

Policy Clarifications – SNAP PFS-17616-506

Submitted: 7/15

Agency: CAOs

Subject: Deadline Dates and Authorizing SNAP After a Late Renewal

Question: With respect to the new mandate of frontloading Expedited SNAP reviews, it is imperative that CAOs receive guidance on the correct way of handling late SNAP renewals when the budget is still in open status in CIS. The Q & A provided by policy in the Corrective Action Workgroup notes dated July 2014 is as follows:

Q. “How should we handle an untimely renewal form received after the last day of the certification period but the case appears “open” in the system because of our system deadlines?”

Example: Household certification period ends April 30. The HH failed to submit a timely renewal form. On May 6, the renewal form is submitted. The HH is benefit issuance cycle 9 (deadline 5/7) and appears to be still active on e-CIS. Is this treated as an application or do we process the renewal without interruption?

A. This is treated as an application because the renewal form was received after the end of the certification period (April 30). It will need to be reviewed for Expedited. SNAP benefits would start May 6.” CAOs need to know how to handle the systems process when the SNAP budget is still in open status due to deadline.

Should the IM manually close the SNAP budget after the end of the month when a late renewal is received in order to complete the Expedited SNAP review in the system?

If so, what notice should be sent for the manual closure?

If not, how should the open SNAP budget be handled by the IMCW?

Response By: Division of Federal Programs and Program Management Date: 7/13/15

No, the CAO will not manually close the SNAP budget.

The CAO will review for expedited and ongoing benefits and, if the household is eligible, will authorize after the county’s deadline date. The benefit will be prorated to the date the renewal process is complete (May 6 in the example above).

The narrative must clearly explain the review and the deadline date issue.