



# OFFICE OF POLICY, PROCEDURES, AND TRAINING

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## POLICY BULLETIN #20-40-ELI

*(This Policy Bulletin Replaces PB #20-27-ELI)*

### RECERTIFICATION PERIOD EXTENSION DUE TO THE COVID-19 PANDEMIC

<b>Date:</b> July 14, 2020	<b>Subtopic(s):</b> CA and SNAP benefits
Revised	<p><b>Revisions to the Original Policy Bulletin</b></p> <p>This policy bulletin is being revised to announce the extensions of recertification periods for Cash Assistance (CA) and Supplemental Nutrition Assistance Program (SNAP) cases with recertification periods expiring at the end of July 2020.</p> <p><b>Purpose</b></p> <p>The purpose of this policy bulletin is to inform Job Center, HIV/AIDS Service Administration (HASA) Center, and SNAP Center staff of the six-month extension of the recertification periods for CA and SNAP cases due to the Novel Coronavirus (COVID-19) pandemic. This policy bulletin is informational for all other staff.</p> <p>Previously, CA and SNAP cases with the recertification periods expiring at the end of March, April, May and June 2020 were granted six months extensions of the recertification periods due to the impact of the COVID-19 pandemic. In addition, the recertification periods for CA and SNAP cases expiring at the end of July 2020 will be automatically extended for six months.</p> <p>Extending the recertification periods will ensure that households who are unable to comply with the recertification requirements or whose recertification cannot be processed timely due to the impact of the COVID-19 pandemic do not lose access to their CA and SNAP benefits.</p> <p><b>Note:</b> This guidance does not apply to Medicaid (MA) only cases, including MA separate determinations for individuals who lose CA eligibility.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
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send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Revised

The Welfare Management System (WMS) will run mass of extensions for CA and SNAP recertification cases that are due to expire at the end of July 2020.

The following cases are not eligible for an automatic extension:

- If the recertification was already processed;
- If closed or pending closing due to excess income, failure to provide required documentation or another reason.

Any household whose recertification period has been extended must recertify before the end of the extension period.

**Note:** In this context, “scheduled for” and “expiration” refer to the end of the SNAP authorization period, not the month in which the interview is scheduled for CA cases or that SNAP cases may start calling on-demand.

New

Refer to [PB #20-31-ELI](#)

If households received, or should have received the recertification extension for any of the months including July, but did not receive the COVID-19 Emergency Supplemental Allotment, the supplement must be issued. The SNAP supplemental benefit should be calculated as the difference between the household’s actual issuance and the maximum SNAP benefit amount for the household size. The SNAP benefit supplement for CA cases must be issued using single issuance code **20**. The SNAP benefit supplement for SNAP only cases must be issued using single issuance code **22**. Refer to PB #20-31-ELI for additional information.

Examples of the extension as follows:

Any case originally scheduled for recertification by March 31, 2020, and did not get processed, must be recertified by September 30, 2020.

Any case originally scheduled for recertification by April 30, 2020, and did not get processed, must be recertified by October 31, 2020.

Any case originally scheduled for recertification by May 31, 2020, and did not get processed, must be recertified by November 30, 2020.

Any case originally scheduled for recertification by June 30, 2020, and did not get processed, must be recertified by December 31, 2020.

New

Any case originally scheduled for recertification by July 31, 2020, and did not get processed, must be recertified by January 31, 2021.

New

**Note:** The extensions for cases that are due to expire in July 2020 will be updated in WMS by July 15, 2020.

Refer to PB #20-34-OPE  
and PB #20-36-ELI

CA and SNAP cases with the recertification periods expiring at the end of August 2020 will be processed in the accordance with the current procedure.

*Effective Immediately*

**Reference:**

**GIS 20 TA/DC038**  
**GIS 20 TA/DC070**

**Related Items:**

PB #20-31-ELI  
PB #20-34-OPE  
PB #20-36-ELI