

**M E M O R A N D U M**

**DATE:** February 19, 2021

**TO:** Job Center Directors, Regional Managers, Supplemental Nutrition Assistance Program (SNAP) Center Directors, Regional Managers, and HIV/AIDS Services Administration (HASA) Center Directors

**FROM:** James K. Whelan, Executive Deputy Commissioner  
Office of Policy, Procedures and Training

**SUBJECT: Attestation of SNAP Application Signatures Due to COVID-19**

The purpose of this Center Director (CD) Memorandum is to remind Non-Cash Assistance (NCA) SNAP Center staff that through a federal waiver, a SNAP applicant may attest to their signature on their application. **Note:** This waiver is good through March 31, 2021 but may be extended.

If an applicant submits an application without a signature and the Worker is able to connect with the applicant over the telephone, the Worker must note in the case record that verbal attestation of the signature was given as well as listing the time and date that the verbal attestation of a signature was given.

Therefore, if an applicant submits an unsigned paper application, the application does not need to be returned to be signed. When the Worker speaks with the applicant during the telephone interview, they can take the applicant's verbal attestation and annotate the case record. The annotation should include a note that the applicant gave a verbal attestation of their signature as well the time and date the verbal attestation was taken.

*Effective Immediately*

**References:** 20 TA/DC113  
20 TA/DC090  
20 TA/DC049

**Related Item:** [PB #14-40-OPE](#)

cc: FIA Call Center  
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