

M E M O R A N D U M

DATE: April 6, 2023

TO: Supplemental Nutrition Assistance Program Center Directors and Regional Managers

FROM: DSS Office of Procedures

SUBJECT: Reminder on Processing a SNAP PARIS Match

The purpose of this Center Director (CD) Memorandum is to remind the Mailer Match Action Program (MMAP) staff that when processing a Supplemental Nutrition Assistance Program (SNAP) Public Assistance Reporting Information System (PARIS) match and a Client Notice System (CNS) notice is created, staff must enter the full name of the State or the District where the match occurred. The CNS notice will let the participant know the State or District where the match occurred and where the Agency believes the participant is getting other benefits.

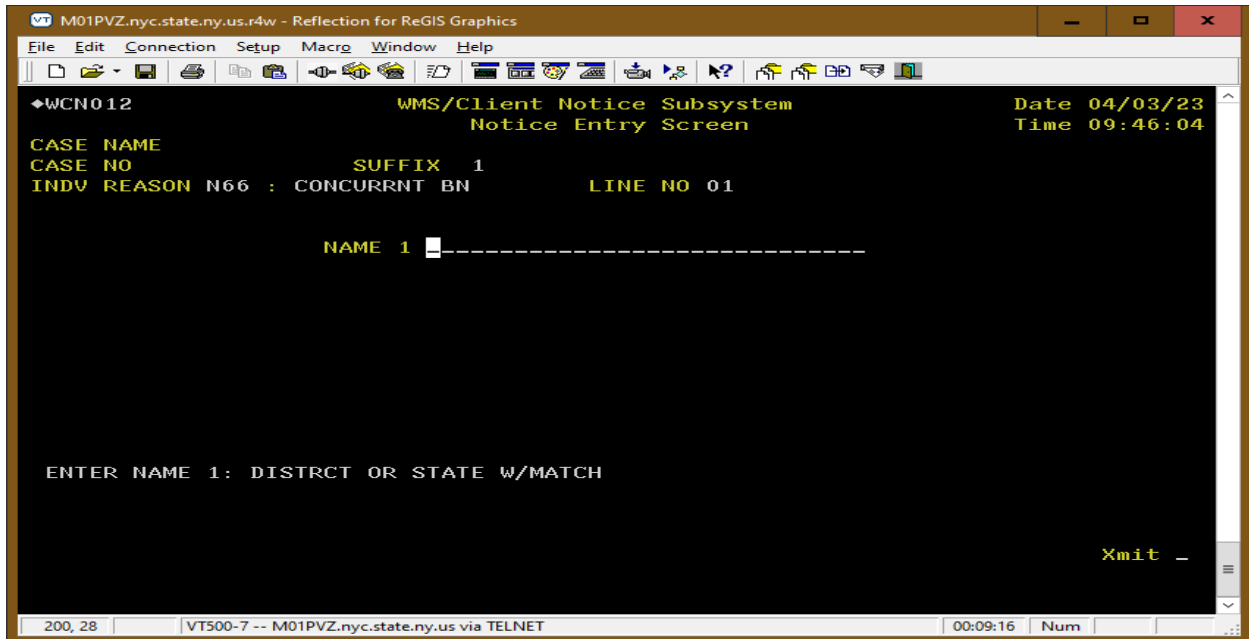
Staff must not enter the name of the participant when prompted for the “DISTRICT OR STATE W/MATCH”. Staff must enter the full name of the State or District and must not use initials.

The CNS notice will contain the following language:

Your identity matches that of a person who is already receiving SNAP benefits in _____.

Staff must only enter the full name of the State or District. If they put any additional information in that field, the sentence will not make sense.

The following screenshot shows where staff must enter the full name of the State or District.



Effective Immediately