**DATE: October 26, 2020**

**OPERATIONS MEMORANDUM #20-10-01**

**SUBJECT:** Extension of Supplemental Nutrition Assistance Program Renewals for Homeless Households

**TO:** Executive Directors

**FROM:** Inez Titus

Director

Bureau of Operations

**PURPOSE**

To inform the County Assistance Offices (CAOs) that renewals for homeless households receiving Supplemental Nutrition Assistance Program (SNAP) will be extended by six months and Semi-Annual Reporting (SAR) requirements for these households will be adjusted. The renewals will be extended effective immediately and will remain in effect as long as homeless households continue to have restricted access to mail pick-up, or until June 2021.

**BACKGROUND/DISCUSSION**

Congress passed a Continuing Resolution (H.R. 8337) which was signed by the President on September 30, 2020. H.R. 8337 section 4602 allows states to continue certain waivers without prior approval from the Food and Nutrition Service (FNS).

Since many homeless SNAP households have their mail sent to the CAO, they are currently unable to pick up the mail due to the CAOs being closed to the public. With renewals and SARs beginning again, this would potentially result in homeless SNAP households being closed for SNAP benefits through no fault of their own. To prevent this, the Department of Human Services (DHS) has chosen the option to waive the requirement that a homeless household must have a full renewal every six months and to adjust the SAR requirements.

Homeless SNAP households will have their renewal dates systematically extended by six months. Any work items already generated will be removed from the dashboard. A system entered narrative will be generated in the case comments to document that the renewal date has been extended and why it was extended. Renewals will be adjusted as follows:

* October 2020 renewals will be moved to April 2021
* November 2020 renewals will be moved to May 2021
* December 2020 renewals will be moved to June 2021
* January 2021 renewals will be moved to July 2021
* February 2021 renewals will be moved to August 2021
* March 2021 renewals will be moved to September 2021
* April 2021 renewals will be moved to October 2021
* May 2021 renewals will be moved to November 2021
* June 2021 renewals will be moved to December 2021

**NOTE:** Only October 2020 through December 2020 will be moved initially. If CAOs remain closed to the public, each additional month will be adjusted as described above prior to any renewal work items being created.

If a renewal form has already been generated but the client does not return it, the case should not be closed for failure to provide the renewal form. If the client does provide the renewal form and completes the renewal process, the caseworker should process the renewal at that time. If a client reports a change in their living situation to the CAO, the caseworker should take action to update the homeless questions on the Program Request Questions screen and on the Individual Attributes screen.

In addition, SAR requirements for homeless individuals are being adjusted. While SARs will continue to be sent for homeless SNAP households, the homeless household should not be closed for failing to complete the SAR.

**NOTE:** As a reminder, if a client is homeless the answers to the homeless questions on the Program Request Questions screen should reflect that to make sure the client has the correct Program Status Code and renewal period.

**NEXT STEPS**

1. Review this Operations Memorandum with appropriate staff.
2. Direct questions regarding this Operations Memorandum to your Area Manager.
3. This policy is in effect until further notice.