



**FAMILY INDEPENDENCE ADMINISTRATION**  
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**POLICY BULLETIN #03-177-ELI**

**CLARIFICATION OF THE ISSUANCE OF BENEFITS UNDER  
THE EXPEDITED FOOD STAMP SERVICE RULE**

<p><b>Date:</b> November 28, 2003</p>	<p><b>Subtopic(s):</b> Food Stamps</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Identity of the casehead must be verified before any benefits are issued.</p> <p>Pended documentation</p>	<p>The purpose of this policy bulletin is to provide staff with a clarification regarding the Expedited Food Stamp Service (EFS) process.</p> <p>All Food Stamp (FS) applicants must be screened on the day the application is filed to determine if the household is eligible for Expedited Food Stamp (EFS) service.</p> <p>For applicants deemed eligible for EFS service and who have established identity, a determination of eligibility for FS must be made based on the <u>best available information</u> at the time of the eligibility interview.</p> <p>This means that if based on the information the applicant provides on the application and the documentation submitted at the interview, the applicant household is deemed eligible for FS benefits, Workers <u>must</u> accept the FS case under the expedited processing requirements and issue benefits as required by current FS rules, even if all required eligibility factors cannot be verified or documented at the time of the interview.</p> <p>Any outstanding documentation/verification must be pended and the applicant must be allowed a minimum of 10 calendar days to submit it. If necessary, the Worker should assist the applicant in obtaining outstanding documentation/verification.</p> <p>The household must be provided with a Notice of Action Taken (LDSS-3152) that notifies the household of the FS acceptance and that further benefits will not be issued until verification is completed.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*

Failure to return  
documentation/  
verification

Failure to submit the pended documentation/verification within the required time, without good cause, will result in the closing of the FS case. In this instance if the individual reapplies, s/he is not entitled to receive any additional FS benefits until the outstanding documentation/verification from the initial issuance is received.

Reapplications for Food  
Stamps

Households that have received EFS and are subsequently denied recurring FS benefits (FS case is closed) for failure to provide required documentation have until the calendar month after the month(s) covered by the expedited FS issuance in which to complete verification. This means that if they reapply for FS within one month after the period covered by the EFS issuance, neither a new application nor interview is required.

In this instance, the reapplicant only needs to address and resolve the case denial/closing issue and any other questionable information. These issues **must** be resolved before any further FS benefits can be provided. If the issue(s) is resolved within the above stated period, the FS case must be accepted/reopened and the FS provided as a regular FS benefit (nonexpedited).

Examples:

A household applies on November 3, is found eligible for FS under the expedited processing rules and is issued benefits for 11/3–11/30. The FS case for this household is closed on 11/15 for failure to provide the pended documentation. If this household reapplies by December 31, neither a new application nor an eligibility interview is needed. If the household submits the outstanding documentation by December 31 and the documentation verifies that the household is eligible for FS, the FS case must be reestablished and benefits must be issued from December 1.

A household applies on November 16 and is found eligible for FS under expedited processing rules. Because they applied after the 15th of the month, FS are issued for 11/16–11/30 and 12/1–12/31. The household fails to submit the pended documentation and the FS case is closed on 11/27. If the household reapplies by January 31, neither a new application nor an eligibility interview is needed. If this household submits the pended documents and eligibility is verified by January 31, the FS case must be reestablished and benefits issued from January 1.

The following examples illustrate how Workers in the Job Centers must proceed when a FS reapplicant complies with the case closing issue within 30 days of the end of the period covered by the EFS issuance and the compliance date occurs within 30 days of the case closing or after 30 days.

**A. Reapplication within 30 days of the FS case closing and within 30 days of the end of the period covered by the EFS issuance.**

Ms. Jones applies for Public Assistance (PA) and FS on 9/13. She meets the criteria for expedited FS service (EFS) and a same-day FS eligibility interview is conducted. Although she does not have all the required documentation, Ms. Jones is deemed eligible for FS based on the information she provided. Her FS application is accepted with the provision that the outstanding documentation must be submitted within 10 days. She is issued a same-day FS benefit to cover the period of 9/13 to 9/30. The FS case is placed in single-issue (**SI**) status. Ms. Jones fails to comply with PA eligibility requirements (EVR), as well as fails to submit the required FS documentation by 9/23. As a result the PA case is rejected (**RJ**) and the FS case is closed (**CL**).

In October, the calendar month after the month covered by EFS, Ms. Jones reapplies for PA and FS. At this time she submits the outstanding FS documentation. She also indicates that she has no food but can wait until the next day for a benefit, as a friend will be providing her with meals that day.

In this example, Ms. Jones' original PA/FS application/case is reestablished and action is taken to accept/activate (**AC**) the FS portion of the case. In addition, a next-day FS benefit for the month of October (10/1–10/31) is processed using FS single issuance code **14**.

**B. Reapplication beyond 30 days of the FS case closing but within 30 days of the end of the period covered by the EFS issuance.**

Mr. Smith applies for PA and FS on 9/22. He meets the EFS criteria and an FS eligibility interview are conducted. He is deemed eligible for FS based on the unverified information he provides. Mr. Smith is issued a same-day FS benefit to cover the periods of 9/22–9/30 and 10/1–10/31.

In order to remain eligible and continue to receive FS, Mr. Smith must provide all outstanding FS documentation within 10 days. Mr. Smith fails to complete the employment process and to submit the FS documentation within the specified time period. Consequently, his PA application is denied and the FS case closed on 10/3.

Mr. Smith reapplies for PA and FS on 11/27 and at that time submits all outstanding FS documentation. He states that he has a no food emergency.

The application is registered in WMS using the original FS date of file (which in this example was 9/22) and the Worker proceeds as follows:

- Takes all required action to accept the FS portion of the case and link it to the previous case. The previous case number ends in digit 8 and according to the pull-down schedule the case can be placed on the FS recurring rolls for the 12A cycle.
- Prepares for processing an FS SI benefit for the month of November (11/1–11/30) using code **14**.
- Since the code **14** cannot be issued through the same day benefits issuance process, determines if the applicant is eligible for an immediate needs grant. If yes, prepares issuance as per standard procedure.

**Note:** Only one expedited FS issuance can be made on an application. In this example the applicant has already received one and cannot be issued another even if he is not eligible for an immediate needs grant.

Non-Public Assistance  
FS applicants

In the Non-Public Assistance (NPA) FS Centers, for applicants covered by the situations listed under examples **A** and **B**, the Workers must reopen the NPA FS case and issue any skipped FS benefits.

In order to avoid errors, Workers must check the WMS FS benefit screen **NQCS5C** to ensure that benefits for the period in question have not been previously issued.

**C.** Reapplication beyond 30 days or a calendar month of the period covered by the EFS issuance.

Ms. Ramirez applies for PA and FS on 7/10. She is determined eligible for EFS and an eligibility interview is conducted. Based on the information provided (including the information that is not yet verified) by the applicant, she is determined eligible for FS. She is issued a FS benefit to cover the period of 7/10 to 7/31 as well as the **DSS-3152** and the Documentation Requirements form (**W-113K**) in which she is instructed to submit verification of unemployment benefits and household composition by 7/20.

Ms. Ramirez fails to submit the pended FS documentation and fails to comply with other PA eligibility requirements. Consequently, her PA application is denied and her FS case is closed on 7/22.

On 9/2 Ms. Ramirez reapplies for PA and FS. She is informed that she is ineligible for EFS as she did not complete the verification process as required on her previous application. An eligibility interview is then conducted for PA and FS. Based on the information provided by the applicant (not all verified), she appears to be eligible for FS.

Ms. Ramirez is scheduled for an EVR and employment interview within the next three days and is instructed to submit by 9/12 verification of having kept the appointments as well as verification of household composition, residence and rent payment.

Once again Ms. Ramirez fails to comply with the PA and FS requirements and on 9/14 her application is linked to her previous case and rejected.

On 10/4 of the following year, Ms. Ramirez again applies for PA and FS and states that she has no food. After a review of her previous case and the EFS screening, Ms. Ramirez is informed that she is ineligible for EFS as she failed to complete the verification process when she was received EFS in July of the previous year and again when she reapplied in October the same year. The applicant is then screened for and determined to meet the criteria for immediate needs. An eligibility interview is conducted, at the end of which the applicant is instructed to submit by 10/14 all the documentation necessary to determine PA and FS eligibility and is issued a code **44** for five days.

The applicant complies with all eligibility requirements and timely submits the required documentation. She is deemed eligible for both PA and FS. She is issued FS benefits from the date of application (10/4) and PA from the date of compliance (10/14).

*Effective Immediately*

**References:** 7 CFR 273.2(i)(4)(iii)(A)/(B)