: Division of Federal Programs and Program Management**

**Date: 8/6/15**

Many times COMPASS applications are submitted by community partners without signature pages.

PFS10322506 indicates the password and signature are synonymous and the signature on COMPASS is satisfied by the client using the password to complete the application.

Starting with the e-signature pilot, community partners no longer were required to submit the application signature page because an e-signature application is considered a valid signed application.

Each community partner is provided a unique identification number. Community partners use this number to submit applications on their clients' behalf.

SNAP applications received with or without an e-signature or initials by the community partners listed in SNAP Handbook [503 Appendix C](#) are considered an identifiable application and they must be reviewed for expedited SNAP and ongoing SNAP.

**NOTE: The COMPASS Community Partners listing by Agency which is found in the CAO resources does not apply to this clarification. Those partners on that list**

**may submit SNAP applications but would be required to still submit a signature page or e-sign the COMPASS application.**