

Policy Clarifications - SNAP/Cash/MA
PCA16412176
PMA16412376
PFS16412579

Submitted: November 7, 2012

Agency: CAOs

Citations: 576.1, 571.1 and 7 CFR 273.12(a), 7 CFR 273.14(a); 376; 176

Subject: Semi-Annual Reporting and Renewals for October 2012

Policy Clarification PFS 16409-580/PCT 16409-180 states that all households that do not complete a Recertification or SAR by the end of November 2012 will be closed or suspended. What should a worker do if an October SAR or renewal is received in November? How are MA budgets to be processed?

Response By: BOP

Date: 11/07/2012

For SNAP budgets:

If an October SAR form is received in November, caseworkers are to process the SAR/LIN and take action by November 30, 2012 to affect December's SNAP benefits. If an October Renewal is received in November, Caseworkers are to schedule the interview request any additional verification needed and process the renewal by November 30, 2013. Any October SAR/Renewal that is received in November must be acted upon by November 30, 2013.

Note: SNAP budgets for pay cycles 1, 2 or 3 that were closed for reason 474 October 31, are to use December 1, 2012 as the begin date when reopening.

No additional benefits are issued for November please reference Daily Status, [D3764](#). All SNAP households received or will receive the same amount of SNAP benefits as their October issuance.

SNAP budgets whose SAR has not been processed by the payment deadline date for December issuance will automatically suspend/generate alert for December. Renewals not completed for these budgets by November 30th will automatically close for SNAP.

For Cash budgets:

Pay cycles 1 and 2 were suspended (see [D3759](#)) and the first monthly payment was issued. These budgets will need to be reinstated using the Maintenance workflow in CP **BEFORE NOVEMBER PAYMENT DEADLINE DATES** for the second pay cycles so the second monthly payment will be issued. These budgets will be systematically issued the second monthly payment in the same amount as the first monthly payment. [See the attached list of suspended cash budgets with deadline dates of November 8 and 9.](#)

Pay cycles 3-10 were not suspended. These budgets will be systematically issued the second monthly payment in the same amount as the first monthly payment.

Beginning November 13, 2013 for all pay cycles:

- If an October SAR has been received, wait until after the payment deadline dates have passed for the second payment in November to run Partial Renewal workflow in CP. Run the partial renewal workflow before the deadline date for the first payment in December to prevent suspension.
- If no October SAR has been received, these budgets will be automatically suspended for the first payment cycle in December.

For MA budgets:

If an October MA SAR or renewal is received in November, the caseworker will give the client additional time to provide the completed SAR or renewal form and necessary verification. The caseworker must take the appropriate action on October SARs and renewals by November 30, 2012, applying current MA SAR/renewal policies and procedures in MAEH [Chapter 376](#), [OPS101203](#) and [OPS101204](#). If no October SAR or renewal is received by November 30, 2012, follow current MA SAR/renewal procedures beginning December 1, 2012.

[Cash SAR Sandy Excel File](#)