



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY DIRECTIVE #24-06-ELI

(This Policy Directive Replaced PD #14-13-OPE)

**EXPEDITED SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
PROCESSING RULES**

Date: July 16, 2024	Subtopic(s): SNAP
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HAVE QUESTIONS ABOUT THIS PROCEDURE?
Submit an FIA Call Center Request via ServiceNow (SNOW)

AUDIENCE

The instructions in this policy directive are for all Benefits Access Center (BAC), HIV/AIDS Services Administration (HASA), and Non-Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff.

REVISIONS TO THE PRIOR DIRECTIVE

This policy directive has been revised to:

- Change the deadline from five days to seven days for the issuance of benefits to eligible SNAP households who qualify for expedited processing of their SNAP application;
- Update **Attachment A** to provide the ESNAP processing instructions in Streamlined POS for NCA SNAP locations;
- Modified language to account for On-Demand interviews;
- Modify the Expedited Supplemental Nutrition Assistance Program (SNAP) Processing and Application Timelines Desk Aid (**W-200D**) due to the change in the timeliness issuance of SNAP benefits under the expedited SNAP processing rules and the addition of the On Demand Interview process.

POLICY

All SNAP applications must be screened on the day the application is filed to determine if the household qualifies for expedited SNAP (ESNAP) processing. This includes applications from households whose SNAP cases were closed for failure to recertify and who re-apply after their certification period expired. For applications submitted online through ACCESS HRA (AHRA), the online question set serves as the initial ESNAP screening.

Individuals who are applying for a “one-shot deal” only in Benefits Access Centers and select the “Emergency Assistance Only (EMRG)” option on the New York State Application for Certain Benefits and Services (**LDSS-2921**) are not to be screened for ESNAP processing. However, if the applicant expresses a concern about not having enough food or money to buy food, the individual should be encouraged to apply for SNAP benefits.

In order to qualify for ESNAP processing, a SNAP household must meet at least one of the following criteria:

- Have a monthly gross income under \$150 and liquid resources not exceeding \$100 in the month of application;
- Consist of a destitute migrant and/or seasonal farm worker whose liquid resources do not exceed \$100;

See SNAP Source Book Section 5.

- In the month of application, have a combined monthly gross income and liquid resources that are less than the sum of the household’s monthly shelter costs (shelter costs include rent or mortgage plus the Standard Utility Allowance [SUA] applicable for the household).

Note: Households only need to have the shelter cost, not necessarily pay it.

See pages 10-11 for details

When the screening process shows that a household qualifies for ESNAP processing, the household must have an eligibility interview within seven calendar days to determine the household’s eligibility and benefit level (if eligible) for SNAP.

When the AHRA screening indicates a likelihood of being eligible for expedited processing, applicants are advised to call for their on-demand interview within four business days.

If it is a CA/SNAP application and the individual indicates an immediate need, regardless of the ESNAP screening, they are advised to call for their on-demand interview as soon as possible and also reminded that they can go into a center for their interview.

If a household is found eligible for SNAP benefits under the ESNAP processing rules, the SNAP benefits must be provided according to the ESNAP processing guidelines outlined in this directive.

BACKGROUND

ESNAP has four components:

- Screening
- Interviewing
- Determining Eligibility
- Processing

Screening

All SNAP applications must be screened using the Supplemental Nutrition Assistance Program (SNAP) Eligibility Determination (SNAP) Application Expedited Processing Summary Sheet (**LDSS-3938-NYC**) on the day the application is filed to determine if the household qualifies for ESNAP processing. For AHRA submissions, the question set will serve to populate the appropriate portions of the **LDSS-3938-NYC**.

In order to consider a SNAP application as filed, it must contain at least the applicant's name, address (if they have one), and signature. For paper applications, the signature can be on the first or last page of the **LDSS-2921**, page 2 or page 8 of the Supplemental Nutrition Assistance Program (SNAP) Application/ Recertification (**LDSS-4826**) or page 2 of the Application/Recertification for Supplemental Nutrition Assistance Program (SNAP) Benefits (**LDSS-5166**). However, benefits may not be issued until the last page of **LDSS-2921** or page 8 of the **LDSS-4826** has been signed.

For SNAP applications that are submitted on-line via AHRA, the signature is obtained electronically. For applications submitted over the phone, the attestation of the worker taking the application submission meets the requirement.

SNAP related questions on AHRA and/or in POS are used to populate the **LDSS-3938 NYC**, within the IN/ESNAP POS activity or ESNAP activity.

For households that have been determined not qualified for ESNAP processing, the reason must be entered into POS when electronically completing the **LDSS-3938 NYC**. Additionally, for SNAP households that have been determined qualified for ESNAP processing but ineligible for a SNAP benefit, the reason the household is ineligible for a SNAP benefit will be entered electronically by POS onto the **LDSS-3938 NYC**.

Interviewing

An eligibility interview must be conducted for applicants determined qualified for ESNAP processing. The eligibility interview can be conducted via the On-Demand telephone interview process or as an in-person eligibility interview.

For households that opt to have an in-person eligibility interview and are unable to keep their appointment, they are responsible for rescheduling their interview. This responsibility is also reinforced by the Supplemental Nutrition Assistance Program (SNAP) Notice of Required Telephone Interview (**FIA-1152d**) for NCA SNAP cases or the Important Information About Your Case – Notice of Missed Cash Assistance Interview (**FIA-1124**) sent to individuals who fail, for whatever reason, to be interviewed. Failure to reschedule or call for an on-demand interview and complete the eligibility interview in a timely manner (within 30 days of the date of file) will result in the denial of their CA/SNAP or NCA SNAP application.

Determining Eligibility

An eligibility determination for an initial issuance of SNAP benefits under the ESNAP processing rules, must be made based on information provided on the application, the content of the interview, and whatever documentation the applicant has provided or collateral contacts that can be made on the day of the interview. If the household is determined eligible for an initial issuance of SNAP benefits under the ESNAP processing criteria, only the applicant's identity must be verified. Verification of all other eligibility factors (e.g., income, immigration status of non-citizens, residence, etc.) can be pended (deferred) if the documentation is not readily available.

The TA/SNAP Documentation/Verification Desk Guide (**LDSS-3666**) provides a listing of suggested documentation for verifying eligibility factors and also lists which eligibility factors must be verified and which can be pended under the ESNAP processing rules.

Households that have been determined qualified for ESNAP processing are not automatically eligible to receive SNAP benefits. The following two scenarios provide examples of households that are qualified for ESNAP processing but are ineligible to receive SNAP benefits.

Example 1: A 52-year-old applicant, without a disability, has applied for SNAP for a household of one person. The applicant's monthly gross income is \$1,900 (all earned) and the individual has \$200 in liquid resources. The applicant's monthly rent is \$1,350. Since the combined monthly gross income of \$1,900 plus liquid resources of \$200 (for a sum of \$2,100) is less than the sum of \$1,350 monthly rent plus the applicable SUA of \$992 (for a sum of \$2,342), the applicant is qualified for ESNAP processing. However, since \$1,900 monthly gross income exceeds the 150% gross income level of \$1,823 for a household with earned income, the applicant is ineligible to receive SNAP benefits even though the individual is qualified for ESNAP processing.

Note: the SUA and income thresholds for SNAP change annually. Refer to [PD #23-09-ELI](#)

Example 2: A 42 year-old lawful permanent resident without a disability who has resided in the United States for three years in a qualified non-citizen status (without any qualifying work quarters) has applied for SNAP benefits for a household of one person. The applicant's monthly income in the month of application is \$100 and the applicant has \$40 of liquid resources. Since the sum of the applicant's monthly gross income of \$100 plus liquid resources of \$40 (for a sum of \$140) is less than \$150, the applicant is qualified for ESNAP processing.

However, since the applicant does not meet the non-citizen eligibility criteria to receive SNAP, the applicant is ineligible for SNAP benefits even though the individual is qualified for ESNAP processing.

In BACs/HASA Centers, when an applicant is ineligible for ESNAP but claims a No Food Emergency, the BOS/Worker must evaluate the applicant's eligibility for an Immediate Needs Grant, Code **44**.

In instances like the two previous examples (households that are qualified for ESNAP processing but are ineligible to receive SNAP benefits), the reason the household is ineligible for SNAP benefits will be entered electronically by POS onto Form **LDSS-3938 NYC**.

Note: If a household's statements indicate that a member of the household has an eligible citizen/non-citizenship status, SNAP benefits may be issued for that individual (if the household is otherwise eligible for SNAP) under the ESNAP processing rules of pended verification, even if the household is unable to provide verification of the individual's non-citizen status within the ESNAP processing timeframe.

Processing

New information

If a household is determined eligible for SNAP benefits based on available documents and the information provided at the eligibility interview, and the identity of the applicant has been verified, New York State (NYS) social services regulations require that SNAP benefits be provided no later than seven calendar days following the date the CA/SNAP or NCA SNAP application was filed.

SNAP benefits may be issued under the ESNAP processing criteria to households that contain SNAP eligible household members even if the casehead is an ineligible non-citizen.

Example: An applicant has applied for SNAP benefits for themselves and the applicant's two children. The applicant is an ineligible non-citizen, but the applicant's two children both meet the non-citizen/citizenship criteria to receive SNAP benefits. If the household has met the criteria for ESNAP processing and has been determined eligible for SNAP benefits, the SNAP ineligible casehead is to be issued SNAP benefits for the two eligible children within the ESNAP processing timeframe.

To ensure that households eligible for SNAP benefits under the ESNAP processing criteria receive their benefits in a timely manner, staff must issue the initial SNAP benefit within the following timeframes:

Benefits Access Centers – SNAP benefits must be issued on the same day the eligibility interview is held.

NCA SNAP Centers – SNAP benefits must be issued no later than seven calendar days following the day the application was filed.

Special situations

Exceptions to the ESNAP processing rules

There are some situations that will cause Benefits Access Centers and NCA SNAP Centers to make exceptions to the ESNAP processing rules regarding the screening, interviewing, and processing of a SNAP application. These include the following:

Inability to determine if an application is eligible for ESNAP processing on the same day the application is received by the Agency.

- An application is submitted by mail or fax, dropped off in person, or completed online, but the applicant cannot wait for the screening and the application does not contain enough information to complete the ESNAP screening (for example, only the applicant’s name, address, and signature appear on the form). In this case, the reason why the Worker was unable to determine if the application qualifies for ESNAP processing will be entered electronically by POS onto the **LDSS-3938 NYC**.

Determination of ESNAP eligibility at the eligibility interview.

- Initially, a household could not be determined eligible for ESNAP processing and receipt of SNAP benefits. Subsequently, if the household is considered qualified for ESNAP processing and eligible for SNAP benefits after the eligibility interview determination, a SNAP benefit must be made available no later than seven calendar days after the date of the eligibility interview, regardless of when the interview took place.

Incorrect initial determination of eligibility for ESNAP processing.

- If, at the initial screening the Agency incorrectly determines the household is not qualified for ESNAP processing but subsequently finds that the household was qualified for ESNAP processing and is eligible for SNAP benefits, a SNAP benefit must be made available no later than seven calendar days after the date it is discovered that the household qualifies for ESNAP processing.

Unable to comply with an eligibility interview within seven days.

- Applicants who do not comply with the requirement to have an eligibility interview by the seventh day following the filing of the application lose eligibility for ESNAP processing. The application will be processed according to the standard 30-day rule which requires all necessary verification/documentation be submitted prior to issuing a SNAP benefit.

Verification of identity

Identity of the casehead must be verified before SNAP can be issued.

In order to issue SNAP benefits under the ESNAP processing rules, the identity of the applicant must be verified. Verification may be obtained through readily available documentary evidence (see **LDSS-3666** for suggested sources) or a collateral contact. In the absence of all other attempts to verify the identity of the applicant, a notarized statement from the applicant may be used.

See [PD #18-04-ELI](#) for SSN validation in WMS and [PB #14-133-SYS](#) for SOLQ information.

A validated SSN may be used to verify identity for the purpose of ESNAP. An SSN can be validated by the real-time WMS validation process or by the State On-Line Query (SOLQ) system.

Workers must assist applicants in obtaining missing documentation. Please refer to [PB #16-04-OPE](#)

If the applicant has no documentation to verify their identity and identity cannot be verified through collateral contacts, the household cannot be issued SNAP until the applicant's identity has been verified.

When the eligibility interview is conducted over the telephone, if the household is qualified for ESNAP processing and determined eligible for SNAP benefits, the applicant must be informed that a SNAP benefit cannot be released until verification of their identity is provided.

Benefit issuance for ESNAP eligible applicants

When a household is qualified for ESNAP processing and is eligible for SNAP benefits, the period covered by the initial SNAP benefit will be based on the date that the application is filed.

Applications filed on or before the 15th of the month

If the application is filed on or before the 15th of the month, the initial SNAP benefit will cover the period from the date of file through the end of the same month. For example, a household that files on 8/10 would receive SNAP benefits from 8/10 to 8/31.

Applications filed after the 15th of the month

If the application is filed after the 15th of the month, the initial SNAP benefit will be from the date of file through the end of the month following the month of application. For example, a household that files on 8/17 would receive SNAP benefits from 8/17 to 9/30.

Unresolved Resource File Integration (RFI) Data

See [PD #09-43-SYS](#) for RFI information.

An application cannot be activated for ongoing SNAP benefits (even if all documentation has been submitted) until all unresolved RFI data has been investigated and resolved.

Time period for submission of pending verification

Households issued a SNAP benefit under the ESNAP pending verification rule have until the end of the calendar month following the end of the period covered by the initial benefit issuance to comply with the submission of the outstanding verification without loss of benefit or having to submit a new application.

NCA SNAP Centers

In the NCA SNAP Centers, these cases remain in Single Issue (**SI**) status until compliance or the end of the allowed time period for submission of pending verification, whichever comes first. A closing will be processed for cases where the household fails to submit the pending verification by the first day of the second calendar month following the end of the period covered by the initial SNAP benefit.

Example: If a household was issued SNAP benefits for the period 3/18 through 4/30 with pending verification, the household has until 5/31 to submit the pending verification in order to receive ongoing SNAP benefits (including for the full month of May) without being required to reapply or incur a loss of SNAP benefits. The NCA SNAP case is placed in **SI** status until documentation is submitted or until 5/31, whichever comes first. If documentation is not provided by 5/31, on 6/1, the case will be closed using closing code **Y29** (Failure to Provide Verification Expedited SNAP [No Notice]).

In the Benefits Access Centers and HASA Centers, staff may reject/close the CA/SNAP case after the deferral due date if the documentation requested was not provided, without good cause. However, if the household submits the outstanding verification by the end of the calendar month following the end of the period covered by the initial benefit issuance, a new SNAP case must be opened as a separate determination case using the original SNAP application file date, and any missed benefit issued.

Example: If a household was issued SNAP benefits for the period 5/18 through 6/30 with pending verification due by 06/03, the case can be rejected/closed after 06/03. However, the household has until 7/31 to submit the pending verification for SNAP in order to receive ongoing SNAP benefits (including for the full month of July) without being required to reapply or incur a loss of SNAP benefits.

The **W-200D** has been revised.

Staff should utilize the Expedited Supplemental Nutrition Assistance Program (SNAP) Processing and Application Timelines Desk Aid (**W-200D**) for information on the expedited processing of SNAP applications.

REQUIRED ACTION

Refer to **Attachment B** for POS instructions.

Refer to **Attachment A** for POS instructions.

In-Person Applicants Who Meet the ESNAP Processing Criteria

Benefits Access Centers/HASA Centers – the eligibility interview must be conducted on the same day.

NCA SNAP Centers – for those households that request an in-person interview, one must be scheduled within two calendar days of the application file date. If the applicant indicates that they will be unavailable for an interview within two calendar days, additional time may be given. However, the interview must be scheduled no later than seven calendar days from the application file date. Applicants who indicate that they are not available for an interview within seven calendar days from the application file date must be informed that they will lose eligibility for ESNAP processing.

In-Person Applicants/Authorized Representatives Who Do Not Meet the ESNAP Processing Criteria

Benefits Access Centers – the eligibility interview will be conducted on the same day.

NCA SNAP Centers – for those households that request an in-person interview, one must be scheduled no later than seven calendar days after the application file date.

Home Visit Needed/Homebound Applicants

Refer to [PD #16-26-OPE](#)

For HVN/HB applicants who are unable to avail themselves of the telephone interview and/or submission options, will be scheduled for a home visit, within the appropriate timeframes to ensure timely issuance of ESNAP benefits in accordance with this procedure.

Qualifies for ESNAP Processing But has their Eligibility Interview After Seven Calendar Days

Benefits Access Center only

- If an applicant has their eligibility interview after seven calendar days following the filing of their application, they are ineligible for ESNAP processing. Staff must:
 - Prepare the Notice of Denial of Expedited Supplemental Nutrition Assistance Program (SNAP) Service or Inability to Issue SNAP Benefits form (**M-40k**).
 - Check the boxes “We have determined your household is not eligible for Expedited SNAP service because” and “You failed to comply with an initial eligibility interview within seven days after filing of application.”
 - Process the case per standard 30-day rules.

Eligibility for a no-food immediate needs grant is not limited to those who have their interview within seven days of application submission.

Applicants qualified for ESNAP processing should only be issued an **M-40k** for failure to have their eligibility interview within seven calendar days if they have their eligibility interview while the case is still in **AP** status.

Note: If the household has indicated no-food on their application and are found ineligible for ESNAP, staff must evaluate for a same day immediate needs grant for a food related emergency.

Households Determined Eligible for SNAP Benefits Under the ESNAP Processing Criteria

SNAP Eligibility is Fully Documented

Applicant submits all documentation to verify SNAP eligibility.

After the eligibility interview is conducted, if the household is determined eligible for SNAP benefits under ESNAP processing criteria and has provided all documentation to verify identity and eligibility (including the resolution of any unresolved RFI data) at the time of the interview use the appropriate opening code to activate **(AC)** the SNAP case.

Benefits Access Centers

Refer to [PD #08-08-SYS](#) for details on ESNAP determinations in POS.

- Complete the **IN/EFS Eligibility Determination** activity in POS.
- On the **Grants Data Entry** window the Issuance code is prefilled using Code **52** (Expedited Service – Verified for PA/SNAP Cases) to issue the initial SNAP benefits.
- Submit for supervisory review. The Supervisor must review the activity and determination and if agrees, clicks the **XMIT** button in the **ESNAP Approval** activity and POS transmits the TAD and the Prepare a Supplemental Nutrition Assistance Program (SNAP) Issuance Authorization Form (**LDSS-3574**) through the Same Day Issuance transaction.

Refer to **Attachment A** for SPOS instructions.

NCA SNAP Centers

See Workers Guide to Codes page 1.3-5 and NPA SNAP Desk Guide to Codes, page 5, for appropriate SNAP case reason opening codes.

- Complete ESNAP issuance in SPOS and send to Supervisor.
- The Supervisor completes the **ESNAP Approval** activity and SPOS transmits the data to WMS through the Same Day Issuance transaction.
- Activate the SNAP case using the appropriate SNAP opening code.

Note: Although WMS is programmed to automatically issue initial SNAP benefits when the status of an NCA SNAP case is changed from **AP** to **AC**, the benefit issuance would be under non-expedited issuance codes. Therefore, in order to be able to demonstrate when an applicant is determined eligible under the ESNAP criteria with no pended documentation, the initial benefit must be issued using SNAP benefit issuance code **53**.

Revised

Eligible for ESNAP Processing Pending Verification

Additional documentation required to establish ongoing SNAP eligibility

If the applicant household is determined eligible for SNAP benefits under ESNAP processing criteria but is missing required documentation to verify continued eligibility at the time of the eligibility interview:

Benefits Access Centers

Refer to **Attachment B** for POS instructions.

Refer to [PD #08-08-SYS](#) for details on ESNAP determinations in POS.

- Place the SNAP case in **SI** status using Opening Code **Q23** (Expedited – Pending Verification).
- Prepare an **LDSS-3574** using Code **54** (Expedited Service – Not Verified for PA/SNAP Cases) to issue the initial SNAP benefits.
- Complete and issue the applicant the Documentation Requirements and/or Assessment Follow-Up form (**W-113K**) listing all the eligibility factors that need to be verified, and allow a minimum of fourteen calendar days for the submission of verification.

Refer to **Attachment A** for SPOS instructions.

Issuance Code **55** must be used any time Opening Code **Q22** is used.

Under no circumstances should Issuance Code **53** be used when using Opening Code **Q22**.

NCA SNAP Centers

- Place the SNAP case in SI status using Opening Code **Q22** (Expedited – Pended Verification).
- Prepare an **LDSS-3574** using Code **55** (Expedited Service – Not Verified for NPA/SNAP Cases) to issue the initial SNAP benefits.
- Complete and issue the applicant Form **FIA-1146** listing all the eligibility factors that need to be verified and allow a minimum of fourteen calendar days for submission of verification.

If the household is missing documentation to verify expenses (e.g., shelter or dependent care) at the time of the eligibility interview, but is determined eligible for SNAP benefits under ESNAP processing criteria, place the SNAP case in **SI** status and calculate the initial SNAP benefit including the unverified expenses. If the household subsequently fails to verify expenses, determine the eligibility and benefit level without the unverified expense.

Identity Not Verified

Eligible for SNAP under ESNAP processing rules, but does not have verification of identity

Prepare and issue Form **W-113K** or **FIA-1146** listing the eligibility factors that must be verified allowing fourteen calendar days for submission.

If the applicant verifies their identity but still has outstanding required documents, the SNAP case must be placed in **SI** status and benefits issued using the relevant benefit issuance codes.

If the applicant verifies their identity and provides all documentation to verify eligibility, the SNAP case must be placed in **AC** status.

If the applicant fails to provide verification of identity, benefits under ESNAP processing cannot be issued until identity is verified.

Household Previously Received SNAP Benefits Under the ESNAP Criteria With Pended Verification and Subsequently Failed to Comply

If a household that appears eligible for SNAP with pended verification has previously received SNAP with pended verification and subsequently failed to comply (and has not been certified for ongoing benefits since that time), proceed as follows:

- Explain to the applicant that they are not eligible to receive SNAP under the ESNAP processing criteria because they previously received SNAP under the ESNAP processing criteria and failed to submit required documentation. SNAP cannot be issued until all documentation needed to determine eligibility has been provided.
- Prepare and issue the applicant Form **W-113K/FIA-1146**, listing all of the eligibility factors that must be verified, and allow fourteen calendar days for submission.
- Check the box on the **LDSS-3938 NYC** in Section A and add the due date for the documents.

If the applicant submits all documentation to verify eligibility within fourteen calendar days, benefits must be made available to the household as soon as possible, but no later than seven calendar days after receipt of the verification.

Failure to Submit Pended Verification After SNAP Benefits are Issued Under ESNAP Processing Rules

Refer to **Attachment B** for POS instructions.

Refer to [PD #08-08-SYS](#) for details on ESNAP determinations in POS.

SNAP case Closing Code **Y29** may not be used if CA case is denied or closed prior to the due date of the deferral.

Benefits Access Centers

- If the applicant fails to submit pended documentation by the due date of the deferral, reject/close the CA portion of the case for failure to provide verification and close the SNAP portion of the case using Code **Y29** (Failure to Provide Verification – Expedited SNAP), which will prevent the inappropriate establishment of an NCA SNAP case.
- If, however, because of CA rules it becomes necessary to reject the CA portion of a CA/SNAP case prior to the deferral due date, close the SNAP portion of the case using Code **Y99** (Other), which will allow for a separate SNAP determination. For example, if the applicant fails to keep an employment-related appointment, reject the CA case using Code **E69** (Failed to Complete Public Assistance Eligibility Process) and close the SNAP portion of the case using Code **Y99**. An NCA SNAP case will be automatically established in **SI** status.

Refer to **Attachment A** for SPOS instructions

NCA SNAP Centers

Prepare an action to close the SNAP case using Code **Y29**

SPOS will hold the action until the end of the calendar month following the end of the initial benefit issuance. If, by then, the household has not complied, the closing will be processed for the first day of the second calendar month following the end of the initial benefit issuance. The following example illustrates the process:

Failure to submit pended verification within allowed time period

Example: Ms. Jones applies for NCA SNAP on July 6. Ms. Jones is determined eligible for SNAP benefits under the ESNAP processing criteria and is issued SNAP benefits for the period July 6 through July 31. Ms. Jones is only able to verify identity at the eligibility interview. Ms. Jones is instructed to submit verification of other eligibility requirements such as household composition by July 16. Ms. Jones NCA SNAP case is placed in **SI** status.

Ms. Jones fails to submit the outstanding required documentation. On July 17, the Worker closes the SNAP case using Code **Y29**. The closing will be held until August 31. If Ms. Jones does not submit the verification by August 31, the closing action will be processed.

Submission of pended verification beyond the 14 days after eligibility interview but within allowed time period

On August 10, Ms. Jones submits all the SNAP documentation that was previously required and which supports the initial determination of eligibility. Since the information reported on the July 6 application is now verified, the case must be processed as follows:

Refer to **Attachment A** for SPOS instructions.

- Pull the closing action from SPOS.
- Prepare a new budget and activate the case
- Issue a SNAP benefit for the full month of August using SNAP issuance Code **16** (Single Issuance – Full Month)

ESNAP for Households Whose SNAP Case was Closed for Failure to Recertify

See [PB #06-46-ELI](#) for more information on reapplying for SNAP.

As indicated in the Policy section of this Directive, households whose SNAP case was closed for failure to recertify and subsequently reapplied within 30 days of the end of their certification period must be screened for ESNAP eligibility, even though these applications are processed using recertification procedures.

In these instances, if a household is qualified for ESNAP processing and a subsequent recertification interview indicates the household continues to be eligible for SNAP benefits and the household:

- has all the required documents to verify eligibility, follow the instructions that begin on page 11.
- does not have all the required documents to verify eligibility, follow the instructions listed on page 12 for applicant households determined qualified for ESNAP processing and eligible for SNAP benefits with pended verification.

PROGRAM IMPLICATIONS

System Implications

See **Attachments A** for instructions on ESNAP processing in NCA SNAP Centers and see **Attachment B** for instructions on ESNAP processing in Benefits Access Centers.

Medicaid Implications

There are no Medicaid implications.

LIMITED ENGLISH PROFICIENT (LEP) AND DEAF/HARD OF HEARING IMPLICATIONS

For Limited English Proficient (LEP) and Deaf/Hard-of-Hearing applicants/participants, make sure to obtain appropriate interpreter services in accordance with [PD #18-10-OPE](#), [DSS PB #2021-007 \(R1\)](#) and [PD #17-19-OPE](#).

FAIR HEARING IMPLICATIONS

Avoidance/ Resolution

Ensure that all case actions are processed in accordance with current procedures and that electronic case files are kept up to date. Remember that applicants/participants must receive either adequate or timely and adequate notification of all actions taken on their case.

Conferences at Benefits Access Centers

An applicant/participant can request and receive a conference with a Fair Hearing and Conference (FH&C) AJOS/Supervisor I at any time. If an applicant/participant comes to the Benefits Access Center requesting a conference, the Receptionist must alert the FH&C Unit that the individual is waiting to be seen. In Model Offices, the Receptionist at Main Reception will issue an FH&C ticket to the applicant/participant to route him/her to the FH&C Unit and does not need to verbally alert the FH&C Unit staff.

The FH&C AJOS/Supervisor I will listen to and evaluate any material presented by the applicant/participant, review the case file and discuss the issue(s) with the JOS/Worker responsible for the case and/or the JOS/Worker's Supervisor. The AJOS/Supervisor I will explain the reason for the Agency's action(s) to the applicant/participant.

Should the applicant/participant elect to continue his/her appeal by requesting or proceeding to a Fair Hearing already requested, the FH&C AJOS/Supervisor I is responsible for ensuring that further appeal is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Conferences at SNAP Centers

If an applicant/participant comes to the NCA SNAP Center and requests a conference, the Receptionist must alert the Center Director's designee that the applicant/participant is to be seen. If the applicant/participant contacts the Eligibility Specialist directly, advise the applicant/participant to call the Center Manager's designee.

In Model Offices, the Receptionist at Main Reception will issue a SNAP Conf/Appt/Problem ticket to the applicant/participant to route him/her to the NCA SNAP Reception area and does not need to verbally alert the Center Director. The NCA SNAP Receptionist will alert the Center Director once the applicant/participant is called to the NCA SNAP Reception desk.

The designee will listen to and evaluate the applicant/participant's complaint regarding the SNAP case. The Center Director's designee is responsible for ensuring that further appeal by the applicant/participant through a Fair Hearing request is properly controlled and that appropriate follow-up action is taken in all phases of the Fair Hearing process.

Evidence Packets For Fair Hearing purposes, all evidence packets must include complete and relevant documentation

REFERENCES

SNAP Source Book, Section 4, page 35;
 Section 5, page 133; Section 14, page 316
 7 CFR 273.2(i) (4) (iii) (A)/(B)
 18 NYCRR 387.8, 387.9
 05-ADM-13
 05-INF-18
 03-INF-14
 03-INF-10

RELATED ITEMS

[PB #06-46-ELI](#)
[PB #15-31-OPE](#)
[PB #14-133-SYS](#)
[PD #08-08-SYS](#)
[PD #09-28-ELI](#)
[PD #09-43-SYS](#)
[PD #18-04-ELI](#)

ATTACHMENTS

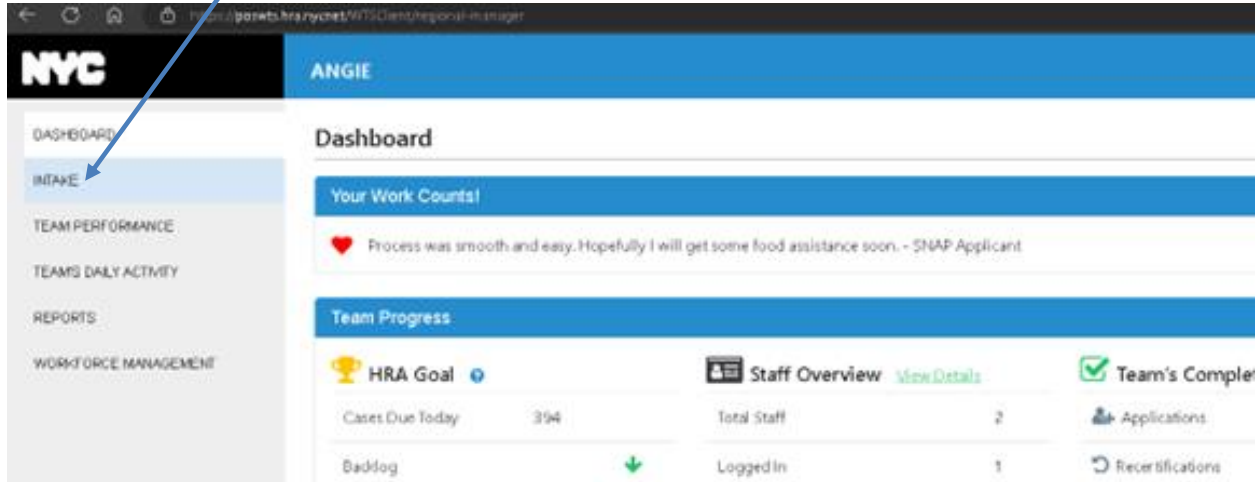
Attachment A	ESNAP Screening for SNAP Application Interview in SPOS
Attachment B	ESNAP Screening for CA Application Interview in POS
W-200D	Expedited Supplemental Nutrition Assistance Program (SNAP) Processing and Application Timelines Desk Aid (Rev. 01/24/2024)
LDSS-3666	TA/Supplemental Nutrition Assistance Program (SNAP) Documentation/Verification Desk Guide (Rev. 12/18)
LDSS-3938-NYC	Supplemental Nutrition Assistance Program (SNAP) Application Expedited Processing Summary Sheet (Rev. 12/23)
M-40k	Notice of Denial of Expedited Supplemental Nutrition Assistance Program (SNAP) Service or Inability to Issue SNAP Benefits (Re. 6/18/14)

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

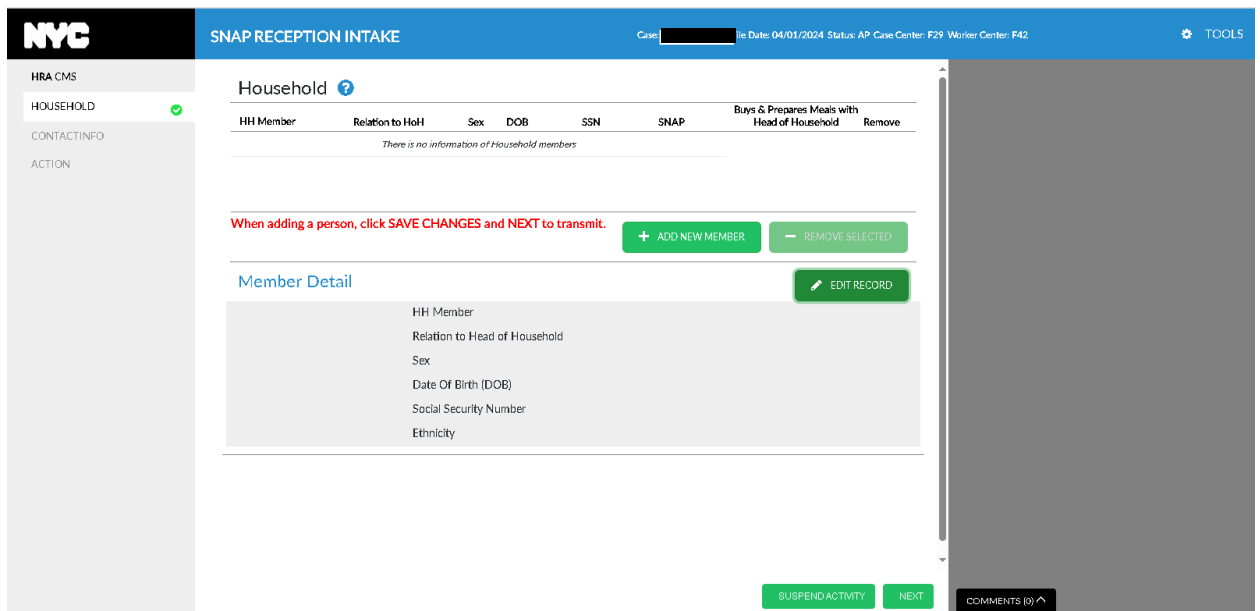
This guide is only for in-person intakes to determine if a client qualifies for expedited processing, not for applications received through Access HRA.

Eligibility Specialist

First choose Intake from the left-side Dashboard menu to start the ESNAP screening.



Start all new SNAP Reception Intake, by clicking “Add New Member” on the “Household” screen.



Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Follow the screen flow instructions and complete all required demographic fields for all household members.

NYC SNAP RECEPTION INTAKE Case: [REDACTED] File Date: 04/01/2024 Status: AP Case Center: F29 Worker Center: F42

Household ?

HH Member	Relation to HoH	Sex	DOB	SSN	SNAP	Buy's & Prepares Meals with Head of Household	Remove
						<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

When adding a person, click **SAVE CHANGES** and **NEXT** to transmit.

+ ADD NEW MEMBER **- REMOVE SELECTED**

New Member Detail

First Name: [REDACTED] MI: [REDACTED] Last Name: [REDACTED] Other Names: Select

Relation to Head of Household: Casehead Buys & Prepares Meals with HoH: Yes

Date Of Birth (DOB): [REDACTED]

Social Security Status: 1 SSN Present but Not Yet Validated Social Security Number: [REDACTED]

SUSPEND ACTIVITY **NEXT** **COMMENTS (0)**

and click “Save Changes”

NYC SNAP RECEPTION INTAKE Case: [REDACTED] File Date: 02/14/2024 Status: AP Case Center: F29 Worker Center: F42

New Member Detail

First Name: [REDACTED] MI: [REDACTED] Last Name: [REDACTED] Other Names: Select

Relation to Head of Household: Casehead Buys & Prepares Meals with HoH: Yes

Date Of Birth (DOB): [REDACTED]

Social Security Status: 3 SSN Applied For and Denied Social Security Number: [REDACTED]

Sex: Male Ethnicity: Native American/Alaskan Native

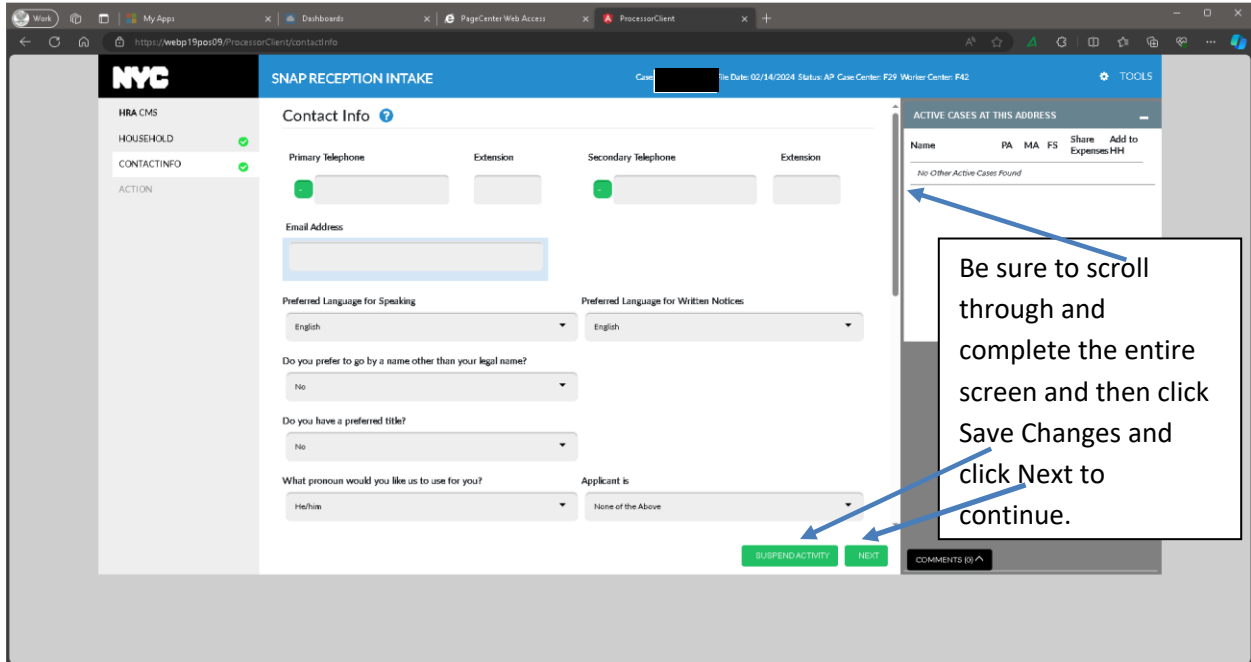
DISCARD CHANGES **SAVE CHANGES**

SUSPEND ACTIVITY **NEXT** **COMMENTS (0)**

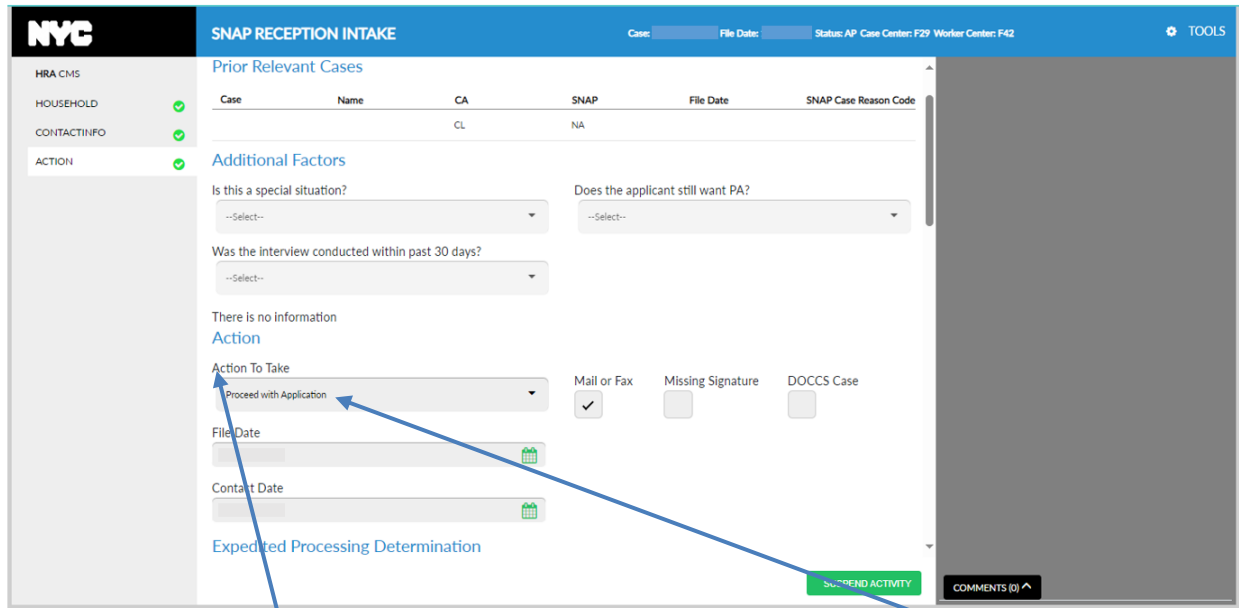
Repeat prior steps until all household members are added. Then click next to continue.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Fill in all “Contact Info”, click “Save Changes” and “Next”.



SNAP POS Reception Expedited Processing Pre-Screening F40 window



Complete all required entries in the “Action” screen and then choose “Proceed with Application” under “Action to Take” to continue the Intake.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

NYC
SNAP RECEPTION INTAKE
Case: File Date: Status: AP Case Center: F29 Worker Center: F42

HRA CMS

HOUSEHOLD ✔

CONTACT INFO ✔

ACTION ✔

Expedited Processing Determination

Unable to determine Expedited Processing Determination

Is the Household Already Receiving SNAP Benefits this Month?

Did the household Receive in the Past 12 months or Does It Anticipate Receiving HEAP this Month?

Income for the Household this Month Liquid Resources for the Household

Shelter Type for the Household Rent/Mortgage expense for the Household this Month

Enter Shelter this Month

Pays for heating or fuel separate from rent? Pays for air conditioner/thermostat or pays for electricity to turn on air conditioner/thermostat separate from rent?

Pays for electricity or gas for cooking separate from rent? Pays for other utilities, such as sewage, trash collection or water fees, separate from rent?

SUSPEND ACTIVITY
COMMENTS (0) ^

NYC
SNAP RECEPTION INTAKE
Case: File Date: Status: AP Case Center: F29 Worker Center: F42
TOOLS

HRA CMS

HOUSEHOLD ✔

CONTACT INFO ✔

ACTION ✔

Pays for electricity or gas for cooking separate from rent? Pays for other utilities, such as sewage, trash collection or water fees, separate from rent?

Migrant or seasonal farm worker? Income terminated before the application?

Income that will be received within 10 days of the application will not be more than \$25?

SUA Level and Amount

Outcome Reason

Work Families SNAP Initiative

At least one adult works 30 hours or more per week or earns more than \$217.50 per week At least two adults work 20 hours or more per week or earn more than \$145 per week

SUSPEND ACTIVITY
COMMENTS (0) ^

SUCCESS

- Case details were saved successfully

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

NYC SNAP RECEPTION INTAKE

Case: File Date: Status: AP Case Center: F29 Worker Center: F42

SUA Level 3, \$31

Outcome: Ineligible Reason: Not a migrant/seasonal farm worker

Work Families SNAP Initiative

At least one adult works 30 hours or more per week or earns more than \$217.50 per week

At least two adults work 20 hours or more per week or earn more than \$145 per week

Interview Type

Case Center: F28 Select Interview Type: Telephone

Caseload: JTD

DISCARD CHANGES SAVE CHANGES REGISTER CASE SUSPEND ACTIVITY

SUCCESS

- Case details were saved successfully

COMMENTS (0)

Make sure to Save changes and click "Register Case".

NYC SNAP RECEPTION INTAKE

Case: File Date: Status: AP Case Center: F29 Worker Center: F42

Application case registered []

Action

Prior Relevant Cases

Case	Name	CA	SNAP	File Date	SNAP Case Reason Code
		CL	NA		

Additional Factors

Is this a special situation? --Select-- Does the applicant still want PA? --Select--

Was the interview conducted within past 30 days? --Select--

There is no information

Action

Action To Take: Proceed with Application

Mail or Fax: Missing Signature: DOCCS Case:

File Photo

INFO

- Application case registered [00013859199F]

COMMENTS (0)

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Search by case number or other demographic to start the application. Staff must only select “APPLICATION” from the dropdown. DO NOT select ‘Expedited SNAP’. Then click ‘Go’.

The screenshot shows the NYC SPOS dashboard for user ANGIE. The top navigation bar includes 'Welcome' and a user profile icon. The main content area is divided into several sections:

- Your Work Count:** A message stating 'The Cases you completed last week helped 13 eligible families feed their loved ones.'
- Today's Progress:** A summary of tasks and goals.
 - HRA Goal:** Cases Due Today: 742; Backlog: 23,412 (down 79).
 - My Completed Tasks:** Applications (0), Recertifications (0), Case Changes (0), Document Reviews (0), Interim Reports (0), Periodic Reports (0).
 - Need Support?:** Links for 'Talk to your TEAM' and 'Start a Help Desk Ticket'.
- Get Next Case for Processing:** A section for 'Tasks on Hold' with a message: 'SNAP Application Ongoing Eligibility Determination - Helpdesk Support - COLBERT'. A 'GET NEXT CASE FOR PROCESSING' button is visible.
- Case Search:** A search bar with a dropdown menu set to 'Application'. A 'SEARCH' button is present. Below the search bar, a table shows search results for 'SNAP Application' with columns for Task, Last Modified, Case Number, Case Name, DOB, SSN, Case Status (AP-New), and Task Due Date.

The Overview screen will have pre-populated information in the Case Composition section. Click 'Next' on the Application Overview screen to go to the Contact Info screen.

The screenshot shows the 'APPLICATION INTERVIEW' Overview screen for user ANGIE. The page title is 'APPLICATION INTERVIEW' and the status is 'Case: File Date: Status: AP Case Center: F28 Worker'. The left sidebar contains a navigation menu with the following items:

- HRA CMS
- OVERVIEW (selected)
- CONTACT INFO
- HOUSEHOLD
- ALERTS
- INDIVIDUAL DETAILS
- IMMIGRATION
- INDIVIDUAL DOCS
- MEDICAL INFO
- INCOME CHECKLIST
- INCOME DETAILS
- HOUSING EXPENSES
- OTHER EXPENSES
- RESOURCES
- ABAWD
- INTERVIEW SUMMARY

The main content area is titled 'Overview' and includes the following sections:

- Case Composition:** A table with columns: HH Member, CIN, DOB, SSN, SNAP Status, Reason, and SNAP Status Date.
- Other Applications Submitted:** A table with columns: Case Number, File Date, Application Status, and Date of Status. The message 'No Information Reported' is displayed.
- Case Alerts:** A section for alerts.
- Reasonable Accommodations:** A section for accommodations.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

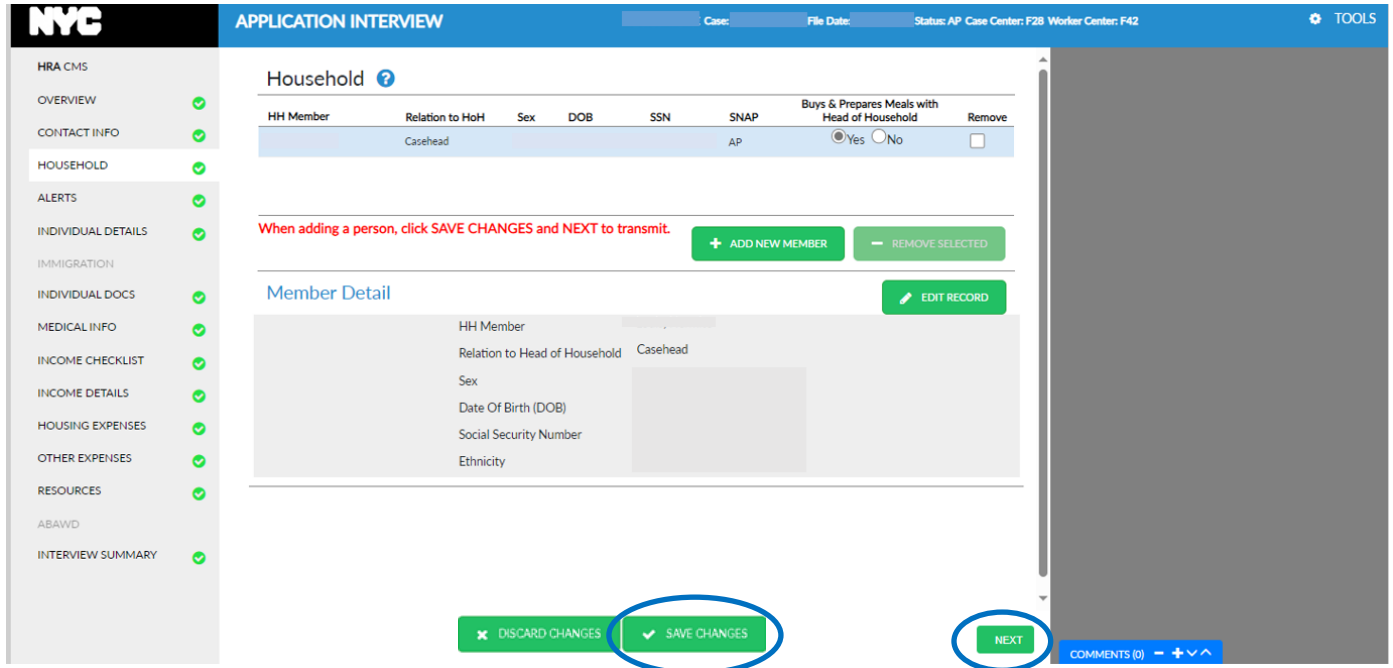
The screenshot shows the 'APPLICATION INTERVIEW' interface in the NYC SPOS system. The left sidebar contains a navigation menu with the following items: HRA CMS, OVERVIEW (checked), CONTACT INFO (checked), HOUSEHOLD (checked), ALERTS (checked), INDIVIDUAL DETAILS (checked), IMMIGRATION, INDIVIDUAL DOCS (checked), MEDICAL INFO (checked), INCOME CHECKLIST (checked), INCOME DETAILS (checked), HOUSING EXPENSES (checked), OTHER EXPENSES (checked), RESOURCES (checked), ABAWD, and INTERVIEW SUMMARY (checked). The main content area displays a table for 'Case Alerts' with columns: Case Number, File Date, Application Status, and Date of Status. Below this is a section for 'Reasonable Accommodations' with columns: HH Member, RA Name, RA Effective Date, RA Message, Employability Status, and SSI Status. An 'Event Log' table is also visible with columns: Status, Event, Date, Staff Name, and Unit. At the bottom, there are buttons for 'DISCARD CHANGES', 'SAVE CHANGES', and 'NEXT'.

Review the address and other Contact Info and make any necessary changes. Make sure to click “Save Changes”.

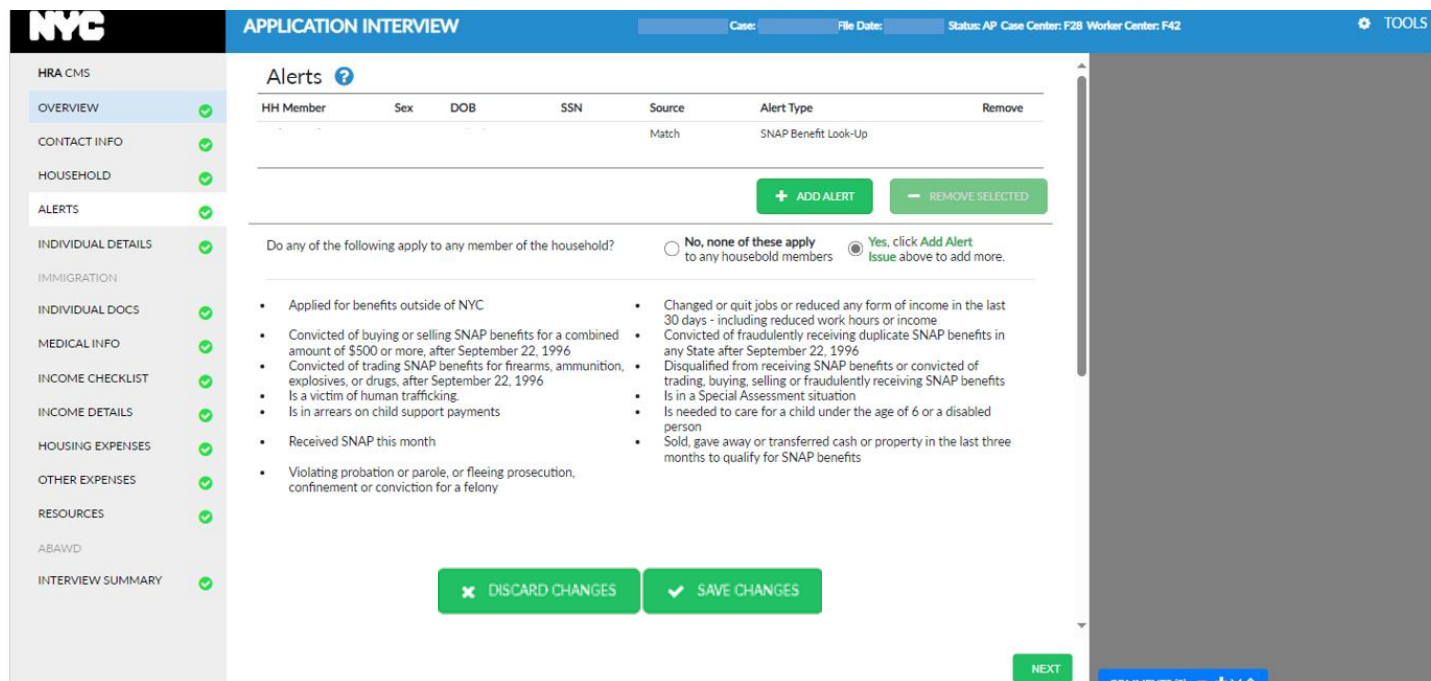
The screenshot shows the 'APPLICATION INTERVIEW' interface in the NYC SPOS system, specifically the 'Contact Info' section. The left sidebar is the same as in the previous screenshot. The main content area contains the following fields: Primary Telephone (with a 'C' icon), Extension, Secondary Telephone (with a '-' icon), and another Extension field. There is an Email Address field with a 'SEND VERIFICATION EMAIL' button. Below these are dropdown menus for 'Preferred Language for Speaking' (English) and 'Preferred Language for Written Notices' (English). There are also dropdown menus for 'Do you prefer to go by a name other than your legal name?' (No), 'Do you have a preferred title?' (No), and 'What pronoun would you like us to use for you?' (Legal First Name). An 'Applicant is' dropdown is set to 'On the Phone'. At the bottom, there are buttons for 'DISCARD CHANGES', 'SAVE CHANGES', and 'NEXT'. On the right side, there is a 'TOOLS' button and a section titled 'ACTIVE CASES AT THIS ADDRESS' with a table for Name, PA, MA, FS, Share Expenses, and Add to HH. A 'COMMENTS (0)' section is also visible at the bottom right.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Use this screen to add additional household members. Make sure to review the Social Security validation codes for all household members and make any necessary demographic changes.



If staff edit the household screen, they MUST click “Save Changes” and “Next” to transmit any address or demographic changes to WMS. If staff did not edit the household screen, they should just click ‘Next’.



Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

If someone is required to care for a child under 6 years old or a disabled person, make sure to add the alert on this screen. Once info is added, staff must click 'Save Changes' and then click 'Next'.

NYC APPLICATION INTERVIEW Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Individual Details

HH Member	Relation to HoH	Sex	DOB	SSN	CIN	CTZ	Pa	Ma	SNAP
	Casehead					Yes	NA	NA	AP

Household Member

CIN:

Marital Status:

Do you prefer to go by a name other than your legal name?

Do you have a preferred title?

What pronoun would you like us to use for you?

Born in NYC?

US Citizen/National

NEXT COMMENTS (2)

NYC APPLICATION INTERVIEW Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Household

Legal First Name:

Born in NYC?:

US Citizen/National:

Student Status:

Has Diploma/GED:

Highest Degree Obtained:

US Military Veteran?:

Pregnant?:

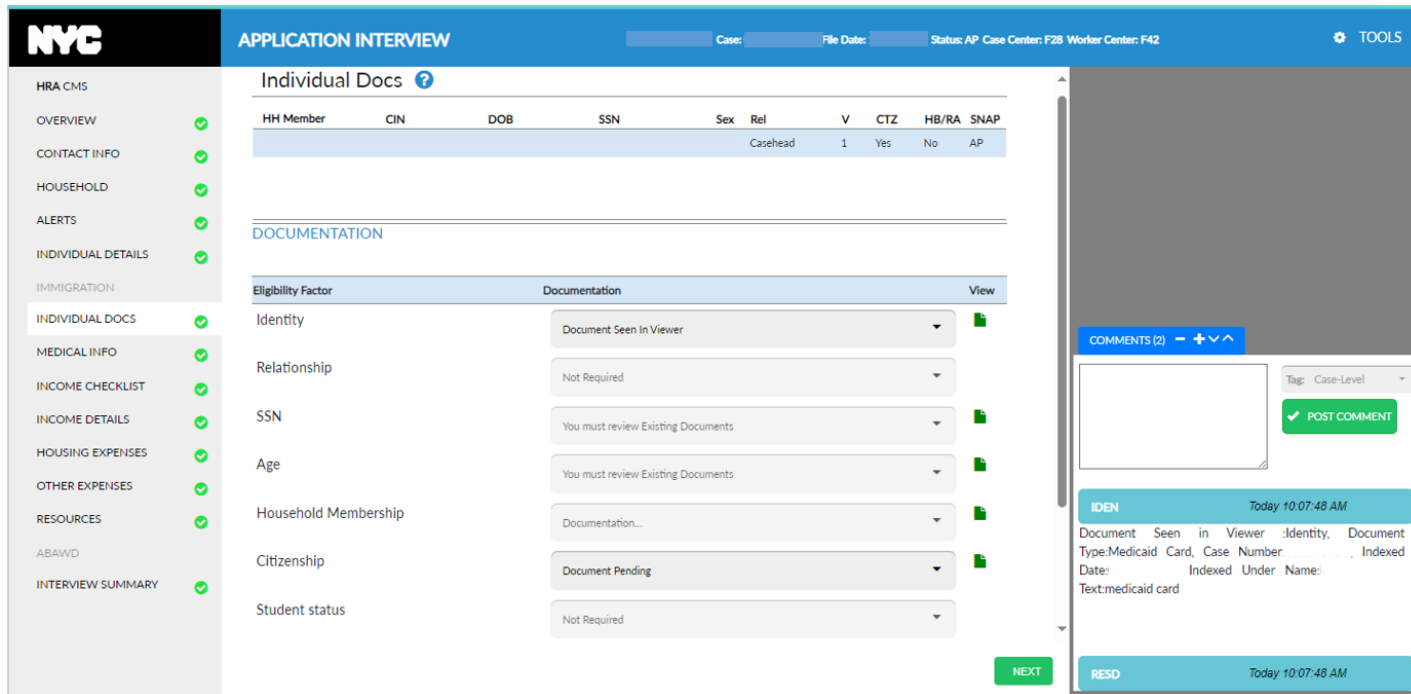
Language Spoken:

DISCARD CHANGES **SAVE CHANGES**

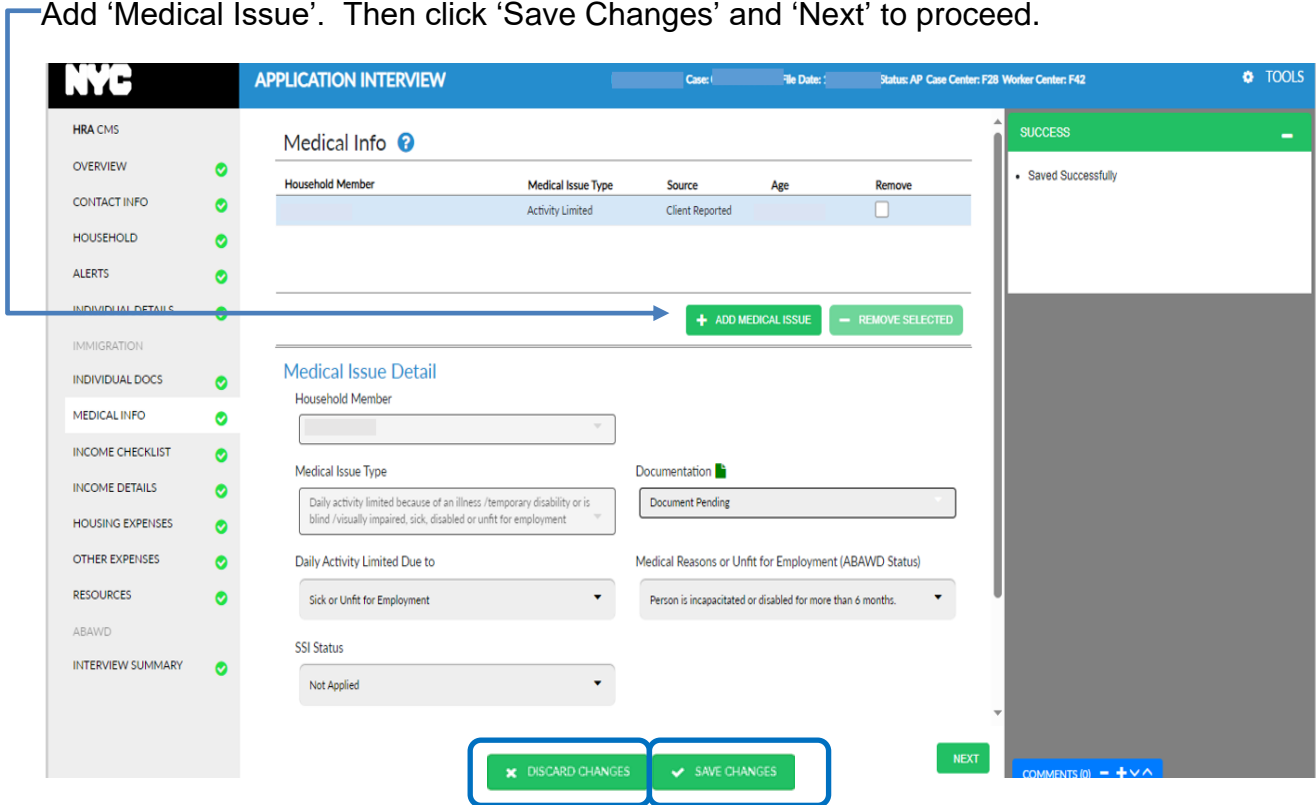
NEXT COMMENTS (2)

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Once Individual Docs information is completed, staff must click 'Save Changes'. Staff should then click 'Next' to proceed.



If any household member is disabled, make sure to annotate this screen correctly using 'Add Medical Issue'. Then click 'Save Changes' and 'Next' to proceed.



Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

The checkboxes will be prepopulated on the Income Checklist screen. Click Next to continue.

Income Checklist

Employment Status

	Employed	Self-Employed	Migrant Farmer	Unemployed or Strike-Affected	Volunteer	Never Worked
No One	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Unearned Income

Do any household members have income from the following?

	SSI	Disability	Dependent Benefits	Retirement	Survivor	UIB	Workers Comp	Child Support
No One	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Other Income

Do any household members have income from the following?

	Pensions	NY State Disability	Veteran benefits	Foster Care	Alimony	Education	Room and Board	Gifts and contribs	Other Income
No One	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WARNINGS

- You must manually check IVS Data for all individuals over age 16 on this case [IVS Data](#). Ask about SSI or disability benefits.

NEXT

Add income, on the Income Details screen, using the 'Add Income' button. Staff must click 'Save Changes', then click Next.

Income Details

Household Member	Income Type	Source	Detail	Start Date	Amount	Freq	Remove
	Other Income	Client Reported				M	<input type="checkbox"/>

+ ADD INCOME **- REMOVE SELECTED**

Income Detail

Who Has the Income?

Income Type: Other Income | Source: Client Reported | Documentation: Document Pending

Other Income

Income Type: Money from another person | Other Income Description: other

DISCARD CHANGES **SAVE CHANGES** **NEXT**

WARNINGS

- Ask about SSI or disability benefits.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Enter information for Shelter expenses on the Housing Expenses screen.

The screenshot shows the 'Housing Expenses' screen in the NYC SPOS system. The left sidebar contains a navigation menu with 'HOUSING EXPENSES' selected. The main content area is titled 'Housing Expenses' and includes a 'Residential Address' section, a 'Shelter Expenses' section, and a 'Utilities Expenses' section. The 'Shelter Expenses' section contains several dropdown menus: 'Shelter Type' (Rented Apt/Room/House), 'Shelter Subtype' (Unfurnished Apt (01)), 'Rent Expense', 'Frequency' (Monthly), and 'Documentation' (You must review Existing Documents). There are also input fields for 'Landlord Name', 'Landlord Phone', and 'Secondary Tenant?'. The 'Utilities Expenses' section includes questions about HEAP payments and heat/heating fuel, with dropdown menus for 'No' and 'Yes'. A 'NEXT' button is visible at the bottom right. A yellow arrow points from a text box to the 'COMMENTS (0)' button at the bottom right.

NYC APPLICATION INTERVIEW Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Housing Expenses ?

Residential Address

Shelter Expenses Shelter Expense Total: .

Shelter Type: Rented Apt/Room/House Shelter Subtype: Unfurnished Apt (01)

Rent Expense: Frequency: Monthly Documentation: You must review Existing Documents

Landlord Name: Landlord Phone: Secondary Tenant?

Landlord Address: Select

Utilities Expenses SUA Level:1

Has the household received HEAP payments totaling \$20 or more in the past 12 months? No

Does the household pay for heat or heating fuel separately from their shelter expense? No

NEXT COMMENTS (0) + - ^ v

Annotate the type of documentation received in the comments section.

Enter information for utility expenses. Click Save Changes and then click Next.

The screenshot shows the 'Utilities Expenses' screen in the NYC SPOS system. The left sidebar contains a navigation menu with 'HOUSING EXPENSES' selected. The main content area is titled 'Utilities Expenses' and includes several questions and dropdown menus. The 'Documentation' dropdown menu is set to 'Document Pending'. There are also input fields for 'Yes, Con Edison, \$50' and 'Yes'. A 'NEXT' button is visible at the bottom right. A 'COMMENTS (0)' button is also visible at the bottom right.

NYC APPLICATION INTERVIEW Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Utilities Expenses SUA Level:1

Has the household received HEAP payments totaling \$20 or more in the past 12 months? No

Does the household pay for heat or heating fuel separately from their shelter expense? No

Documentation: Document Pending

Does the household pay for electricity separately from their shelter expense? Yes, Con Edison, \$50

Does this expense cover electricity used to power an A/C, thermostat or heater? Yes

Documentation: Document Pending

Does the household pay for gas for cooking separately from their shelter expense? Yes, Con Edison, \$50

Documentation: Document Pending

Does the household have any of the following expenses? ..

NEXT COMMENTS (0) + - ^ v

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

When staff get to the Other Expenses screen, they should enter any other expense, if applicable, using the 'Add Expense' button, then click the 'Save Changes' button.

NYC APPLICATION INTERVIEW Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Other Expenses ?

HH Member	Expense Type	Source	Amount	Remove
	Medical Bills	Client Reported		

+ ADD EXPENSE **- REMOVE SELECTED**

Do anyone in the household have any of these expenses? No, none of these apply to any household members Yes, click Add Expense above to add more.

- Court-Ordered Child Support
- Job or Training Related Child/Dependent Care Expenses
- Court-Ordered Tuition/Education Expenses
- Medical Bills

DISCARD CHANGES **SAVE CHANGES**

NEXT COMMENTS (0)

After Expenses, the next screens will be for Resources. Enter information on resources as needed and then 'Save Changes'. Make sure that you click "Next" from the "Resources" screen so that the ABAWD/Employability code rules run.

NYC APPLICATION INTERVIEW Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Interview Summary ?

Household Finances

Monthly Income	Resources	Monthly Housing Expenses	Other Expenses	SUA
				\$991.00

Monthly Income Received/Expected

SNAP Student Eligibility Outcome

HH Member	Student Eligibility	Exemption Criteria

SNAP Employability and ABAWD

HH Member	Employment Code - Reason	ABAWD Indicator	Strike Count (Month, District)
	/Exempt	N-Not ABAWD	

Immigration Eligibility Outcome

Case Member	Immigrant Type	Immigrant Code	SNAP Eligibility
None			

Client Notifications

Please click each of the buttons below, read the script to the client and click the check box or answer the question as required.

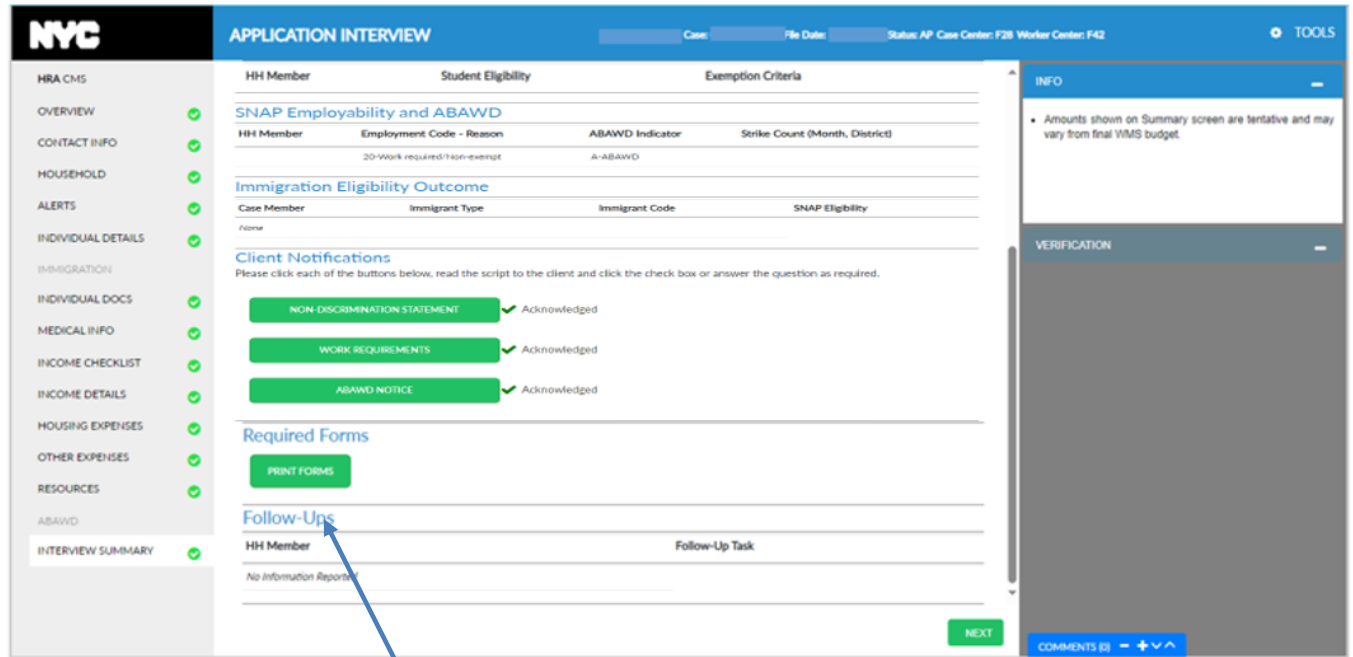
NEXT COMMENTS (0)

INFO

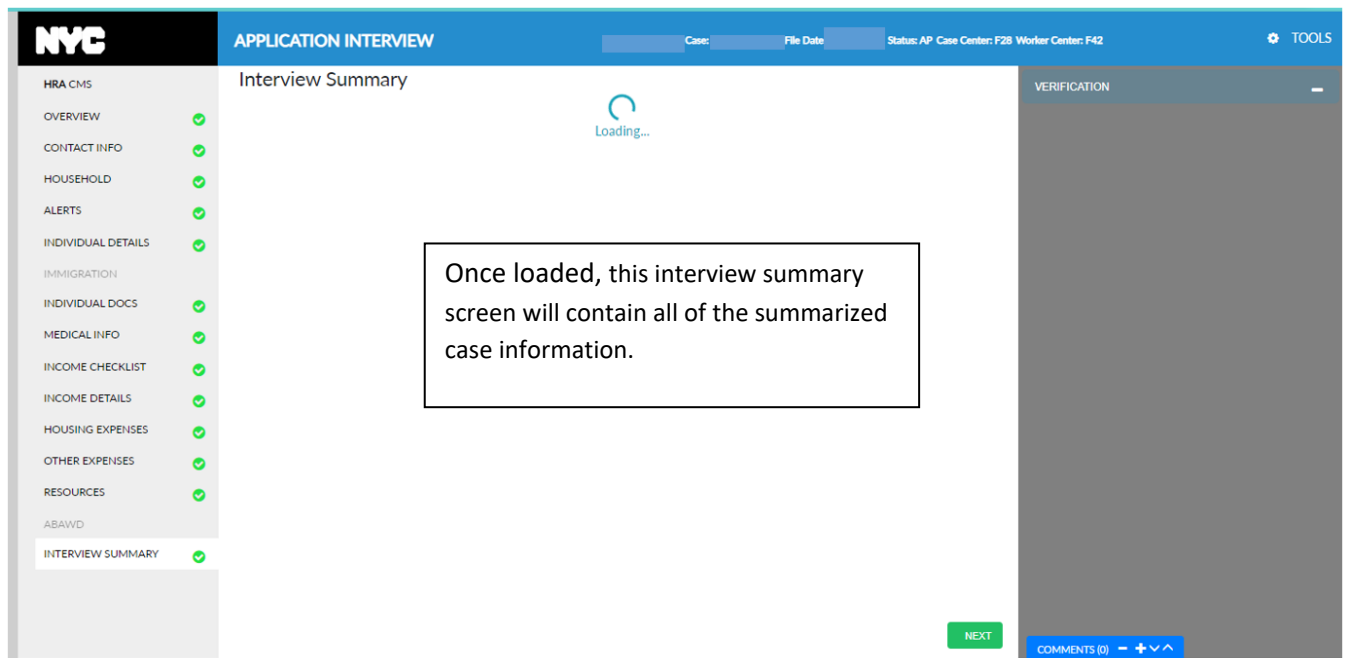
- Amounts shown on Summary screen are tentative and may vary from final WMS budget.

VERIFICATION

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)



You MUST click on the “Print Forms” button and access the “Print Forms” screen for the interview to be marked as “Kept”. **DO NOT** suspend the case on this screen.



FORMS: The **FIA-1146** is Previewed if the Application is deferred. Preview is selected to review accuracy of FIA-1146 document request. PRINT must be selected to send the FIA-1146 PTM- Print to Mail. The Printed date appears once the FIA1146 PRINT button is selected: Additionally, the FIA-1173 and W-680FF Language selection forms are printed.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

NYC HRA CMS APPLICATION INTERVIEW Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Forms [Forms History](#)

Form Name	Print Date	Form Type	Remove
FIA-1146 Documentation Requirements /		Mail	
FIA-1173 Confirmation of Contact With Your Center /		Mail	
W-680FF Language Questionnaire /		Print	

+ ADD NEW FORM - REMOVE SELECTED

Form Detail

Form: W-680FF Language Questionnaire

PREVIEW PRINT

VERIFICATION

For Review Missing Reviewed

There are no documents for review

COMMENTS (0)

NEXT

NYC HRA CMS APPLICATION INTERVIEW Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Forms [Forms History](#)

Form Name	Print Date	Form Type	Remove
FIA-1146 Documentation Requirements /	12/21/2023	Mail	
FIA-1173 Confirmation of Contact With Your Center /	12/21/2023	Mail	
W-680FF Language Questionnaire /	12/21/2023	Print	

+ ADD NEW FORM - REMOVE SELECTED

Form Detail EDIT

Form: FIA-1146 Documentation Requirements

Due Date:

PREVIEW PRINT

SUCCESS

VERIFICATION

For Review Missing Reviewed

M - Other Income

O - Blind, Sick, Disabled or Activity Limited

O - Rent, Mortgage or Shelter Expense

O - Electricity/Gas Bills - Electricity

Client Attestation

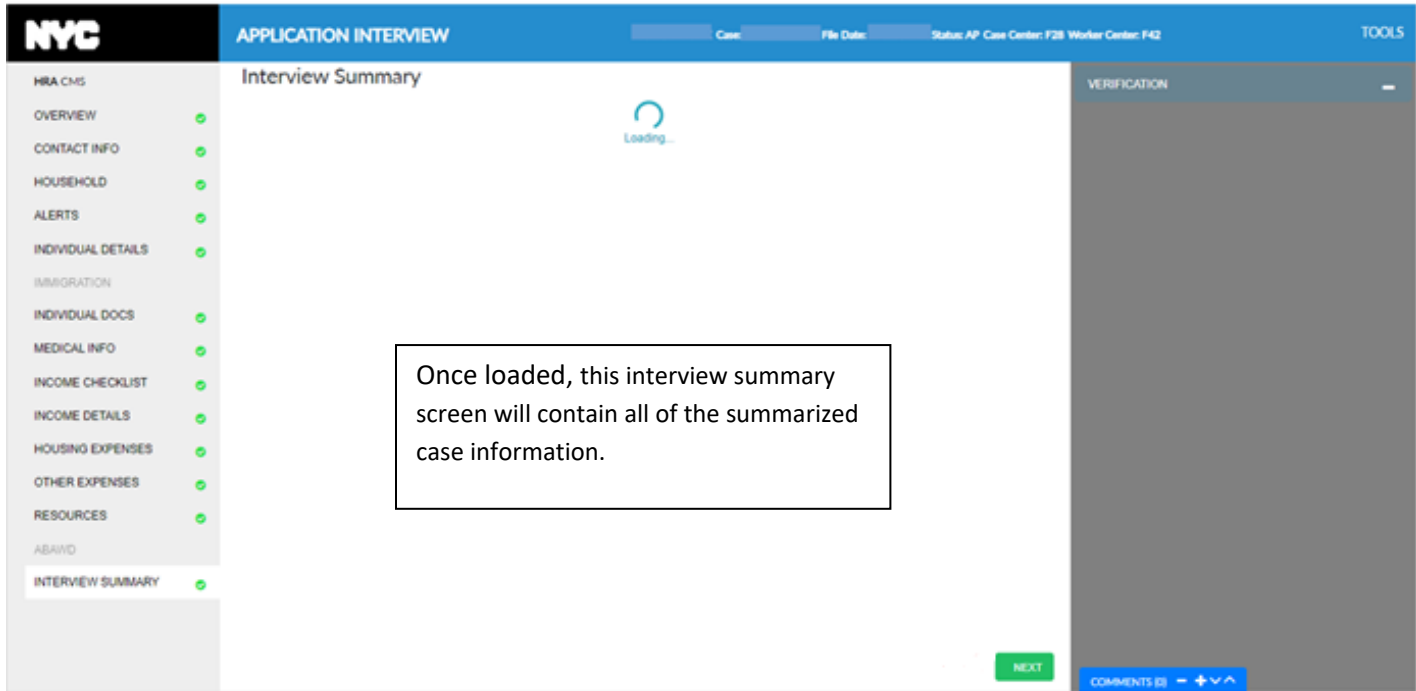
DISCARD CHANGES SAVE CHANGES

COMMENTS (0)

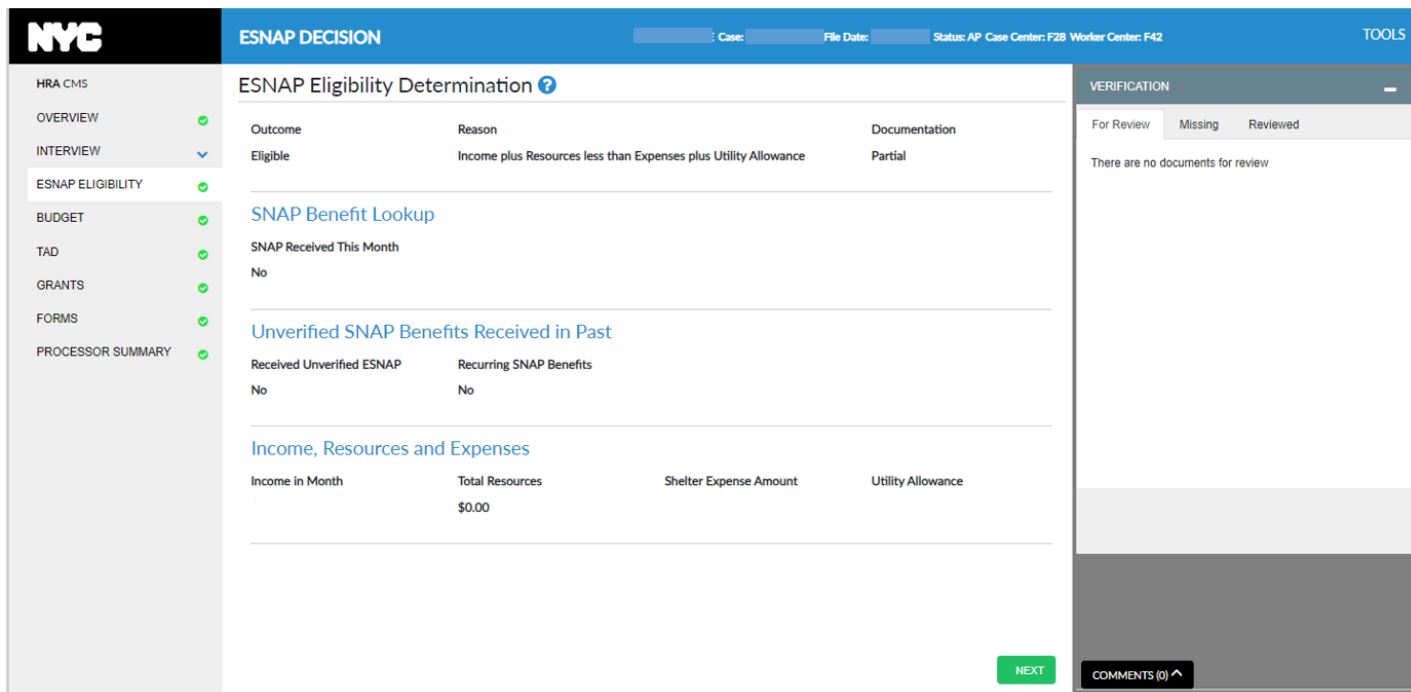
NEXT

Selecting **NEXT** from Interview Summary launches ESNAP Determination:

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)



POS will launch the ESNAP Activity.



Click **Next** and the **BUDGET** screen appears as shown in the next screenshot.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

NYC ESNAP DECISION Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

HRA CMS

- OVERVIEW ✓
- INTERVIEW ▾
- ESNAP ELIGIBILITY ✓
- BUDGET** ✓
- TAD ✓
- GRANTS ✓
- FORMS ✓
- PROCESSOR SUMMARY ✓

Budget ?

New Budget Budget History

Household Detail

SNAP Case Status	Effective Dates	Number In Household
SINGLE ISSUE	01A24	1
Shelter Type	Amount	Period
Unfurnished Apartment or Room		Monthly
SUA Level	Amount	
1	\$992.00	

Individual Detail: / 1, DOB:

SNAP Individual Status	Employability Status	Monthly Hours Worked	Aged / Disabled
SINGLE ISSUE	None	None	Aged or Disabled

Income

There is no income

Deductions

\$: None

Day Care Needs

None

CALCULATE BUDGET

NEXT

VERIFICATION

For Review Missing Reviewed

There are no documents for review

COMMENTS (0) ^

Click **Calculate Budget** and the **Connection to WMS** screen appears. **A new budget is calculated.**

NYC ESNAP DECISION Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

HRA CMS

- OVERVIEW ✓
- INTERVIEW ▾
- ESNAP ELIGIBILITY ✓
- BUDGET** ✓
- TAD ✓
- GRANTS ✓
- FORMS ✓
- PROCESSOR SUMMARY ✓

NLOG00: WMS LOGON SCREEN

3%

```

NLOG00 (P)          NEW YORK STATE DEPT. OF SOCIAL SERVICES    12/21/23
                   PRODUCTION COMPUTER SYSTEM      VERSION
                   THIS TERMINAL IS OPERATING IN PRODUCTION MODE (23304)

Enter: User-id      And Password

WARNING:THESE SYSTEMS ARE LEGALLY CONFIDENTIAL AND PROPRIETARY TO THE STATE OF
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AUTHORIZATION, CALL: 1-844-891-1786
    
```

NEXT

VERIFICATION

For Review Missing Reviewed

There are no documents for review

COMMENTS (0) ^

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

The screenshot shows the 'ESNAP DECISION' interface for case NSBL06. The main content area is titled 'NSBL06: INDIVIDUAL INCOME / NEEDS' and displays a table with columns for EMP, PA, SUF, 01, PA, STS, FS, STS, AP, DOB, A/D, X, INV, HM, INCOME, SRC, GROSS, and FREQ. Below this, there are sections for 'RECURRING' and 'DEDUCTIONS' with various sub-columns for SRC, PROG, GROSS, NY DIS, and AMT. A 'NEXT' button is visible at the bottom right of the main content area.

Budget Results: New Budget Tab (to Calculate a new budget if needed) Budget Result Tab: displays saved budget results:

The screenshot shows the 'Budget' tab in the ESNAP Decision interface. It features two sub-tabs: 'New Budget' and 'Budget History'. The 'Household Detail' section shows 'Budget Result : #1, ELIGIBLE, \$' with fields for SNAP Case Status (SINGLE ISSUE), Effective Dates (01A24), Number In Household (1), Shelter Type (Unfurnished Apartment or Room), Amount (\$), and Period (Monthly). The 'Individual Detail' section shows ' / 1, DOB:' with fields for SNAP Individual Status (SINGLE ISSUE), Employability Status (None), Monthly Hours Worked (None), and Aged / Disabled (Aged or Disabled). There are also sections for 'Income' (There is no income) and 'Deductions' (Day Care Needs: None). A 'CALCULATE BUDGET' button is prominently displayed at the bottom center of the main content area.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Click **Next** and the TAD appears: A Budget Number , Re-use case Number(if available in dropdown) and SNAP Individual Status Reason (LL meets Eligibility) is annotated by staff and Create CNS Notice button is selected which generates the CNS into the CNS Notice number Field . If SPOS is unable to generate the CNS notice, you must create a CNS notice in WMS. The SAVE button is selected and all TAD updates are Saved. If a manual CBIC update is required, go to the CBIC subsystem, perform the update and then click “Next”:

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

<Show “Create CNS Notice” button.>

NYC ESNAP DECISION Case: File Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

Q22-Expedited - Pending Verification: Certification Period >= 2 Months

From Date: 12/20/2023 To Date: mm/dd/yyyy WMS Budget Number: 1 Budget Result: Eligible, \$291

CNS Notice Number: M3E Indicator: Select

Re-use Case Number: Select

DOB: Status Reason: Select

Date: 12/20/2023

SSN Number: SSN Validation: 1 SSN PRESENT BUT NOT YET VALIDATED Reuse CIN: CBIC CDC:

SNAP Employability Code: 32-60 YEARS OF AGE OR OLDER/EXEMPT ABAWD: N- NON-ABAWD (EXEMPT FROM ABAWD REQUIREMENTS) DAI:

NEXT COMMENTS (0) ^

NYC ESNAP DECISION Case: Date: Status: AP Case Center: F28 Worker Center: F42 TOOLS

From Date: 12/20/2023 To Date: mm/dd/yyyy WMS Budget Number: 1 Budget Result: Eligible, \$291

CNS Notice Number: M3E Indicator: Select

Re-use Case Number:

Individual Detail: / 1 - Casehead, DOB:

SNAP Individual Status: SINGLE ISSUE Status Reason: LL-Meets Eligibility Requirements

Date: 12/20/2023

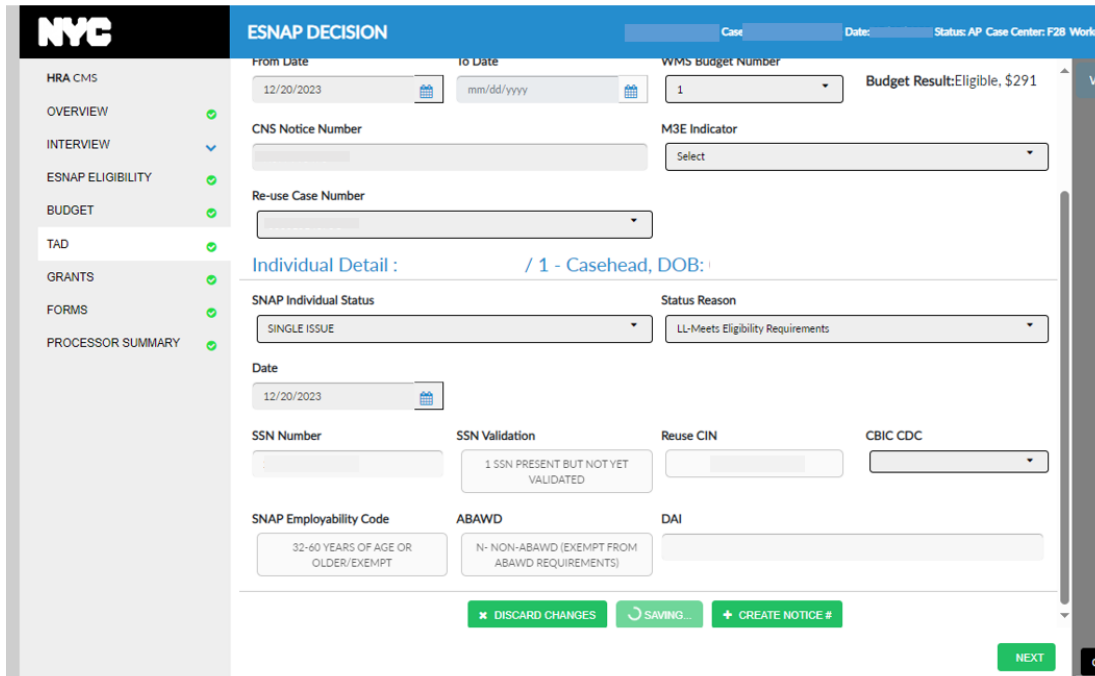
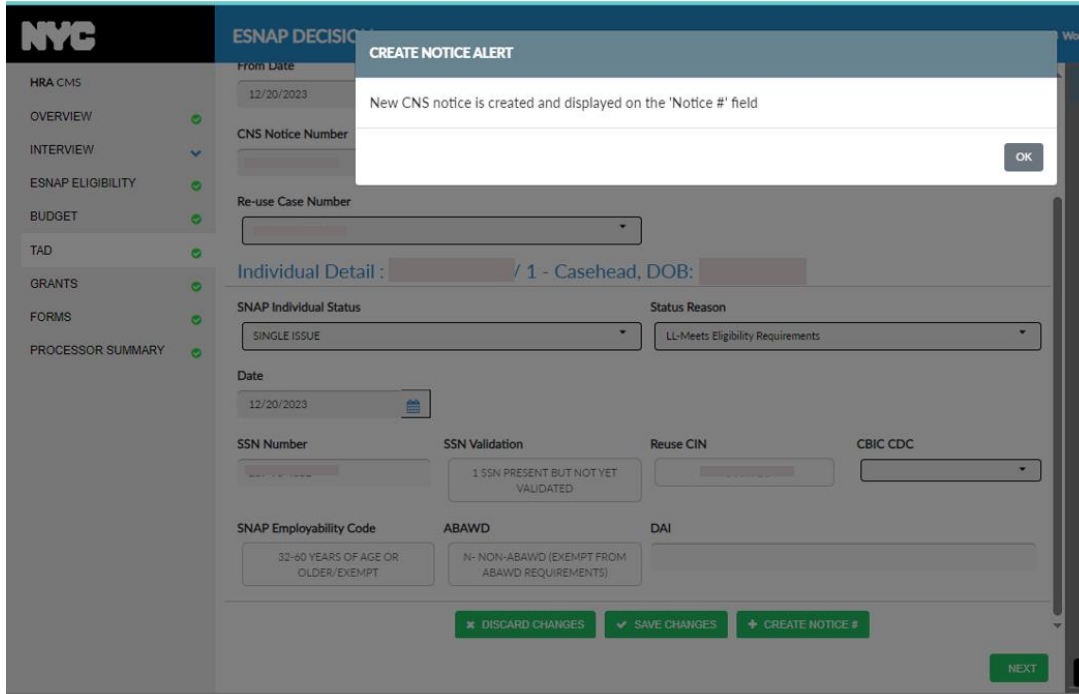
SSN Number: SSN Validation: 1 SSN PRESENT BUT NOT YET VALIDATED Reuse CIN: CBIC CDC:

SNAP Employability Code: 32-60 YEARS OF AGE OR OLDER/EXEMPT ABAWD: N- NON-ABAWD (EXEMPT FROM ABAWD REQUIREMENTS) DAI:

✖ DISCARD CHANGES
✔ SAVE CHANGES
🔄 FETCHING...

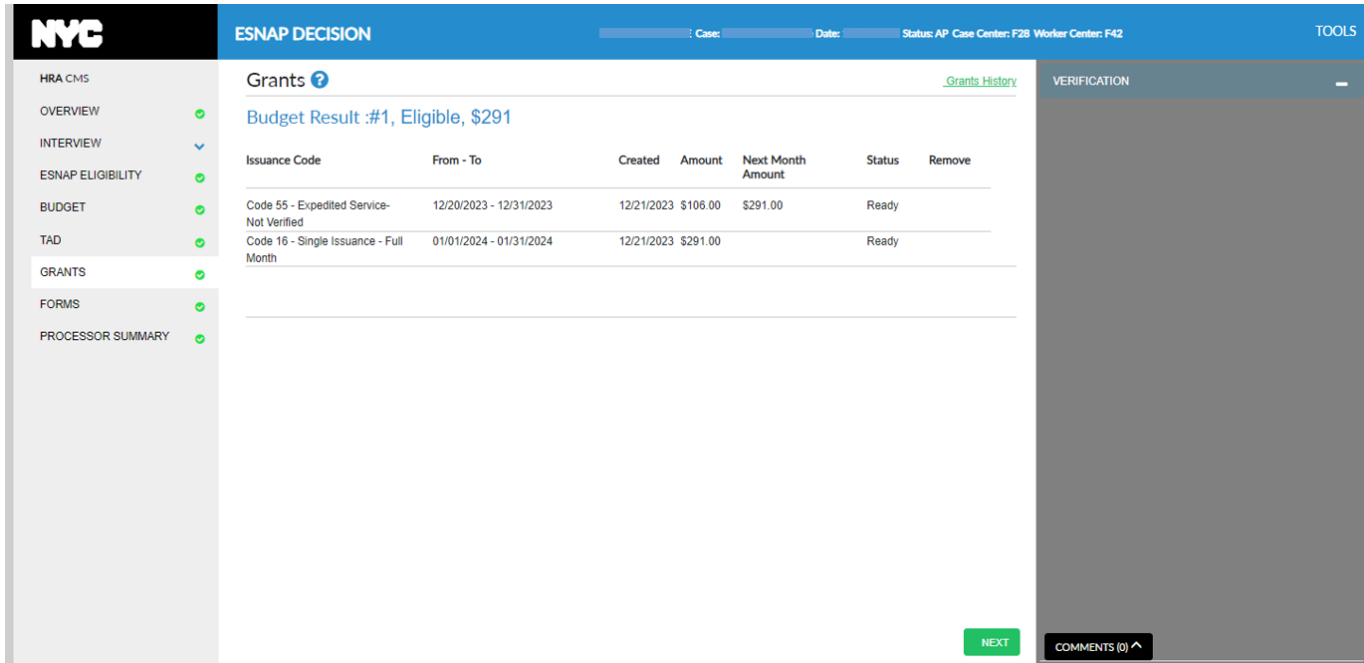
NEXT COMMENTS (0) ^

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

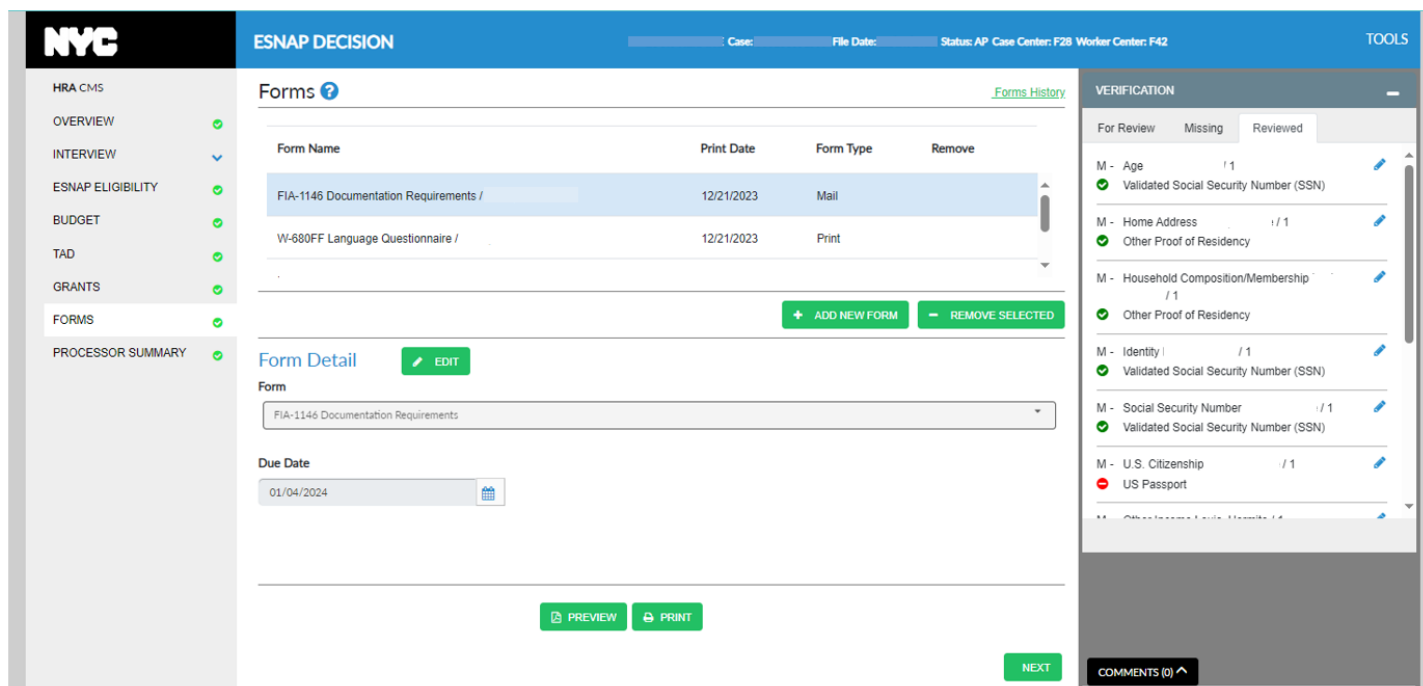


Click **NEXT** after TAD updates are Verified and **SAVED- GRANTS** Screen appears with Issuance codes and dates.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)



Click the **NEXT** button and FORMS screen appear with Document Widget
 EDIT button may be selected to amend and reprint the FIA-1146, any necessary updates to the FIA1146 may be made at this time utilizing widget Missing Tab and Individual documents screen in the Interview.



Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Selecting **Preview** opens the FIA-1146 for review:

S28 East New York SNAP Center
404 Pine Street, 1st Fl

Brooklyn NY 11208

NYC Human Resources Administration
Department of Social Services | Family Independence Administration

FIA-1146 (E) 10/05/2023 (page 1 of 4) LLF

Date: 12/21/2023

Case Name: _____

Case Number: _____

Center Number: S28

SNAP Filing Date: 12/20/2023

NY

You Must Submit Documents For Your SNAP Case!

You must provide ALL of the document(s) on the following pages by 01/04/2024 .

If we do not get the document(s) or you do not contact us by this date, your application for **SNAP benefits may be denied** or your SNAP benefits may be lowered. If you need help getting your document(s), or need more time, call us right away at **718-557-1399**.

WHAT ARE MY NEXT STEPS?

- 1. COLLECT** the documents listed in this letter.
- 2. UPLOAD** your documents using the ACCESS HRA mobile app. See page two (2) for more information.

THINGS TO REMEMBER

Pay Stubs: for each person working, you must provide pay stubs to cover the last **4 weeks** they were paid.

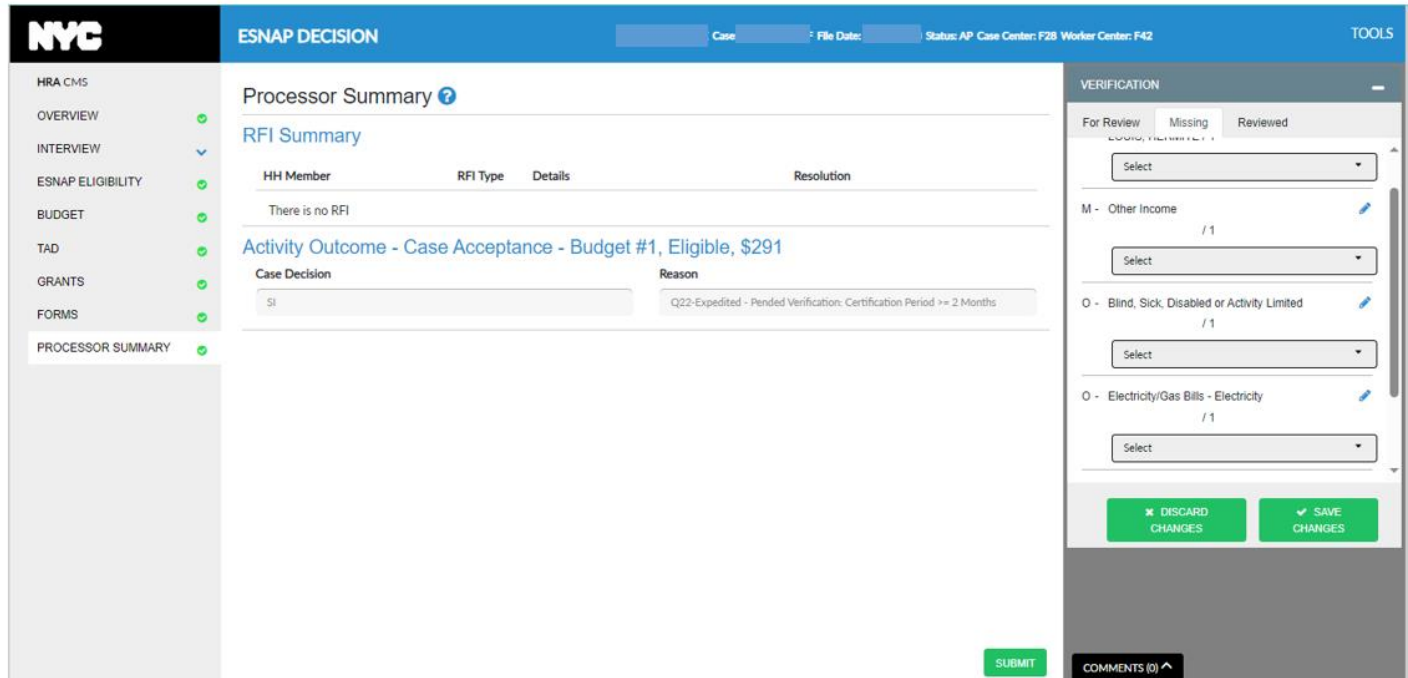
Employer Letter: If you don't get pay stubs, have your employer write a letter stating the amount and frequency you get paid, and the company name and telephone number, and your employer **must sign and date** it.

Landlord or Primary Tenant Letter: must be signed, dated and include:

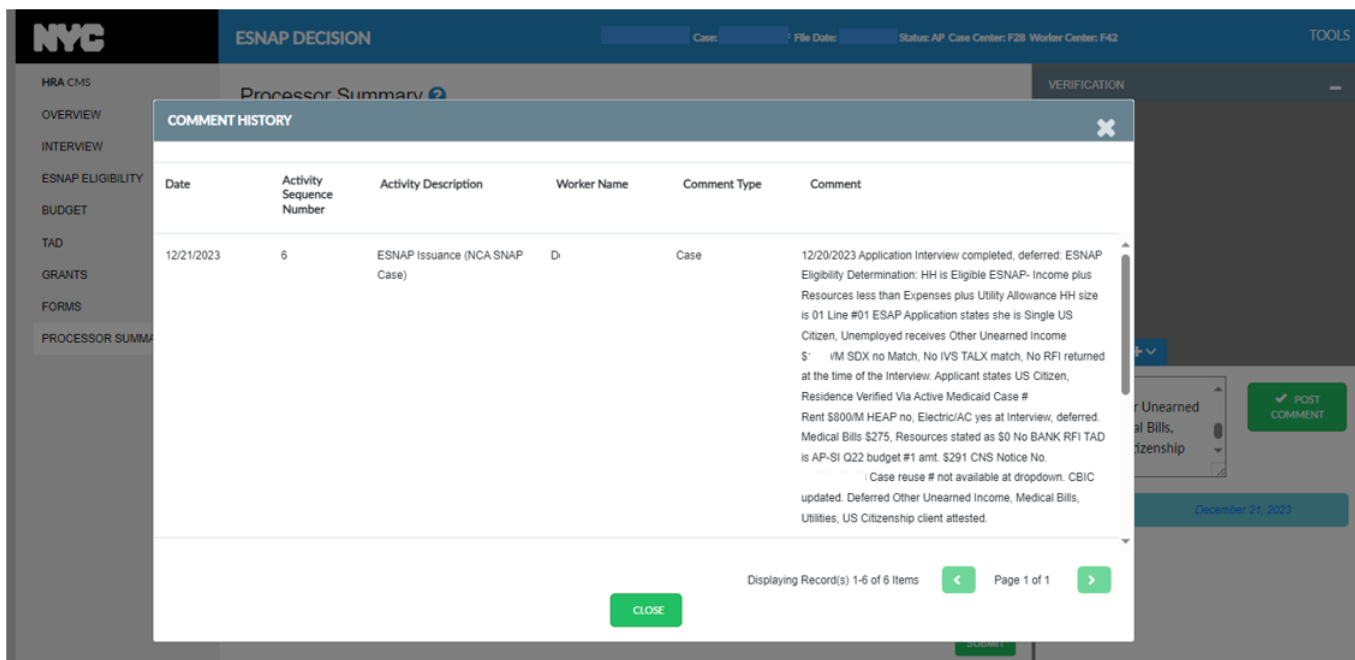
- amount of rent you are charged;
- whether you pay the landlord or primary tenant for heating/cooling or other utilities separate from your rent, and if so, how much;
- how many people are in your household; and
- the landlord's name and telephone number.

(Turn page)

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

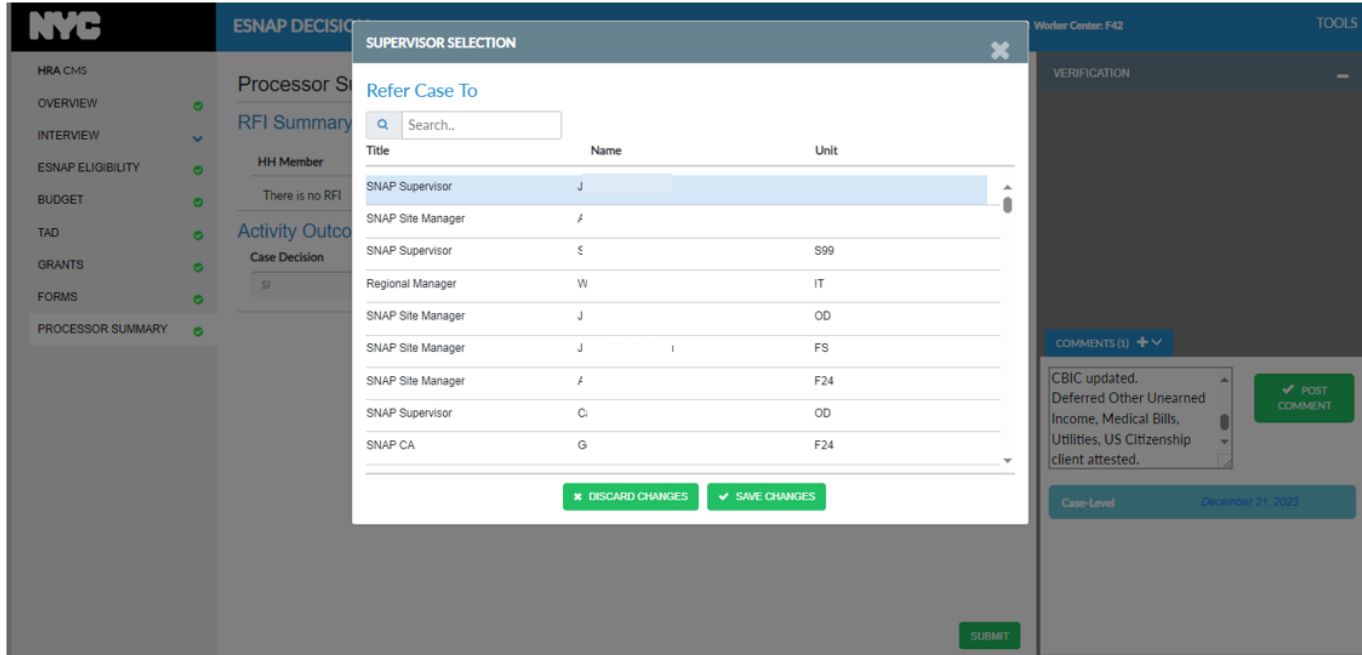


Case Comments completed and may be reviewed from **TOOLS** Menu:
 Make sure to enter detailed case comments.



Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Select **SUBMIT** and Supervisor Selection is available which highlights staffs assigned Supervisor: **Save Changes** is selected which submits the application for Supervisory approval.



Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Supervisor

• To complete the processing for the same-day issuance of ESNAP through SPOS, the Supervisor must approve the following windows in the **Approve ESNAP Decision** activity (by placing a check mark in the **Approval** box for each window):

- **Contact Information**
- **Member Detail**
- **Alert Details**
- **Income Detail**
- **Medical Detail**
- **Housing Expenses**
- **Other Expenses**
- **Resource Detail**
- **ABAWD Details**
- **ESNAP Eligibility Determination**
- **Budget**
- **Eligibility/TAD**
- **Grants**
- **Forms**

The screenshot displays the 'APPROVE ESNAP DECISION' interface. The left sidebar lists various menu items, with 'INTERVIEW' selected. The main content area is titled 'Interview Review' and contains several sections, each with a green checkmark and a close button (X):

- Household Details**:
 - Contact Information**: Primary Telephone: Cell
 - Visually Impaired**: No
 - Text Phone**: Alternate Text Number
- Member Detail**: /1 Casehead, Female, DOB: [redacted]
- Household**:
 - Buys & Prepares Meals**: Yes
 - Social Security Status**: 1
 - Social Security Number**: [redacted]
 - Ethnicity**: Asian, Black or African American
- SNAP Status**: SINGLE ISSUE
- Individual Details**

At the bottom right, there is a green 'NEXT' button. At the bottom left, there is a blue 'COMMENTS (1)' button. The top right corner shows 'TOOLS' and system status information: 'Case: [redacted] File Date: [redacted] Status: SI Case Center: F28 Worker Center: F42'.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

The following windows will not appear for applicants that are ineligible for ESNAP or cannot receive FS under the expedited process:

- **Budget**
- **Eligibility/TAD**
- **Grants**
- **Forms**

If the household is eligible for SNAP benefits, the **Previewing Form LDSS-3938** window will appear after the **Grants Data Entry** window.

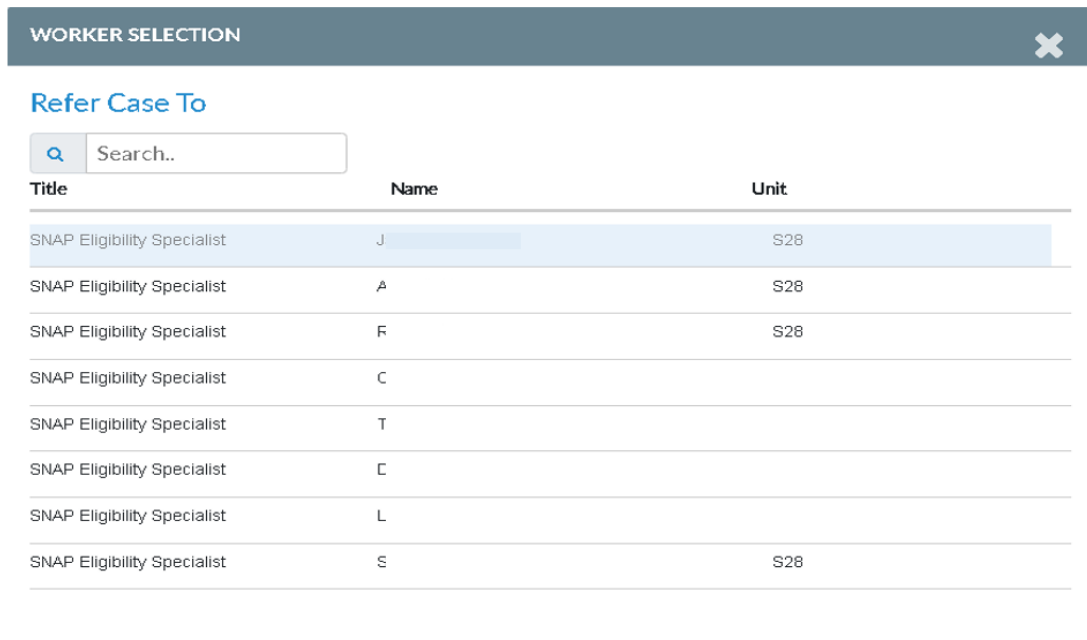
→Remove this paragraph.

The last window in the **Approve ESNAP Issuance** activity is **Supervisory Summary**.

The Supervisor must click the **Complete** (Transmit) button to send the ESNAP grant and TAD to WMS if all windows have been approved and the household is eligible for ESNAP.

The **Refer to Worker** button at the bottom of the **Supervisor Summary** window will enable the Supervisor to send the case back to a Worker for completion when a window activity has been disapproved. To return the case, the Supervisor must:

Click the **Refer to Worker** button to display the list of available Workers within the **SNAP/Job Center**. The display will highlight the Worker who completed the interview, but the Supervisor will have the option to select any Worker from the list.



The screenshot shows a window titled "WORKER SELECTION" with a close button (X) in the top right corner. Below the title bar is a section labeled "Refer Case To" which includes a search bar with a magnifying glass icon and the text "Search..". Below the search bar is a table with three columns: "Title", "Name", and "Unit". The table contains eight rows of data, all with the title "SNAP Eligibility Specialist". The first row is highlighted in light blue. The names in the "Name" column are J, A, F, C, T, E, L, and S. The "Unit" column contains "S28" for the first, second, fourth, and eighth rows, and is blank for the third, fifth, sixth, and seventh rows.

Title	Name	Unit
SNAP Eligibility Specialist	J	S28
SNAP Eligibility Specialist	A	S28
SNAP Eligibility Specialist	F	S28
SNAP Eligibility Specialist	C	
SNAP Eligibility Specialist	T	
SNAP Eligibility Specialist	E	
SNAP Eligibility Specialist	L	
SNAP Eligibility Specialist	S	S28

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

- Click the **SAVE Changes** button to send the case back to the highlighted Worker..
- <There are no queues in SPOS.>

NYC APPROVE ESNAP DECISION Case: File Date: Status: SI Case Center: F28 Worker Center: F42 TOOLS

HRA CMS

- OVERVIEW
- INTERVIEW
- ESNAP ELIGIBILITY
- BUDGET
- TAD
- GRANTS
- FORMS
- SUPERVISOR SUMMARY

Individual Details

CIN	Marital Status	Born in NYC?	US Citizen/National
	Single/Never Married	No	Yes
Highest Degree Obtained	US Military Veteran?	Language Spoken	
Unknown	Non-Veteran	English	
Other non-Legal Name	Preferred Pronoun		
No	Legal First Name		
Student Status	Online/Correspondence	Has Diploma/GED	
Not in School	No	No	
Pregnant?			
No			

Alerts

Alert Details : - SNAP Benefit Look-Up

SNAP WMS Lookup

Anyone Receive Benefits
No

NYC APPROVE ESNAP DECISION Case: File Date: Status: SI Case Center: F28 Worker Center: F42 TOOLS

HRA CMS

- OVERVIEW
- INTERVIEW
- ESNAP ELIGIBILITY
- BUDGET
- TAD
- GRANTS
- FORMS
- SUPERVISOR SUMMARY

Income

Income Detail : /1 - Other Income

Income Type	Other Income	Amount	Income Frequency
Money from another person	other	\$	Monthly
Hours Worked	Program Indicator	Start Date	
0	Non-Exempt	07/01/2022	

Medical

Medical Details : - Activity Limited

Daily Activity Limits	Medical Reasons	SSI Status
Sick	Person is incapacitated or disabled for more than 6 months.	Not Applied

Expenses

Housing Expenses

Shelter Expenses Total: \$

Utility Expenses Total: \$

Shelter Expense Total	Shelter Type	Shelter Subtype	Rent Expense
\$	Rented Apt/Room/House	Unfurnished Apt (01)	\$
Frequency	Secondary Tenant?		
Monthly	No		

NEXT COMMENTS (1)

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

NYC
APPROVE ESNAP DECISION
Case: File Date: Status: SI Case Center: F28 Worker Center: F42
TOOLS

HRA CMS

OVERVIEW ✔

INTERVIEW ▼

ESNAP ELIGIBILITY ✔

BUDGET ✔

TAD ✔

GRANTS ✔

FORMS ✔

SUPERVISOR SUMMARY ✔

Other Expenses : - Medical Bills ✔ x

Insurance Premiums	Hosp. Or Outpatient	Medical Premiums	Nursing Care/Home
\$	\$ 0.00	\$ 0.00	\$ 0.00
Prescription/OTC Drugs	Doctor/Dentist Visits	Medical Supplies/Equip	Glasses/Dentures
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Therapy/Rehabilitation	Hearing Aid/Prosthetic	Service Dog Expenses	Transport/Lodging
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Home Health Aid	Loan Payments/One-Time	Past Due Bill Payments	ex-Member Expenses
\$ 0.00	\$ 0.00	\$	\$ 0.00
Add'l Medical Expense	Total Monthly Amount		
\$ 0.00	\$		

Resources ?

Categorically Eligible: Yes

Resources Detail ✔ x

Cash On Hand	Checking Accounts	Savings or CDs	Total
\$ 0	\$ 0	\$ 0	\$ 0

ABAWD ?

ABAWD Details : /1 ✔ x

NEXT

VERIFICATION

COMMENTS (1) ^

NYC
APPROVE ESNAP DECISION
Case: File Date: Status: SI Case Center: F28 Worker Center: F42
TOOLS

HRA CMS

OVERVIEW ✔

INTERVIEW ▼

ESNAP ELIGIBILITY ✔

BUDGET ✔

TAD ✔

GRANTS ✔

FORMS ✔

SUPERVISOR SUMMARY ✔

ESNAP Eligibility Determination ✔ x

Outcome	Reason	Documentation
Eligible	Income plus Resources less than Expenses plus Utility Allowance	Partial

SNAP Benefit Lookup

SNAP Received This Month

No

Unverified SNAP Benefits Received in Past

Received Unverified ESNAP	Recurring SNAP Benefits
No	No

Income, Resources and Expenses

Income in Month	Total Resources	Shelter Expense Amount	Utility Allowance
\$	\$0.00	\$	\$992.00

NEXT

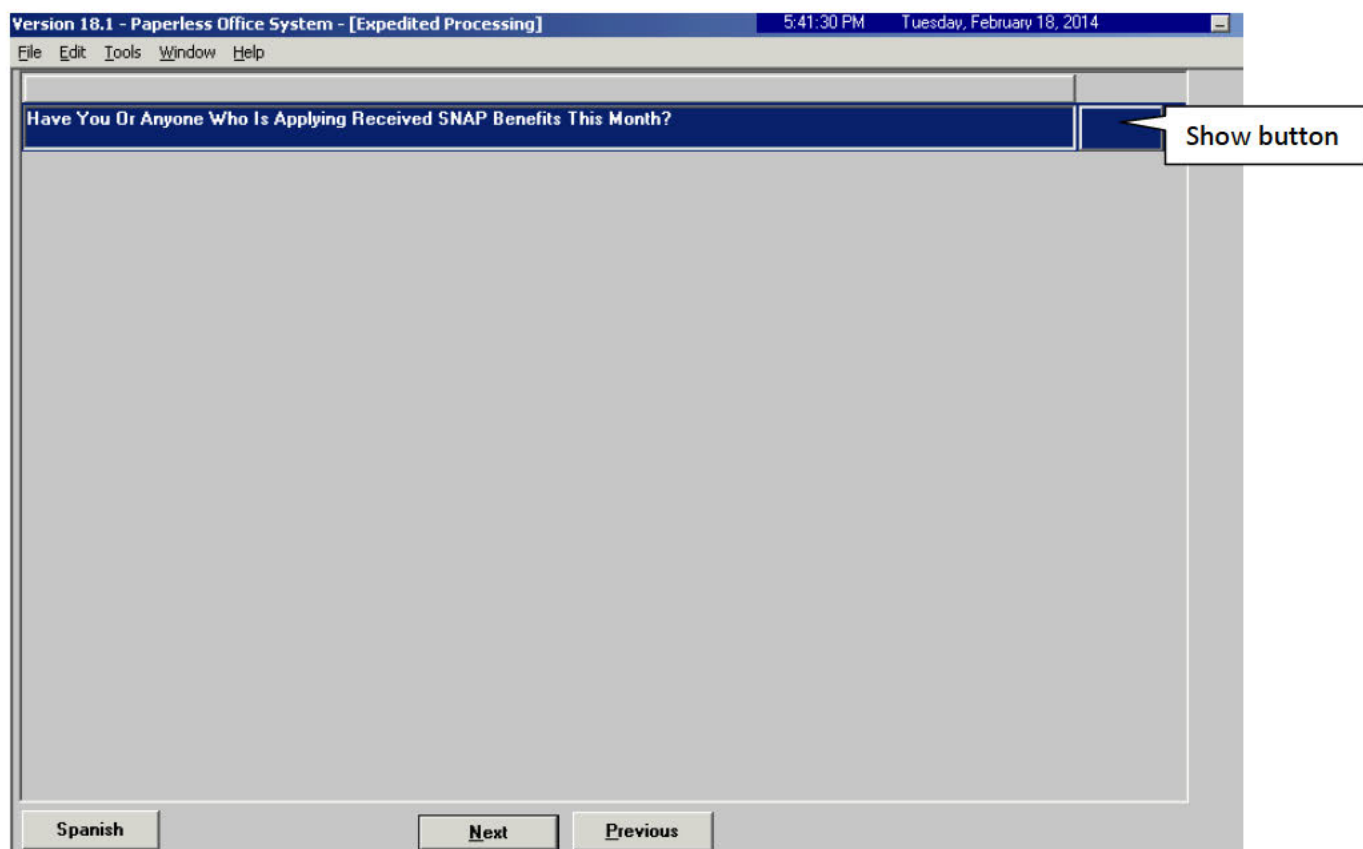
VERIFICATION

COMMENTS (1) ^

Attachment B - ESNAP Screening for CA Application Interview in POS

Follow the screenflow and instructions in POS below for ESNAP screening of a CA application. When the JOS/Worker completes the **LDSS-2921 Signature Capture** window during the **CA Application Interview** activity in POS, the **Expedited Processing** window appears to allow the JOS/Worker to begin a determination of eligibility for expedited SNAP processing.

Expedited Processing Window in CA Application Interview



- Click the **Show** button and POS will search WMS to determine if a SNAP benefit has been issued for the month.

Expedited Processing Window in CA Application Interview

If the applicant did not receive SNAP benefits in the current month or received SNAP benefits but entered a domestic violence shelter during the current month, the following questions appear:

- “Has the SNAP household received Expedited SNAP benefits in the past?”
- “Has anyone who is applying for SNAP benefits previously had income from any source (such as employment, SSA, SSI, UIB or contribution) this month?”
- “ATTENTION TO THE INTERVIEWER: Based on the interview conducted is there any indication that the applicant needs any non-food related personal item necessary for health and personal care or a food-related immediate need grant?”

If the applicant received SNAP benefits in the current month and did not enter a domestic violence shelter during the current month, the only additional question that appears is:

- “ATTENTION TO THE INTERVIEWER: Based on the interview conducted is there any indication that the applicant needs any non-food related personal item necessary for health and personal care or a food-related immediate need grant?”

Have You Or Anyone Who Is Applying Received SNAP Benefits This Month?

When POS opens the **Response to Question** window, the following fields appear:

- Result of SNAP Benefit Lookup in WMS.
- Were the benefits issued under an application registration number? (Benefits do not appear in WMS benefit issuance history)
- Were the benefits issued for a case closed more than 6 months?
- Where were the benefits received (Outside NYC or In NYC)?
- Case Number Where Benefits Received:
- The question “Did anyone who is applying receive SNAP benefits this month?”
 - If answered “Yes,” the message “The household is not eligible to receive a second Food Stamp grant this month” appears if the applicant is not a resident of a domestic violence (DV) shelter in the **Outcome** field.
 - If answered “No,” the message “Proceed with ESNAP interview” appears in the **Outcome** field.
- Shelter code from the application interview (e.g. **01** [Apartment/Private House], **13** [Domestic Violence Shelter]).
- The question “Has the applicant entered a domestic violence shelter this month?”
 - Note: This question is disabled if the shelter code from the interview indicates that the applicant is not in a domestic violence shelter.

SNAP Benefits This Month Response Window - Benefit Found

SNAP Benefits This Month Response Window

Results of SNAP Benefit Lookup in WMS: SNAP benefits were issued in NYC this month.

Did anyone who is applying receive SNAP benefits this month? Yes No

Were the benefits issued under an application registration number? (Benefits do not appear in WMS benefit issuance history) Yes No

Were the benefits issued for a case closed more than 6 months? Yes No

Where were the benefits received? Outside NYC In NYC

Case Number Where Benefits Received: [REDACTED]

Shelter code from interview: Not a domestic violence shelter

Has the household entered a domestic violence shelter this month? Yes No

Outcome

The household is not eligible to receive a second SNAP grant this month.

OK Cancel

Benefit Lookup Results: Benefits Found by POS Lookup in WMS

If benefits are found for the current month by the automated POS lookup to WMS, POS sets the questions

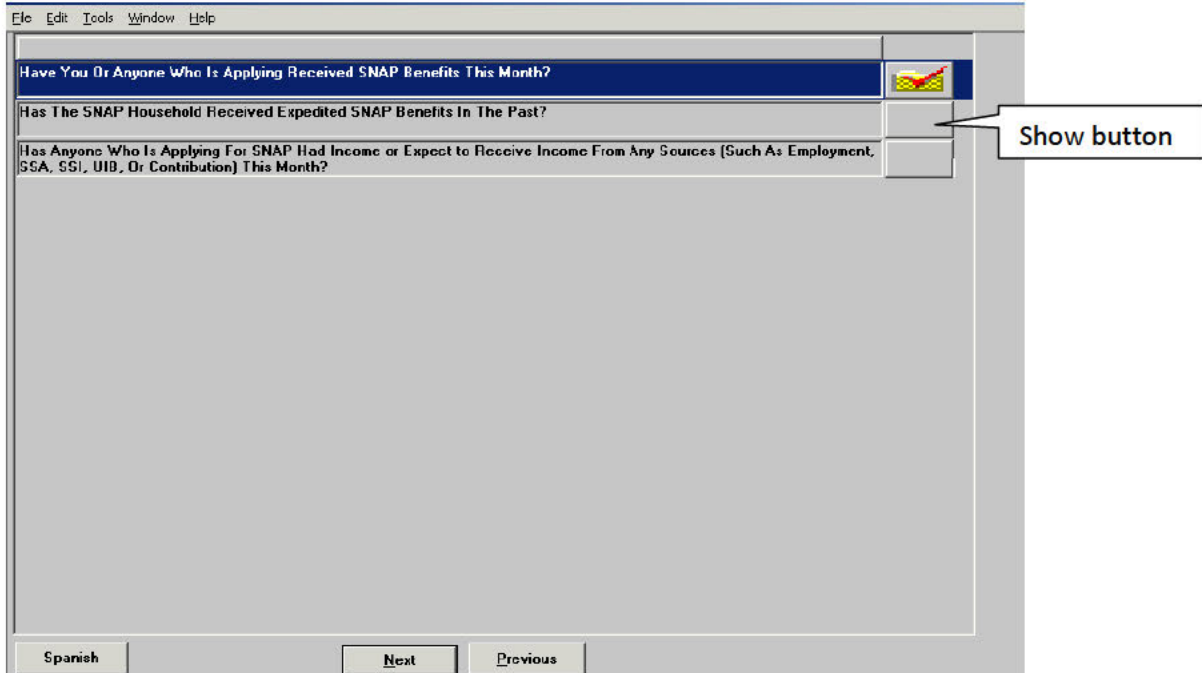
- “Did anyone who is applying receive SNAP benefits this month?” to **Yes**.
- “Where were the benefits received?” to **In NYC** and
 - saves the case number under which the benefits were received in the field **Case Number Where Benefits Received**.

The question “Where the benefits issued under an application registration number?” Is set to **Yes** when the benefits are found under an application registration number and no longer appear in WMS benefit issuance history.

The question “Where the benefits issued for a case closed more than 6 months?” Is set to **Yes** when the benefits are found under a case that was closed more than 6 months ago.

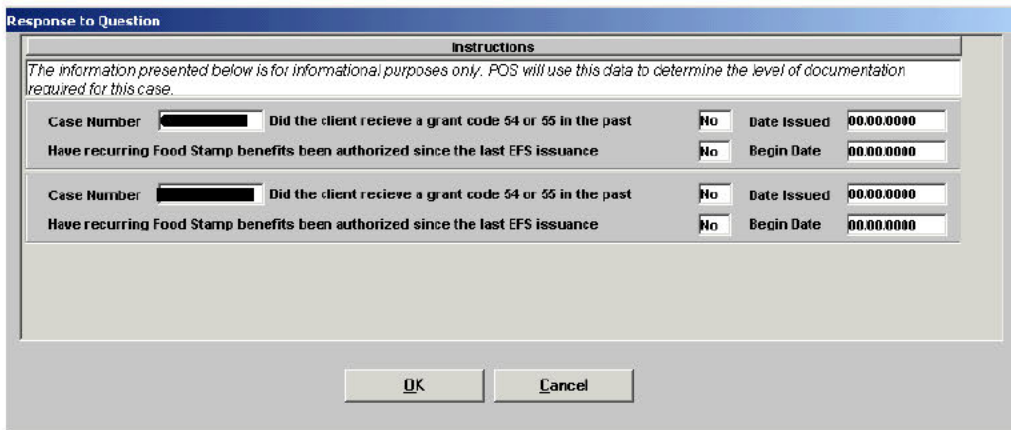
The message “The household is not eligible to receive a second SNAP grant this month” appears if the applicant is not a resident of a domestic violence (DV) shelter.

Has the SNAP Household Received Expedited SNAP Benefits in the Past?



- Click the **Show** button for the question “Has the SNAP Household Received Expedited SNAP Benefits in the Past?”

POS will search to determine if an unverified ESNAP benefit has been issued in the past, and if so, has the applicant been approved for recurring SNAP benefits after the issuance of expedited benefits in the past. POS will use this data to determine the level of documentation required for the case.



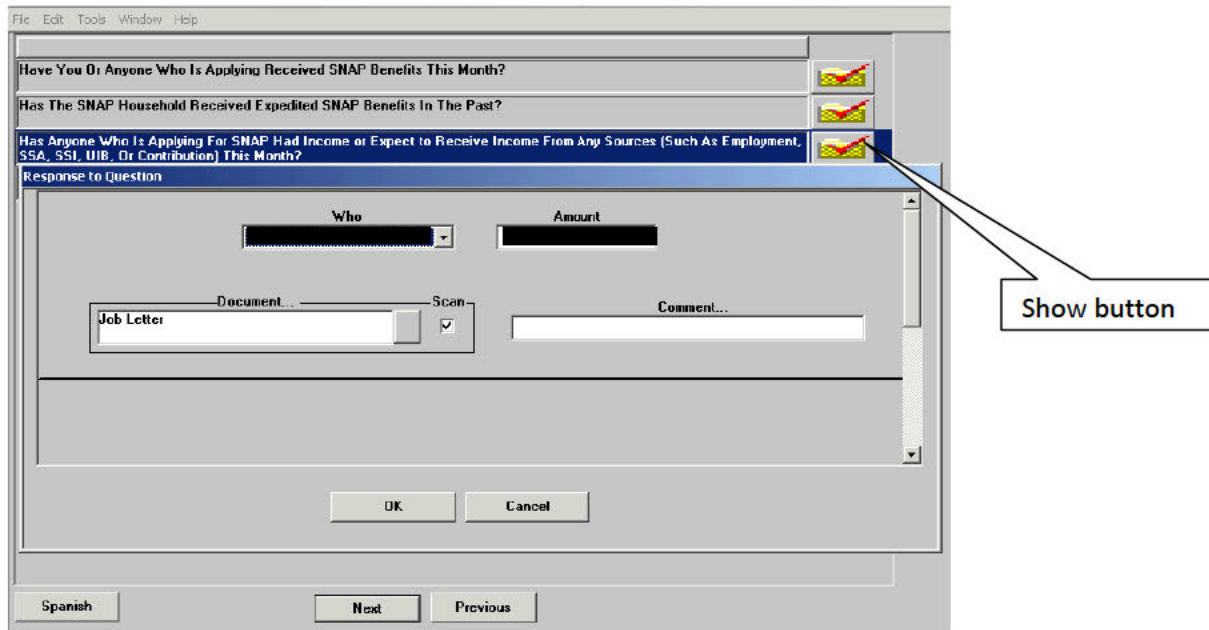
- Click **OK** and the **Expedited SNAP Questions** window returns for additional processing.

Has Anyone Who Is Applying for SNAP Had Income or Expect to Receive Income From Any Sources (Such As Employment, SSA, SSI, UIB or Contribution) This Month?

- Click the **Show** button for the question “Has Anyone Who Is Applying for SNAP Had Income or Expect to Receive Income From Any Sources (Such As Employment, SSA, SSI, UIB or Contribution) This Month?”

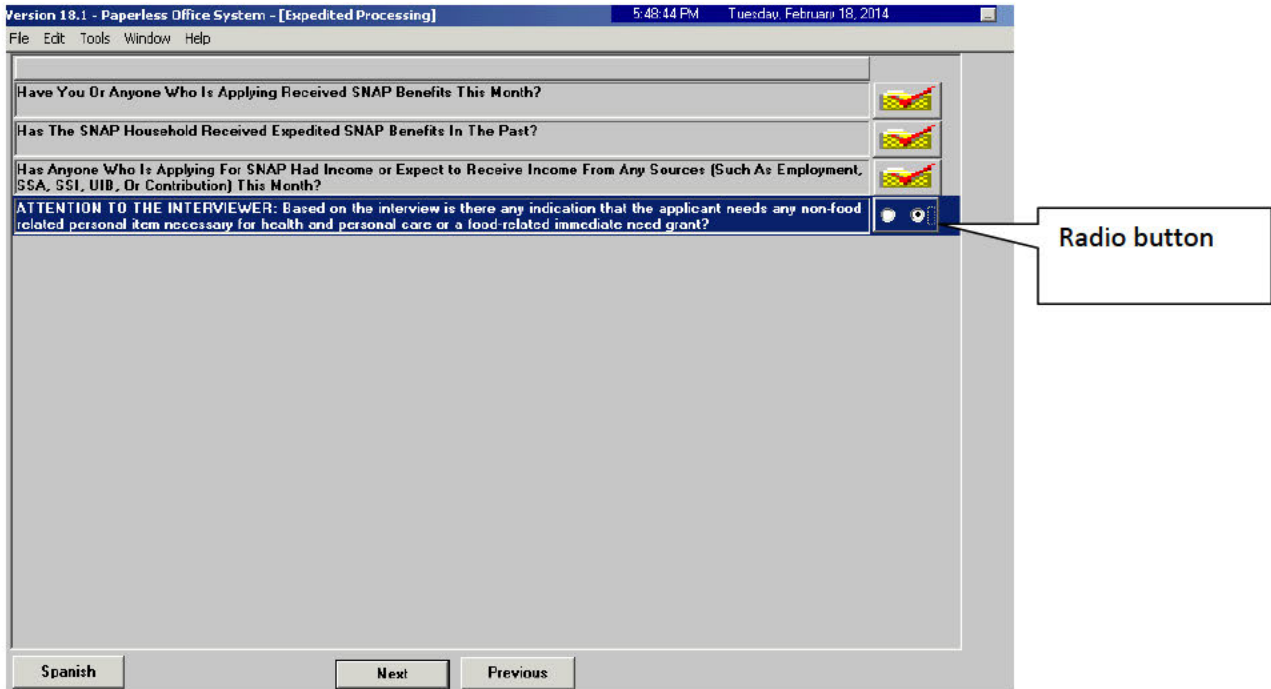
POS retrieves the income entered during the interview and pre-fill the **Response to Question** window with the name of the individual who received the income and the amount received in the current month. If the amount received or expected to be received is different from the amount calculated by POS,

- the JOS/Worker can change the value in the **Response to Question** window.

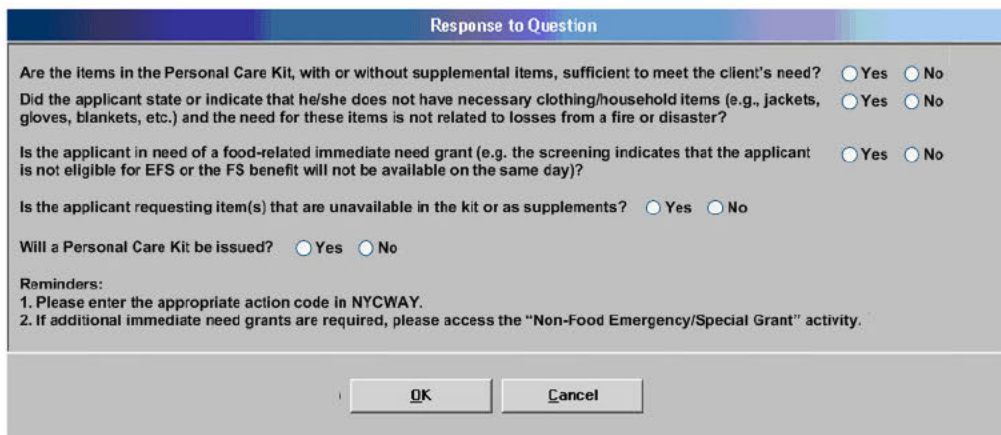


- To add additional income received this month:
 - Click the down arrow in the scroll bar.
 - Click the **Who** down-arrow and select household members who received income or expect to receive income this month, if applicable.
 - Select **Document** type if applicable.
 - Click **OK** to close the response window.

ATTENTION TO THE INTERVIEWER: Based on the interview conducted is there any indication that the applicant needs any non-food related personal item necessary for health and personal care or a food-related immediate need grant?



- Click the **Yes** radio button if there is any indication that the applicants needs any non-food related personal item or a food-related immediate grant.



- Click **OK**
- Click **Next** and continue the **CA Application Interview** until the **Print Forms** window.

Previewing Form DSS 3938 Window

POS will complete the expedited processing determination for the case based on the answers recorded during the **CA Application Interview** activity. POS will save the SNAP Application Expedited Processing Summary Sheet form (**LDSS-3938**) in the electronic record when the JOS/Worker clicks the **Next** button in the **Previewing DSS-3938** window. The **LDSS-3938** will be completed based on the answers in the **CA Application Interview** and the **Expedited Processing** windows.

Version 18.1 - Paperless Office System - [Previewing Form DSS3938] 5:50:02 PM Tuesday, February 18, 2014

File Edit Tools Window Help

FOOD STAMP APPLICATION EXPEDITED PROCESSING WORKSHEET

Date Application Filed: 02/18/2014 Date of Screening: 02/18/2014

Date of Eligibility Interview: 02/18/2014

Qualified for expedited processing? Yes No

Expedited Food Stamp Benefit Eligibility: ELIGIBLE INELIGIBLE

Reason: ELIGIBLE

ELIGIBLE (Applied on or before 15th of month; zero benefit due to proration)

ELIGIBLE (Applied after 15th of month; zero first month's benefit due to proration; full second month's benefit)

ELIGIBLE (Applied after 15th of month; prorated first month's benefit plus full second month's benefit)

HOUSEHOLD IS INELIGIBLE FOR THE PROGRAM DUE TO PROGRAM RULES (see comments.)

VERIFICATION OF IDENTITY NOT PROVIDED

HH DID NOT SUBMIT ALL REQUIRED NON-IDENTITY VERIFICATION

Other Denial Reason/Comments

Is the household already receiving Food Stamp Benefits this month? Yes No

Next Previous

- Review the **LDSS-3938 NYC** form.
- Click **Next**. POS saves the **LDSS-3938 NYC** form to the HRA One Viewer.
- Continue the **CA Application Interview** until the **Print Forms** window.

Print Forms Screen in CA Application Interview

Expedited SNAP Benefit Eligibility Determination

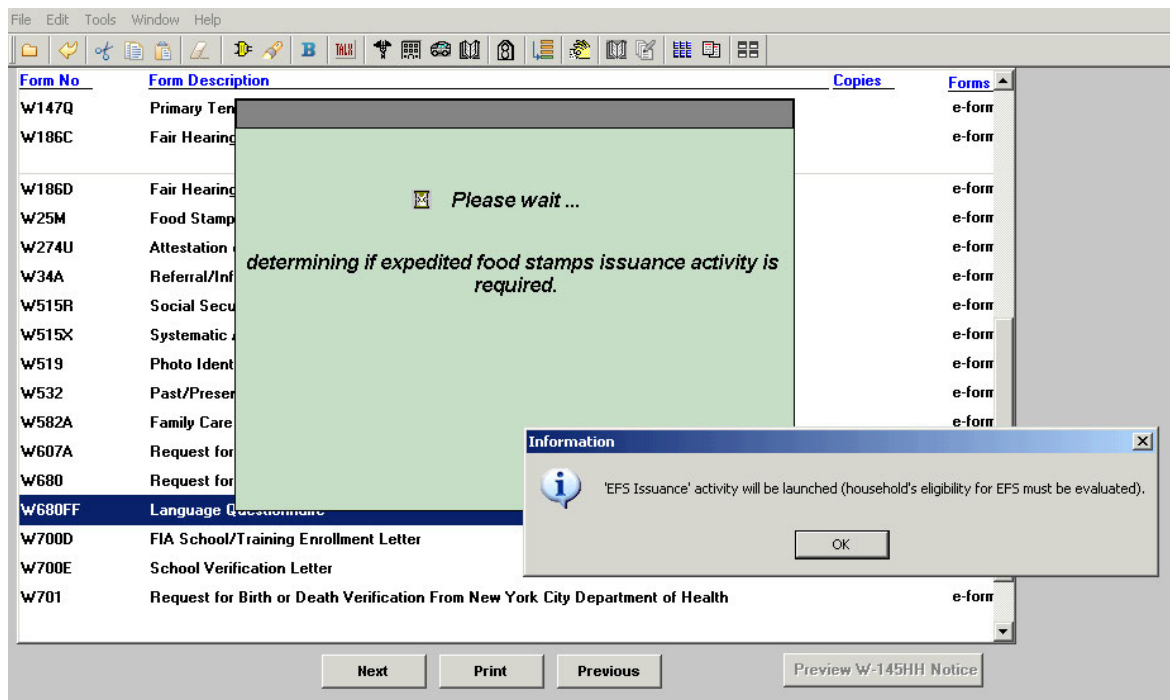
For households meeting the ESNAP criteria, a full eligibility interview must be conducted to determine the household's eligibility for SNAP benefits and to compute the benefit amount. Once the household is determined eligible and identity of the casehead has been verified, benefits must be made available on the day of the interview. Staff must begin the process of issuing an ESNAP benefit through the **IN/ESNAP** Issuance activity in POS.

Follow the screen flow and instructions in POS below for ESNAP benefit determination of a CA/SNAP application. The determination is completed at the time of the application interview.

ESNAP Issuance Activity

The **IN/ESNAP Issuance** activity automatically begins:

- If the interview date is no later than seven calendar days after the SNAP file date,
- After the JOS/Worker completes the following steps:
 - Processes the **CA Application Interview** activity in POS.
 - Prints the required forms from the **Print Forms** window.
 - Clicks the **Next** button on the **Print Forms** window.



IN/ESNAP Issuance

POS will complete the expedited processing determination for the case based on the answers recorded during the **CA Application Interview** activity. POS will save the final SNAP Application Expedited Processing Summary Sheet form (**LDSS-3938 NYC**) in the electronic record when the Supervisor approves the **Previewing LDSS-3938** window button at the end of the **Approve IN/ESNAP Issuance** activity. The **LDSS-3938** will be completed based on the answers in the **CA Application Interview** and the **Expedited Processing** windows.

The following section highlights specific elements of the **IN/ESNAP Issuance** activity.

- When the **IN/ESNAP** Issuance activity starts, the **Household** screen appears.

Household Window

Version 18.1 - Paperless Office System - [Household Screen] 8:47:55 AM Wednesday, February 19, 2014

File Edit Tools Window Help

Suffix/Individual Inquiry Code WMS Message via OLTP
 Pooh Viaana NQIN22 F1441 CVB-CLIENT RECORD FOR CLIENT NOT FOUND

Control Information
 District : 66 Center : Melrose Job Center Worker : ES900 Case Number : [REDACTED]

Present Address
 Street Number Direction Name Type Apt # City
 [REDACTED] [None] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
 State: [REDACTED] Zip Code: [REDACTED] Phone: - -

Suffix Information Active Applying No FS IPV or Sanction Found
 SNAP File Date 02/18/2014 CA File Date 02/18/2014 SNAP Suffix [REDACTED] SNAP Status AP SNAP #AP 1

Suff	Case Name	CA Cat	CA Stat #	MA Stat #	MA AP	Language	Notice Language	Hardship Status	
1	[REDACTED]	SNCA	AP	1	AP	1	English	English	None

Next CA Recert date [REDACTED] Last CA Recert date [REDACTED] Last MA Recert date [REDACTED]

Case Member Information

Suff	Ln	CIN	Name	Relation	DOB	SSN	Val	Sex	Ctzn/ Nu	HB	CA	MA	SNAP	AFIS/S
1	1	[REDACTED]	[REDACTED]	Casehead	[REDACTED]	[REDACTED]	[REDACTED]	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AP	AP	AP	[REDACTED]

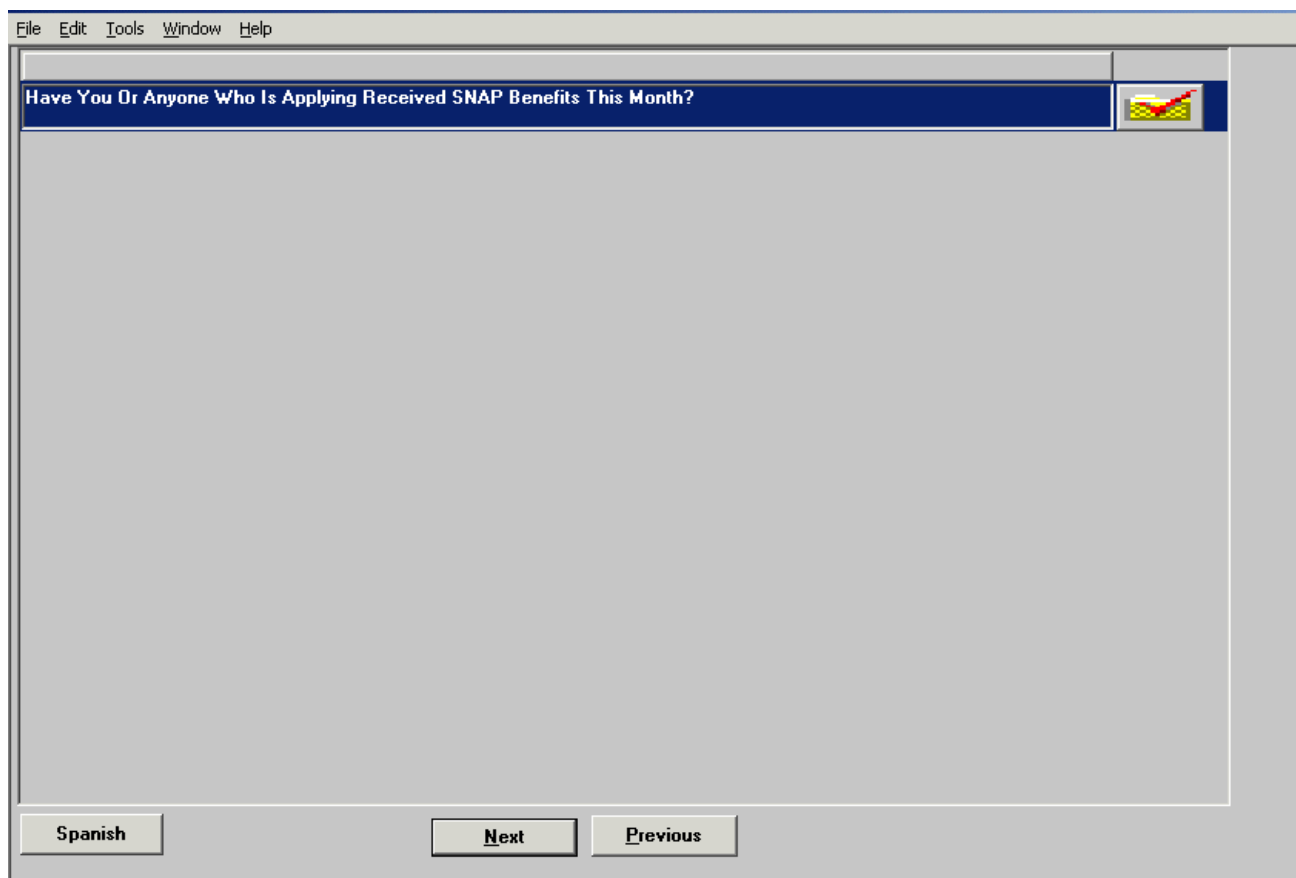
Next Previous

- Click **Next** and the **Expedited SNAP Questions** window appears.

Expedited SNAP Questions Window

The **Expedited SNAP Questions** window displays the question “Have You or Anyone Who is Applying Received SNAP Benefits This Month?”

- Click the **Show** button and POS will search WMS to determine if a SNAP benefit has been issued for the month.



The answers entered in the **CA Application Interview** are prefilled in the IN/ESNAP Issuance activity.

Attachment B - ESNAP Screening for CA Application Interview in POS

If the applicant did not receive SNAP benefits in the current month or received SNAP benefits but entered a domestic violence shelter during the current month, the following questions appear after the JOS/Worker clicks **OK** in the **Response** window for **Have You Or Anyone Who Is Applying Received SNAP Benefits This Month?**:

- “Has the SNAP household received Expedited SNAP benefits in the past?”
- “Has anyone who is applying for SNAP benefits previously had income from any source (such as employment, SSA, SSI, UIB or contribution) this month?”
- “ATTENTION TO THE INTERVIEWER: Based on the interview conducted is there any indication that the applicant needs any non-food related personal item necessary for health and personal care or a food-related immediate need grant?”

If the applicant received SNAP benefits in the current month and did not enter a domestic violence shelter during the current month, the only additional question that appears is:

- “ATTENTION TO THE INTERVIEWER: Based on the interview conducted is there any indication that the applicant needs any non-food related personal item necessary for health and personal care or a food-related immediate need grant?”
- Once the **Attention To The Interview** window is completed, click **Next** to continue:
- The **Immediate Needs** window appears after the **Expedited SNAP Questions** window to allow the JOS/Worker to evaluate the applicant’s eligibility for an Immediate Needs Grant (Special Grant Code **44**) when:
 - The interviewer indicates that there is a need for a food-related immediate need grant.
 - An applicant is ineligible for ESNAP but claims a No Food Emergency.
 - Otherwise, the **Checklist** window appears.

Checklist Screen

Interview	External Clearance	
<input checked="" type="checkbox"/> CBIC Payee Status	<input type="checkbox"/> Building Clearance	
<input checked="" type="checkbox"/> Preview DSS3938	<input type="checkbox"/> DMV	
<input checked="" type="checkbox"/> ESNAP Supervisory Approval	<input type="checkbox"/> Board Of Education	
<input checked="" type="checkbox"/> IN ESNAP Eligibility	<input type="checkbox"/> WRS	
<input checked="" type="checkbox"/> ESNAP Decision	<input type="checkbox"/> UIB	
<input checked="" type="checkbox"/> Expedited SNAP Benefits	<input type="checkbox"/> Vital Records	
<input type="checkbox"/> Immediate Needs		
<input checked="" type="checkbox"/> Identity		
<input checked="" type="checkbox"/> Citizenship		
<input checked="" type="checkbox"/> Social Security Numbers		
<input checked="" type="checkbox"/> Relationship		
<input checked="" type="checkbox"/> Residency		

- Click **Next** and proceed to the **Eligibility Determination** window.

Eligibility Determination Window

The **Decision, Financial Eligibility** tab of the **Eligibility Determination** window informs the JOS/Worker of the applicant's eligibility for ESNAP and Immediate Needs.

The Financial Eligibility status will be determined by the system as Eligible, Ineligible or Pending. An Eligibility Reason will also be provided to correspond with the Financial Eligibility status.

The screenshot shows a software window titled "Eligibility Determination" with a standard Windows-style toolbar at the top. The window has three tabs: "Decision, Financial Eligibility" (which is selected), "Document Completeness EFS", and "Program Status".

Below the tabs, there are two input fields: "Case No" and "Case Name", both containing blacked-out text. Below these are three main sections:

- Expedited Food Stamps:** A dropdown menu for "Financial Eligibility" and a text input field for "Coupon Amount from FS Only Budget".
- Eligibility Reason:** A large empty text area.
- Management Override - Reason:** A large empty text area.

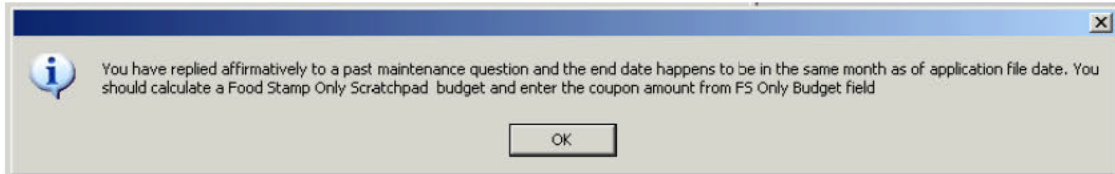
At the bottom right, there is a section titled "Action to be Taken by Worker" with two radio button options:

- Full Month Grant (If reopening within one month of closing)
- Prorated Grant (Cannot issue if amount is less than \$10)

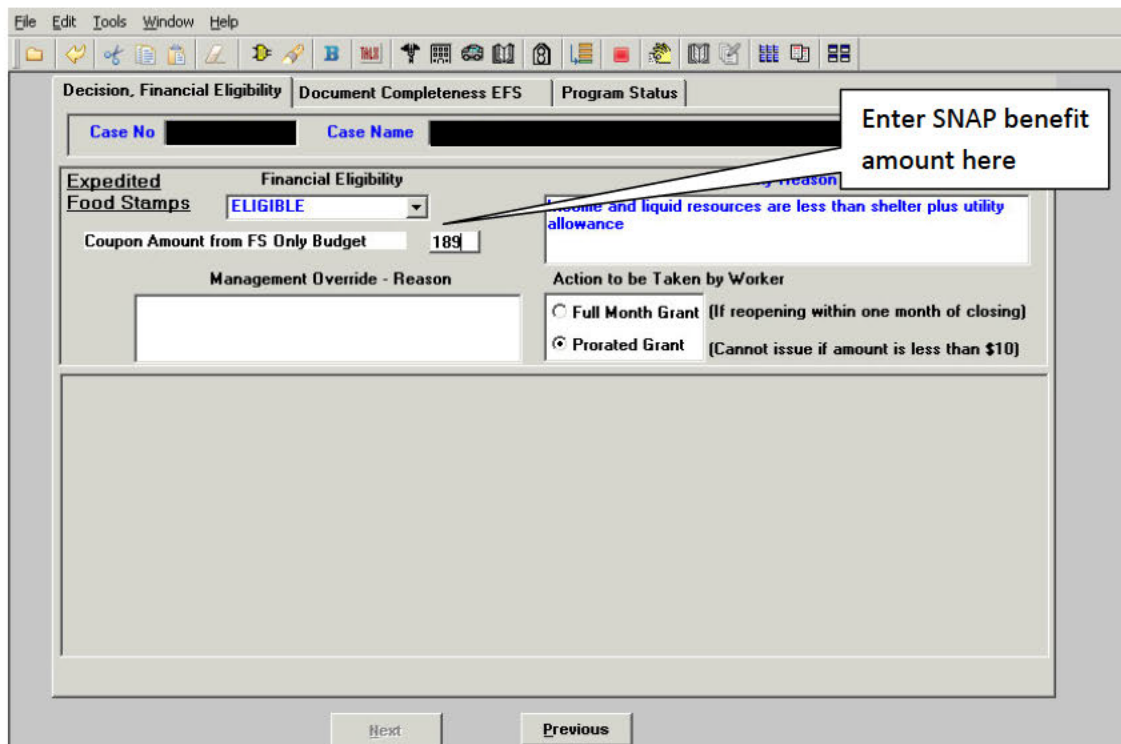
At the bottom of the window, there are two buttons: "Next" and "Previous".

Past Maintenance Ending in the Current Month

- If past maintenance was reported and the end date was in the same month as the application file date, the following message appears:



- Click **OK** and open WMS using the **WMS plug** to calculate a SNAP only Scratchpad budget to determine the SNAP benefit amount.
- Enter the SNAP benefit amount from the SNAP only budget in the **Coupon Amount from FS Only Budget**.



Eligibility Determination: Document Completeness section

The **Document Completeness** tab of the **Eligibility Determination** window allows the JOS/Worker to track the verification of eligibility factors and to record collateral contact made, if any.

The screenshot displays the 'Document Completeness' tab within a software application. The interface includes a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons. The main content area shows the 'Document Completeness EFS' tab selected, with a green bar indicating 'EFS Verification Completeness COMPLETE'. Below this, there is a section for 'Expedited Food Stamps Verification' with an 'Alternate Verification' sub-section. The 'Who' field is redacted, and the 'Eligibility Factor' is 'RFI'. The 'Collateral Contact Attempted' and 'Action Taken' fields are dropdown menus. A 'Details' text box is also present. At the bottom, there are fields for 'No of People in PA Household' (value 1) and 'No of People Eligible for IN Grant Alternate Verification'. Navigation buttons 'Next' and 'Previous' are at the bottom of the window. A callout box points to the 'Collateral Contact Attempted' dropdown menu, labeled 'Alternative verification method'.

- Click **Document Completeness** and review the **EFS Verification Completeness** field.
- Click down-arrow for **Collateral Contact Attempted**, if applicable. For collateral contact attempted or alternate verification, the action taken must be recorded and a detailed comment must be entered in the **Details** comment box.

Eligibility Determination: Program Status section

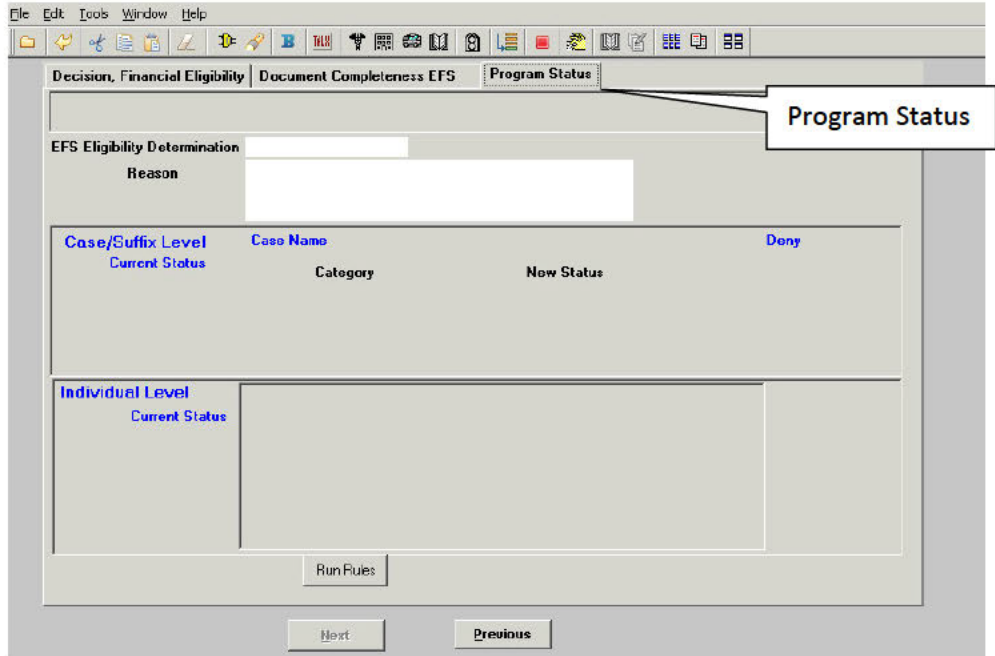
On the **Program Status** tab of the **Eligibility Determination** window (shown on following page):

- **Active** is prefilled for the SNAP status when the following conditions exist:
 - The applicant is eligible for ESNAP.
 - The identity, citizenship/alien status, residence, and Social Security number or application for Social Security number are fully documented and ready to scan (as indicated during the **SNAP Application Interview** activity on the **Individual Detail** window) for all individuals applying for SNAP on the case.
 - Income, resources and expenses are fully verified.
 - The following types of expenses will be considered for full verification determination:
 - Rent/mortgage/shelter, utilities, fuel or air conditioning, medical, child/dependent care and child support.
 - There are no pending RFI computer matches or all RFI matches are resolved.

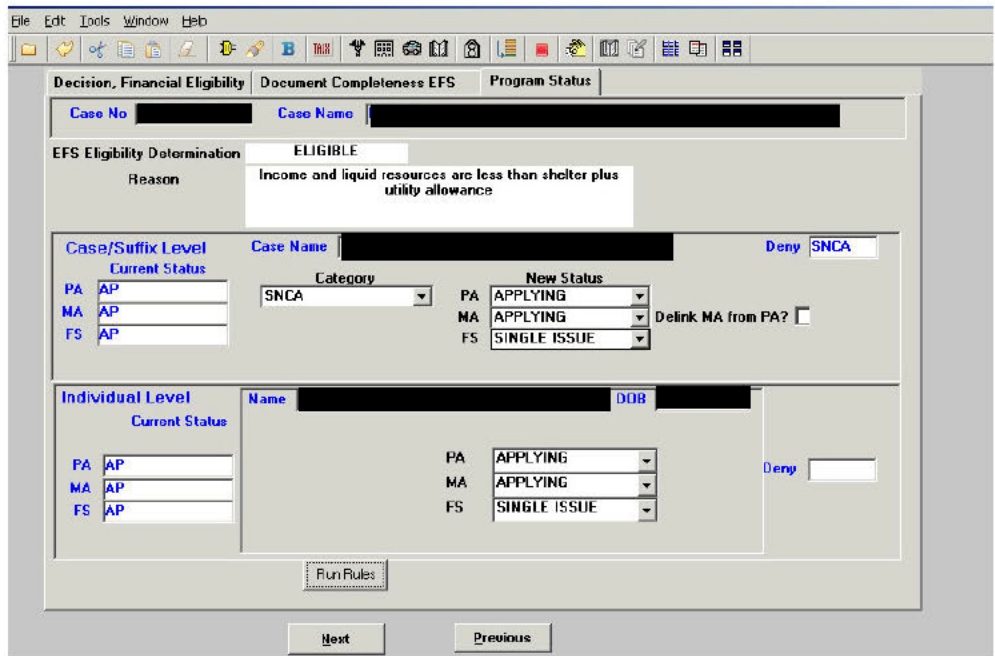
- **Single Issue** is prefilled for the SNAP status when the following conditions exist:
 - The applicant is eligible for ESNAP. The identity, citizenship/alien status, residence, and Social Security number or application for Social Security number are fully documented and ready to scan (as indicated during the **SNAP Application Interview** activity on the **Individual Detail** window) for all individuals applying for SNAP on the case. Income, resources and expenses are fully verified.
 - There are pending RFI computer matches or the results of the computer matches have not been received.

- **Single Issue** is prefilled for the SNAP status when the applicant is eligible for ESNAP, identity of the casehead has been documented and ready to scan (as indicated during the **SNAP Application Interview** activity on the **Individual Detail** window), but one or more of the following eligibility factors has not been fully documented:
 - Identity of other SNAP household members
 - Citizenship/alien status
 - Residence
 - Social Security number (SSN) or application for SSN
 - Income
 - Resources
 - Expenses

Eligibility Determination: Program Status section



- Click the **Program Status** tab, and click **Run Rules**.



POS will determine ESNAP eligibility and update the case and individual line status based on the information entered.

- Click **Next**, and the **Previewing Form DSS 3938** window will appear.

Previewing Form DSS 3938 Window

The screenshot shows a software window titled 'Version 18.1 - Paperless Office System - [Previewing Form DSS3938]'. The window displays a form titled 'FOOD STAMP APPLICATION EXPEDITED PROCESSING WORKSHEET'. The form contains the following fields and options:

- Date Application Filed: 02/18/2014
- Date of Screening: 02/18/2014
- Date of Eligibility Interview: 02/18/2014
- Qualified for expedited processing? Yes No
- Expedited Food Stamp Benefit Eligibility: ELIGIBLE INELIGIBLE
- Reason: ELIGIBLE
 - ELIGIBLE (Applied on or before 15th of month; zero benefit due to proration)
 - ELIGIBLE (Applied after 15th of month; zero first month's benefit due to proration; full second month's benefit)
 - ELIGIBLE (Applied after 15th of month; prorated first month's benefit plus full second month's benefit)
 - HOUSEHOLD IS INELIGIBLE FOR THE PROGRAM DUE TO PROGRAM RULES (see comments.)
 - VERIFICATION OF IDENTITY NOT PROVIDED
 - HH DID NOT SUBMIT ALL REQUIRED NON-IDENTITY VERIFICATION
- Other Denial Reason/Comments: [Empty text box]
- Is the household already receiving Food Stamp Benefits this month? Yes No

At the bottom of the form, there are two buttons: 'Next' and 'Previous'.

- Review the **LDSS-3938**, click **Next** to continue.

Screen Flow: Ineligible for ESNAP Benefits and Immediate Need Grant

The SNAP status remains in Applying (**AP**) status when the applicant is not eligible for ESNAP or the household is qualified for ESNAP processing but is ineligible to receive SNAP benefits.

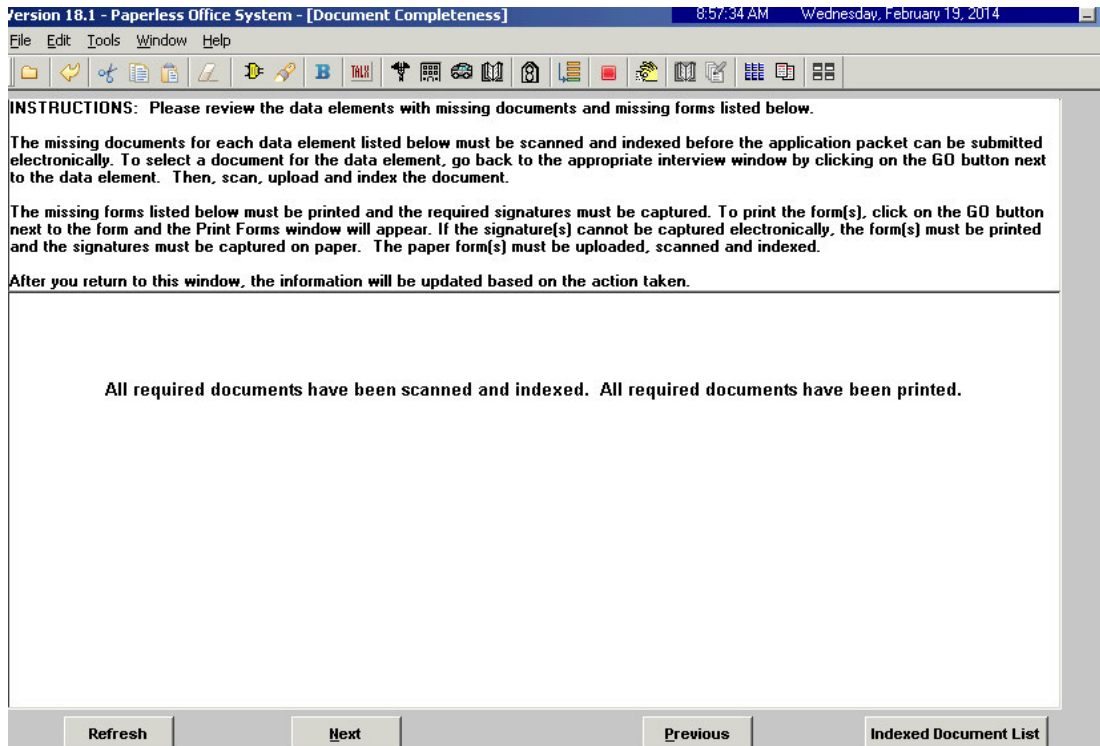
The CA status remains in **AP** status when the applicant is not eligible for an Immediate Needs Grant.

- The following windows will appear for cases that are ineligible for ESNAP benefits and ineligible for an Immediate Needs Grant:
 - The **Case Number Re-Use** window appears. Complete the case number reuse and click **Next** to proceed.
 - The **Form Data Entry** window appears. Complete any required data entry as needed. Click **Next** to proceed.
 - The **Notice Data Entry** window appears. Complete any required data entry as needed. Click **Next** to proceed.
 - The **Notice Selection** window appears for Selective Case Review (SCR) centers. Select forms that should be mailed by MIS or printed in the Notice Print Queue. Click **Next** to continue.
 - The **Print Forms** window appears. Print any required forms as needed. Click **Next** to proceed.
 - The **Approval Status** window appears. Click **Next** and **Complete Activity** to send the case to the Supervisor.

Screen Flow After ESNAP Summary Window: Eligible for ESNAP Benefit or Immediate Need Grant

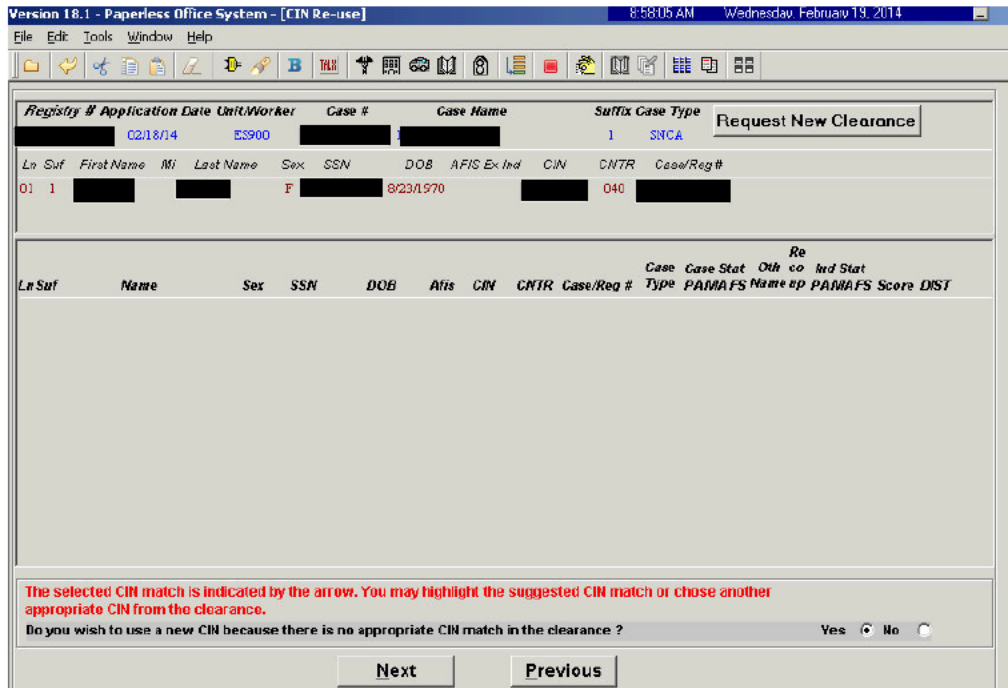
- Review the **ESNAP Summary** and click **Next** to proceed, and the following windows will appear:
 - CIN Reuse
 - Case Number Reuse
 - Existing Budgets
 - WMS Budget Selection
 - TAD
 - Grant Data Entry
 - CBIC Payee Status
 - Form Data Entry
 - Notice Data Entry
 - Print Forms
 - Approval Status

Document Completeness Window



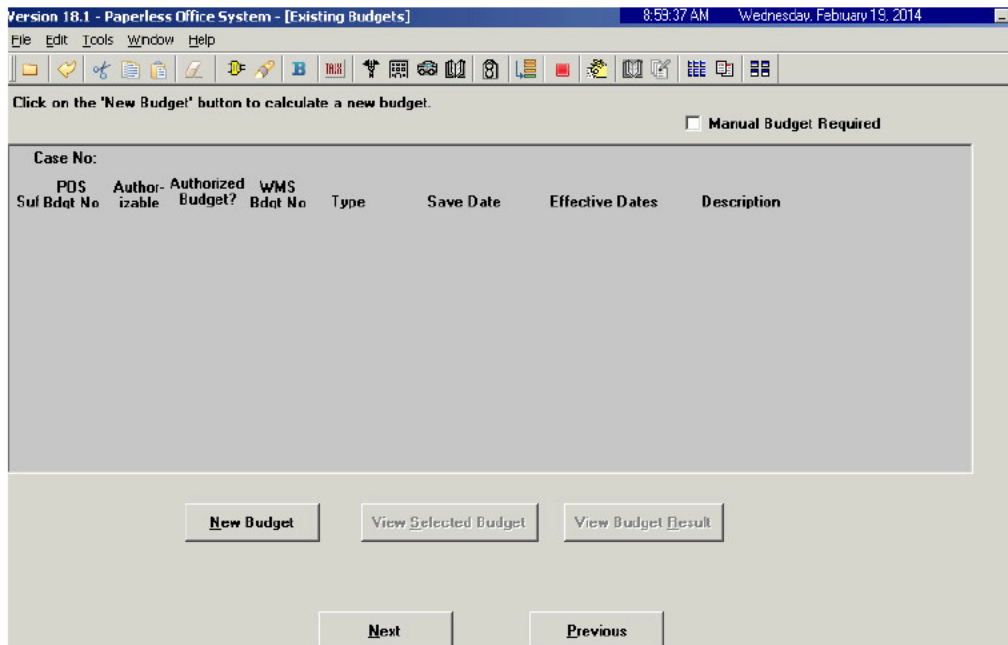
- Review the documentation submitted and ensure that all submitted documents have been scanned and indexed. Click **Next** and the **CIN Re-use** window will appear.

CIN Re-use Window



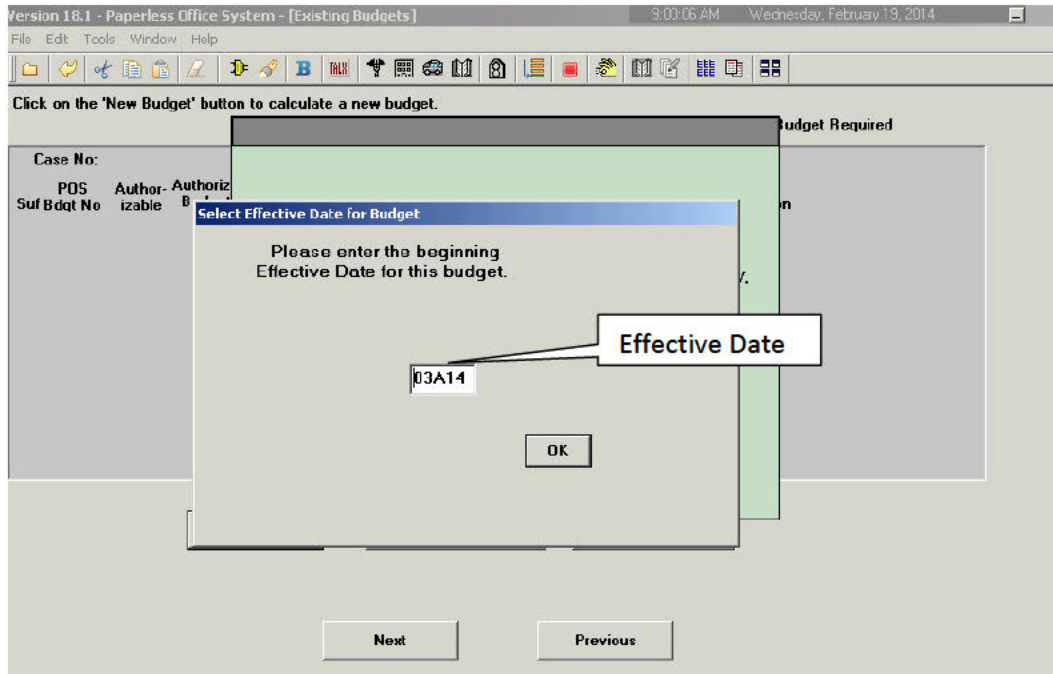
- Complete **CIN** and **Case Number Re-use** windows, and POS navigates to case processing and the **Existing Budgets** window will appear.

Existing Budgets Window



- Click **New Budget**.

Attachment B - ESNAP Screening for CA Application Interview in POS



- Enter the effective date of the budget, press **Next** and the **Household/Suffix Financial Needs** window will appear.

Household/Suffix Financial Needs Window

Version 18.1 - Paperless Office System - [Household / Suffix Financial Needs] 9:00:59 AM Wednesday, February 19, 2014

Center: 040 Worker Name: [Redacted] Case No: [Redacted] Suffix: 1 Client Name: [Redacted] Effective Dates: 03A14- Budget Type: [Redacted]

Shelter Type: Rented Private Home WMS Budget: [Redacted] POS Budget: #1 2/19/2014 09:00:04

Amount	Period	Water Amount	Period	FR	No.LRR	Proration	Child Heap	HAI
\$1,150.00	Monthly							

Utilities Allowances:

Indicator	Type
FSUA	
FSUT	

Food Stamp Program:

Suffix	Status	No. in FS Hh	FS Routing	Catg. Eligibility
1	SINGLE ISSUE	1		

Public Assistance:

Suffix	Type	Status	No. in PA	Fuel (absent from home)	PA Shelter	Total Resources
1	SNCA	APPLYING	1		\$215	\$0.00

Additional Needs:

Suffix	Type	Amount	Period
1			
1			

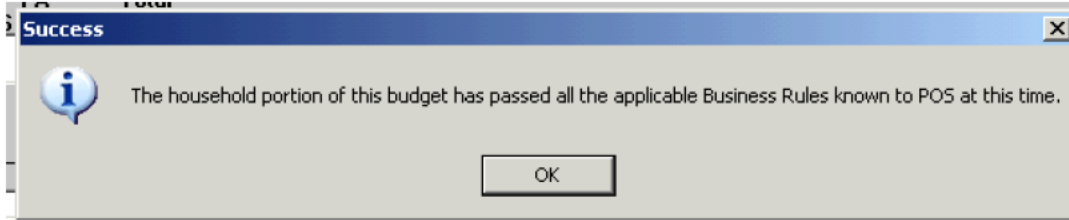
Restrictions:

Suffix	Type	What	Sent to:
1	Direct Involuntary (PA L)	Shelter	[Redacted]

Buttons: Income or Results Existing Budgets

- Review the information on the window and click **Income or Results**.

Attachment B - ESNAP Screening for CA Application Interview in POS



- Click **OK**, and the **Individual Income / Needs** window will appear.

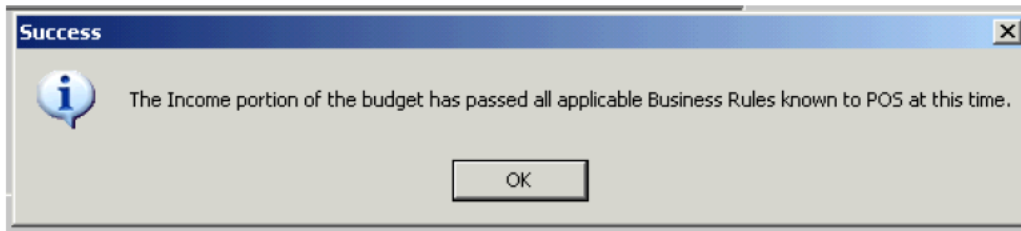
Individual Income / Needs Window

The screenshot shows the "Individual Income / Needs" window in the "Paperless Office System". The title bar indicates "Version 18.1 - Paperless Office System - [Individual Income / Needs]" and the date/time is "9:02:14 AM Wednesday, February 19, 2014". The window has a menu bar (File, Edit, Tools, Window, Help) and a toolbar with various icons. The main area is divided into several sections:

- Case Information:** Fields for Case No & Suffix, Line No, Bldg No, Client Name, and Hours Worked.
- Employability Status:** A dropdown menu showing "APPLYING".
- PA Status:** A dropdown menu showing "SINGLE ISSUE".
- FS Status:** A dropdown menu showing "SINGLE ISSUE".
- Date of Birth:** A date field.
- Aged / Disabled:** A dropdown menu.
- Involvement:** A dropdown menu.
- CIN:** A dropdown menu.
- Income Table:** A table with columns: Line, Source, Frequency, Gross, Program, Usage, Inc., Exemption, PA, FS. It contains three rows with line numbers 1, 1, and 1.
- Deductions and Medical Bills Table:** A table with columns: Line, Type, Amount. It contains two rows with line numbers 1 and 1.
- Daycare Needs Table:** A table with columns: Line, Type, Amount, Date of Birth, Disabled?. It contains four rows with line numbers 1, 1, 1, and 1.

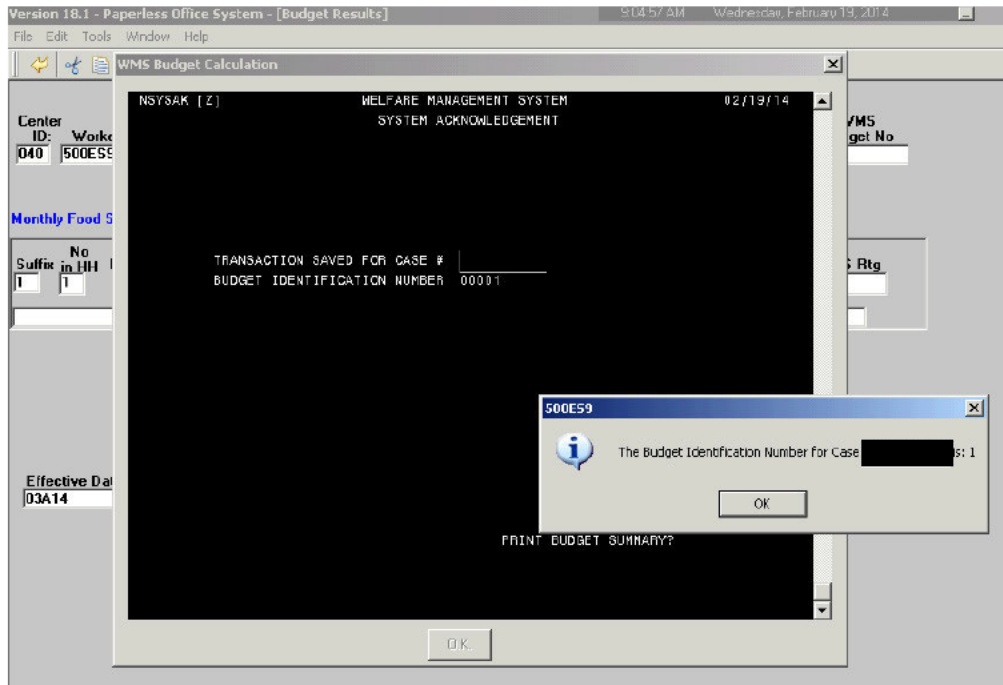
At the bottom of the window are three buttons: "Calculate Budget", "Household Needs", and "Existing Budgets".

- Review the information on the window, click **Calculate Budget** to launch WMS.



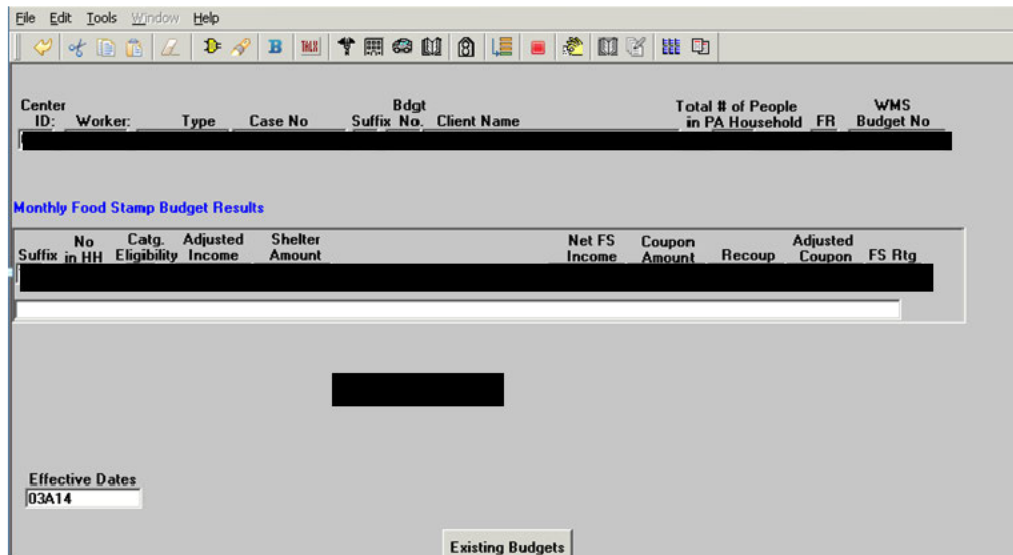
- The **WMS Budget Calculation** window will appear.

WMS Budget Calculation Window



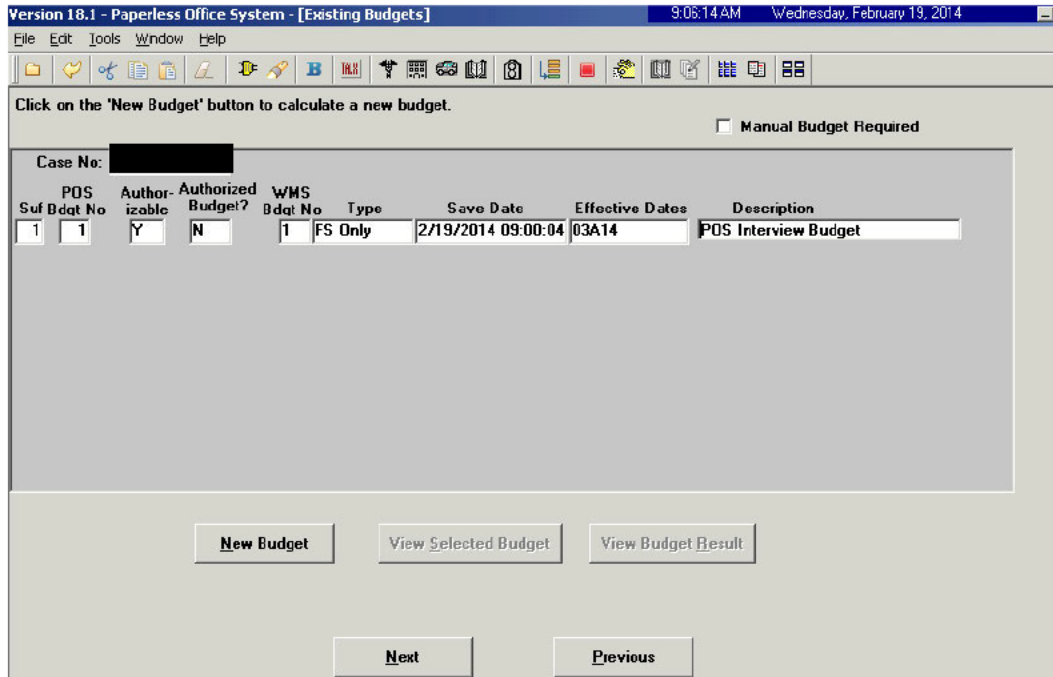
POS inputs the budget entries into WMS.

- Save the budget in WMS.
- The budget number for the case is displayed.
- Click **OK** and the **Budget Results** window will appear.

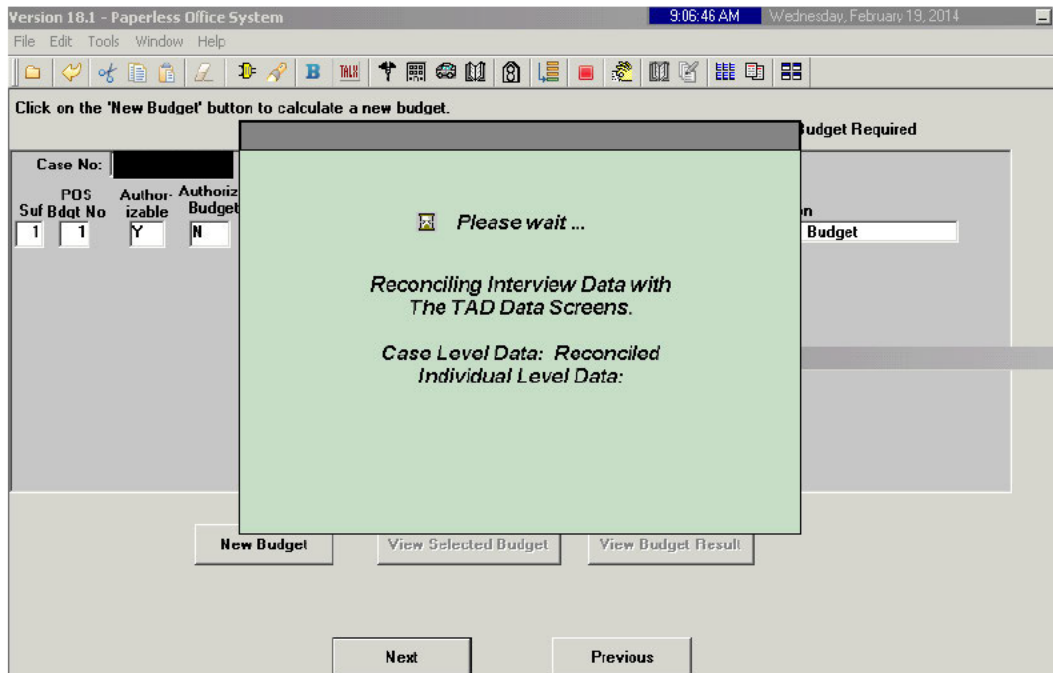


- Review the budget results on the window, and click the **Existing Budgets** button.

Existing Budgets Window

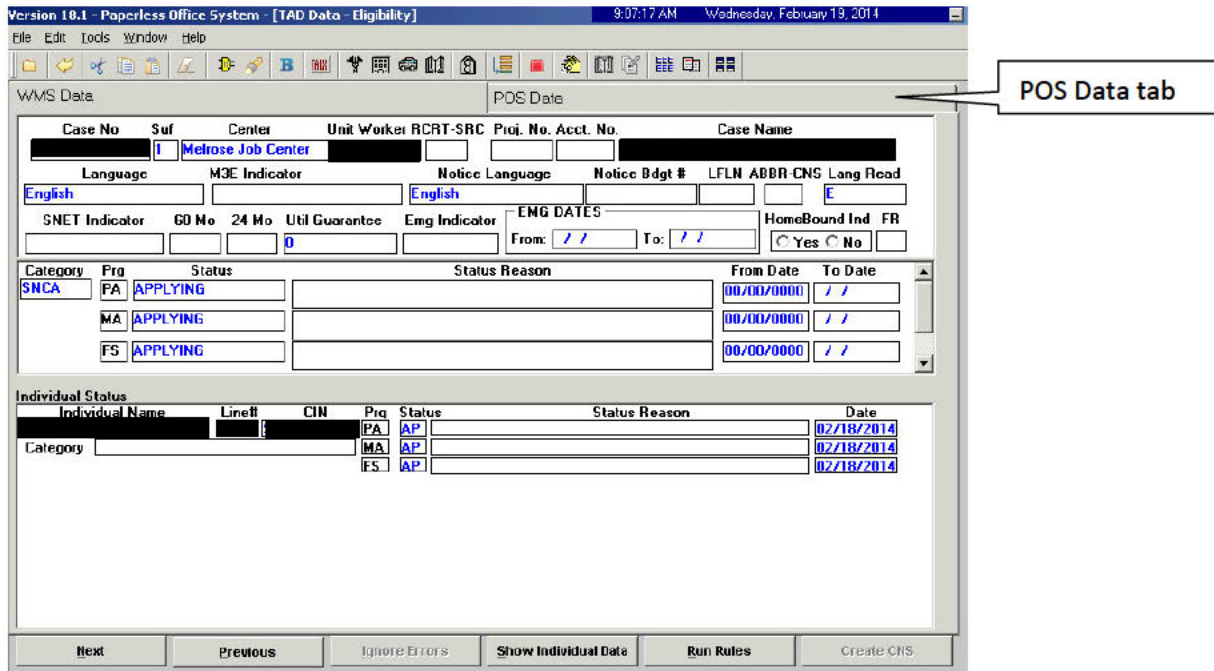


- Click **Next** and the **TAD Data Eligibility** window will appear.
- POS will transfer information from the interview onto the **POS TAD**.



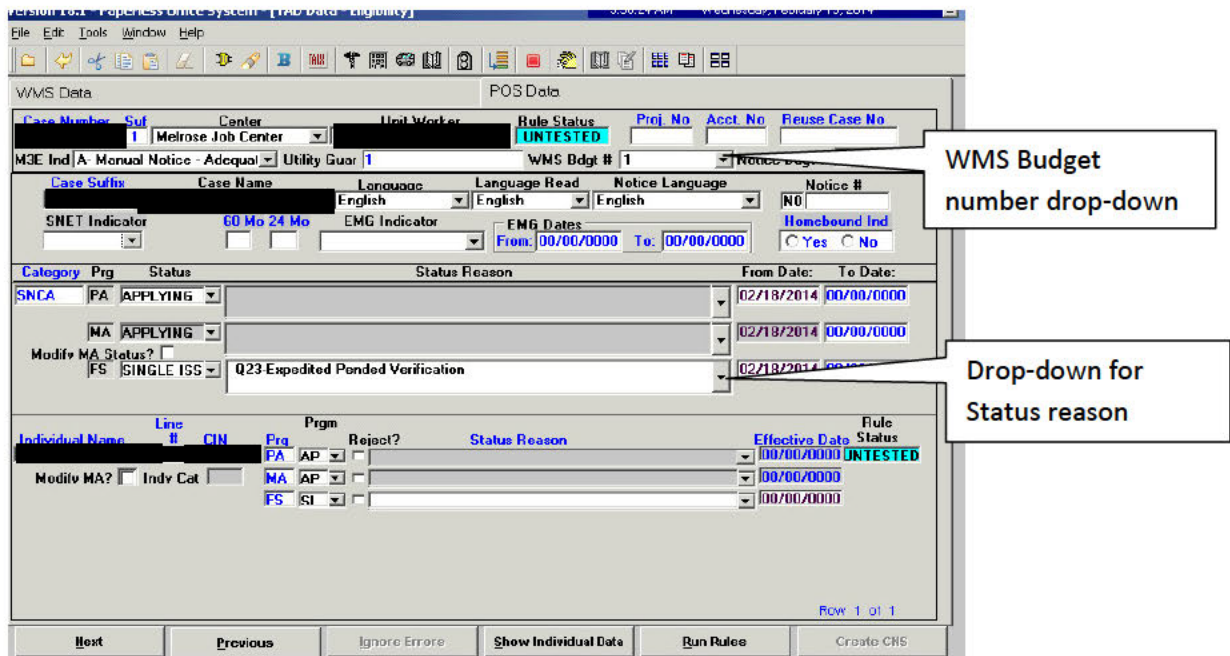
Attachment B - ESNAP Screening for CA Application Interview in POS

TAD Data Eligibility Window



- Click **Next** to proceed.

TAD – POS Data



- Ensure that all required TAD fields are completed and click **Show Individual Data**.

TAD – Individual Data

- Ensure that all required TAD fields are completed and click **Save Changes**.

- Click **Yes** run the business rules.

TAD – Business Rules

Version 16.1 - Paperless Office System - [TAD Data - Eligibility] 10:06:24 AM Wednesday, February 13, 2014

File Edit Tools Window Help

WMS Data POS Data

Case Number: 1 | Center: Melrose Job Center | Rule Status: PASSED | Proj. No: | Acct. No: | Reuse Case No: |

M3E Ind: A- Manual Notice - Adequat | Utility Guar: 1 | WMS Bdgt #: 1 | Notice Bdgt #: |

Case Suffix: | Case Name: | Language: English | Language Read: English | Notice Language: English | Notice #: N0

SNET Indicator: BU Mo 24 Mo | EMG Indicator: | EMG Dates: From: 00/00/0000 To: 00/00/0000 | Homebound Ind: Yes No

Category	Prg	Status	Status Reason	From Date:	To Date:
SNCA	PA	APPLYING		02/18/2014	00/00/0000
	MA	APPLYING		02/18/2014	00/00/0000
	FS	SINGLE ISS	Q23-Expedited Pended Verification	02/18/2014	00/00/0000

Modifu MA Status?

Individual Name: | Line #: | CIN: | Prgm: | PA: AP | MA: AP | FS: SI

Modifu MA? Indv Cat: 09

Success

This case has passed all the Business Rules. Do you want to move on to the next window (select 'No' to remain in the TAD window)?

Yes No

Row 1 of 1

Next Previous Ignore Errors Show Individual Data Run Rules Create CBS

- Click **Yes** to proceed and the **CBIC Payee Status** window will appear, or
- Click **No** if additional changes are needed for the TAD.

CBIC Payee Status Window

The **CBIC Payee Status** window only appears if the applicant is eligible for an immediate needs grant and/or ESNAP benefits and the JOS/Worker completed the **Grants Data Entry** window to issue a benefit. The following information will be displayed:

- Re-Use Case Number
- Suffix
- Category
- FS Status of Re-Use Case Number
- Casehead/Payee Name
- Relationship Code
- Client Identification Number (CIN)

CBIC Payee Status Window

Version 16.1 - Paperless Office System - [CBIC Payee Status Window] 10:10:39 AM Wednesday, February 13, 2014

File Edit Tools Window Help

Re-use Case Number: [] Suffix: 1 Category: SNCA FS Status: SINGLE ISSUE

Casehead/Payee name: [] Relationship Code: 01

Casehead/Payee CIN: [] CBIC Payee CIN: []

Is the "Casehead/Payee CIN" listed above the same as the "CBIC Payee Cin"? Yes No

If Open TI is down, go to WMS Screen WIDCCH (Case Number PA/FS Payee Inquiry) using the case number selected in the Case Number Re-Use window or the application registration number if no case number was reused and retrieve the CBIC Payee CIN and answer the question above.

MESSAGE

The SDI Grant should pass the WMS SDI Payee edit.

Next Previous

Manual CBIC Review

In the event the CBIC Look-up fails in WMS, the JOS/Worker is instructed (in the middle of the **CBIC Payee Status** window) to go to the **Case # PA/FS Payee Inquiry** window (**WIDCCH**) in WMS to determine if the CIN of the payee shown in WMS in the **PA/FS Payee CIN** field is identical to the casehead or payee's CIN displayed on the **POS Case Number Re-Use** window.

To view the **WMS CBIC Inquiry** windows in order to determine the last payee:

- Access WMS by clicking the yellow plug at the top of the POS window or minimize POS and double-click the WMS icon located on the desktop of the personal computer.
- Log on to WMS using your User ID and Password.
- Enter **09** (Common Benefit ID Card Subsystem) in the **Selection #** field on the WMS Host System Menu (**NWMM00**).
- Enter **09** (Case # PA/FS Payee Inquiry [**WIDCCH**]) for case number inquiry or **07** (Individual PA/FS Payee Inquiry [**WIDICH**]) for CIN inquiry in the Function field on the WMS ID Card Menu (**WIDMNU**).
- After comparing the CIN in WMS with the CIN on the **CBIC Payee Status** window, exit WMS and return to POS. On the **CBIC Payee Status** window respond **Yes** or **No** to the question "Is the Payee CIN listed under 'Casehead/Payee CIN' the same as the Case Head or Payee CIN listed on the 'Reuse' case number window?"

Attachment B - ESNAP Screening for CA Application Interview in POS

- Click **Yes** and the following message is displayed: “The SDI SNAP grant should pass the WMS SDI payee edit.” Click the **OK** button to continue.
- Click **No** and the following message is displayed: “You must prepare a CBIC Update form to change the Payee in CBIC to match the Casehead/Payee on the case number being used.”
- If no response is entered, the JOS/Worker will be unable to proceed. The system displays the message “You must answer the question ‘Is the Payee CIN listed under ‘CBIC Payee’ the same as the Casehead or Payee CIN listed on the ‘Reuse’ case number window?’”

Once the **Yes** or **No** response is selected, click the **Next** button to continue.

- Complete the **CBIC Payee Status** window, and click **Next** to proceed, and the **Single Issuance Benefit** window will appear.

Single Issuance Benefit Screen

Case Name	Case Number	Reuse Case Number	Suffix	Date Form Prepared	IS Center	Category	Benefit Type
			1	02/19/2014	040	SNCA	<input checked="" type="radio"/> PA <input type="radio"/> FS

Next Previous

Nobody in family is eligible for Immediate Needs grant now!

- Click the **FS** radio button and the **FS Single Issuance Benefit** section will appear.

FS Single Issuance Benefit

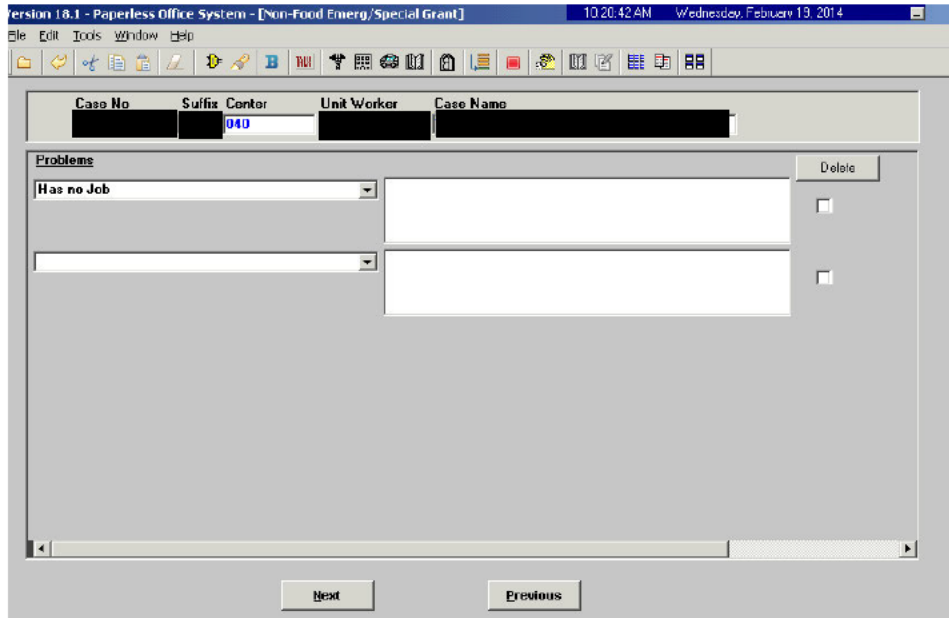
On the **Grants Data Entry** window, the **Issuance Code** field is prefilled with the following code:

- **52** (Expedited SNAP Benefits – Fully Verified) for applicants eligible for ESNAP that provide all documents to verify identity, provided full verification of SNAP eligibility, and have no pending RFI.
- **54** (Expedited SNAP Benefits – Not Verified) for applicants eligible for ESNAP that provide verification of casehead identity, but do not provide full verification of SNAP eligibility or have pending RFI.

Case Name	Case Number	Reuse Case Number	Suffix	Date Form Prepared	IS Center	Category	Benefit Type			
[Redacted]	[Redacted]		1	02/19/2014	040	SNCA	<input type="radio"/> PA <input checked="" type="radio"/> FS			
Issuance Code	Amount	From	To	Back-Up Grant	Check/CD#	Routing Location	Replaces Benefit	Authorization Number	Payee	
1 Code 54 - Expedited SNAP Benefit	\$81	02/18/2014	02/28/2014							
2	\$189	00/00/0000	00/00/0000							
Total Amount		\$270								

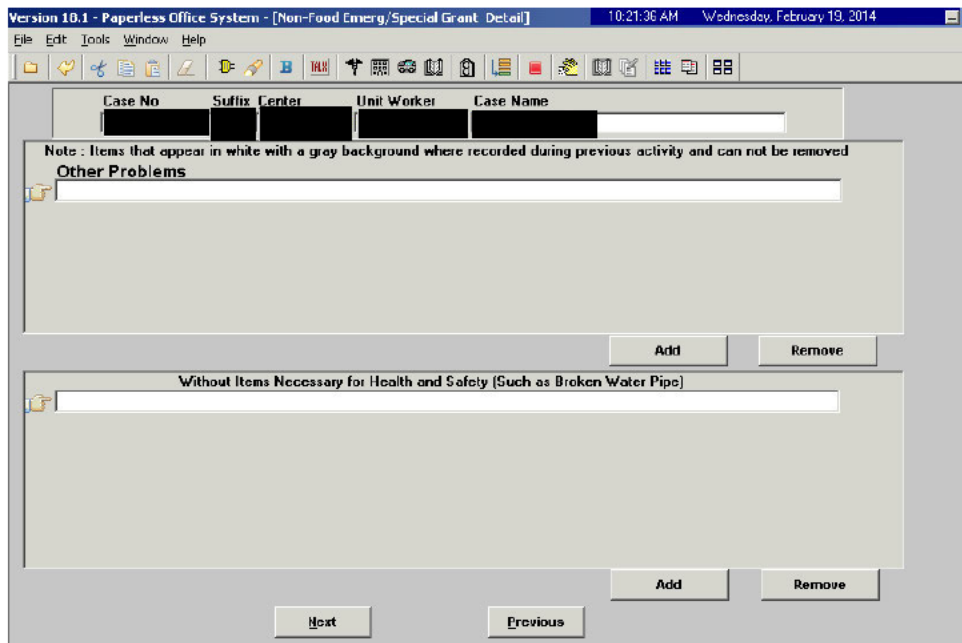
- Review the information on the window, click **Next** and the **Non Food Emerg/Special Grant** window will appear.

Non-Food Emergency/Special Grant Window



- Click **Next** to proceed, and the **Non food Emerg./Special Grant Detail** window will appear.

Non-Food Emergency/Special Grant Detail Window



- Review the information on the window and click **Next** to proceed, and the **Form Data Entry** window will appear.

Form Data Entry Window

If a CBIC payee updated is required, when the **Forms** window appears, click **Yes** in response to the item “Request for Identification Card/Temporary Medicaid Authorization/Update Existing CBIC” (**W-607A**), if necessary.

	Yes	No
Social Security Administration - Consent for Release of Information (Form W515R)	<input checked="" type="radio"/>	<input type="radio"/>
Safety Net Assistance (SNCA) Application (LDSS-4776)	<input type="radio"/>	<input type="radio"/>
Request for Birth or Death Verification from Agencies Outside New York City (Form W680)	<input type="radio"/>	<input type="radio"/>
Request for Identification Card/Temporary Medicaid Authorization (Form W607A)	<input type="radio"/>	<input type="radio"/>
School Verification Letter (Form W-700E)	<input type="radio"/>	<input type="radio"/>
Request for Contact on a SNAP Application (Form DSS4753)	<input type="radio"/>	<input type="radio"/>
Request for Contact on a SNAP Application (Form W-119)	<input type="radio"/>	<input type="radio"/>
Systematic Alien Verification for Entitlement (SAVE) Referral (Form W-515X)	<input type="radio"/>	<input type="radio"/>
Documentation Requirements (Form W-113K)	<input type="radio"/>	<input type="radio"/>
RAU Case Documentation Transmittal (Form W153P)	<input type="radio"/>	<input type="radio"/>
Notice of SNAP Recertification Appointment (Form W-129RR)	<input type="radio"/>	<input type="radio"/>
FIA School/Training Enrollment Letter (Form W-700D)	<input type="radio"/>	<input type="radio"/>
Family Care Assessment (Form W-582A)	<input type="radio"/>	<input type="radio"/>
Declaration of Application for a Social Security Number (Form EXP-83H)	<input type="radio"/>	<input type="radio"/>

- Click the **Yes** for any required forms, then complete the forms.
 - If documentation is required, complete the **Data Entry** window for “Documentation Requirements (**Form W-113K**)” to indicate the due date.
 - If a CBIC update is required, complete the data entry window for “Request for Identification Card/Temporary Medicaid Authorization” (**Form W-607A**).
- Click **Next** to proceed and the **Notice Data Entry** window will appear.

Attachment B - ESNAP Screening for CA Application Interview in POS

Notice Data Entry Window

	Yes	No
Notice of New Worker Assigned (Form W102)	<input checked="" type="radio"/>	<input type="radio"/>
Notice to Report to Center (Form M-3g)	<input type="radio"/>	<input type="radio"/>
Notification to Utility Company (Form M858V)	<input type="radio"/>	<input type="radio"/>
Referral/Information Letter (Form W-34A)	<input type="radio"/>	<input type="radio"/>
SNAP Recertification Notice for Center F61 (Form W-140VV)	<input type="radio"/>	<input type="radio"/>
Notice of Decision on Assistance to Meet an Immediate Need or Special Allowance (Form W-145HH)	<input type="radio"/>	<input type="radio"/>
Fair Hearing Compliance Statement (Form W186C)	<input type="radio"/>	<input type="radio"/>
Fair Hearing Compliance Request (Form W186D)	<input type="radio"/>	<input type="radio"/>
Notification of Rent Payment Responsibility (Form W897P)	<input type="radio"/>	<input type="radio"/>
Notice of Recoupment of Advance Payment (Form W-637B)	<input type="radio"/>	<input type="radio"/>
Notification of Rent Payment Responsibility (RPR) Residents CSRD Hotels/Family Emergency Apartments (Form W897P-EPU)	<input type="radio"/>	<input type="radio"/>
Notice of Special Grant (Form W636)	<input type="radio"/>	<input type="radio"/>

Spanish Next Previous

- Click the **Yes** radial button for each notice that needs to be completed. Complete the notice and click **Next** and the **Print Forms** window will appear.

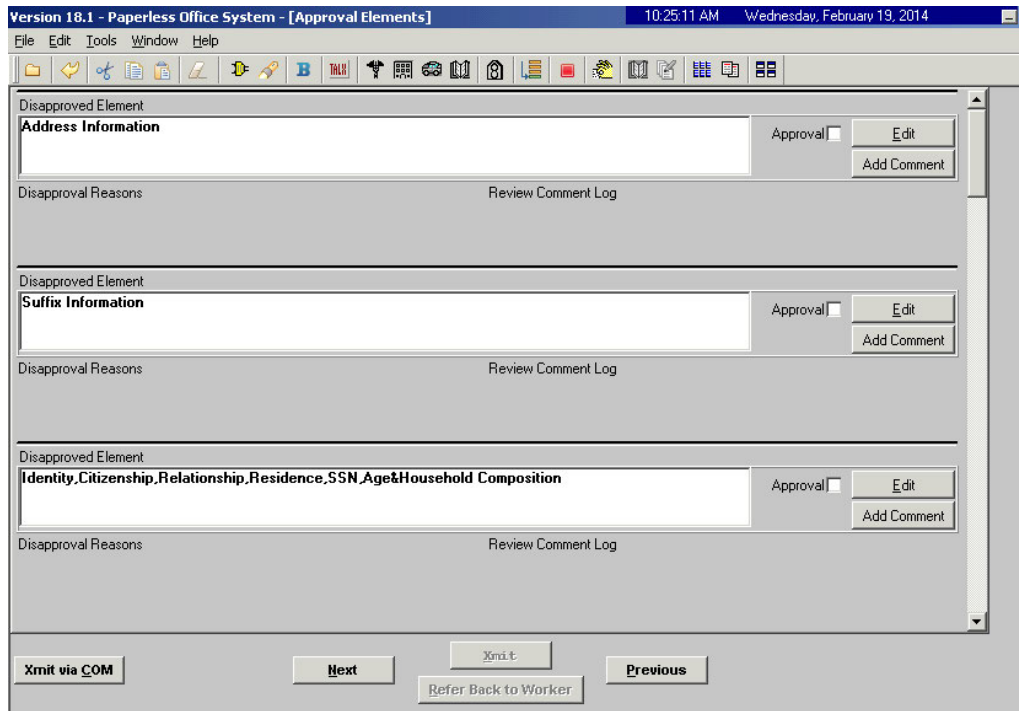
Print Forms Window

Form No.	Form Description	Copies	Forms
DSS2474	SSI Referral and Certification of Contact		e-form
DSS3573	PA-Recoupment		e-form
DSS3938	Food Stamp Application Expedited Processing Summary Sheet		e-form
DSS4198	Third Party Data Sheet		e-form
DSS4279	Notice of Responsibilities and Rights for Support		e-form
DSS4529	Agreement to Repay Any Safety Net Assistance Overpayments Still Owed After Case Is Closed		e-form
DSS4530	Assignment of Wages, Salary, Commissions or other Compensation for Services		e-form
DSS4571	Alcohol/Substance Abuse Screening Instrument		e-form
DSS4733	DFR Legal Residence Statement		e-form
DSS4753	Food Stamps - Request for Contact/Missed Interview		e-form
DSS4776	Safety Net Assistance (SNCA) Application (LDSS-4776)		e-form
EXP_76R	Documentation Receipt		e-form
EXP83H	Declaration of Application for a Social Security Number		e-form
FIA1021	Notice of Able-Bodied Adult Without Dependents (ABAWD) Status		e-form
FIA1021A	Notice of Need to Reestablish Able-Bodied Adult Without Dependents (ABAWD) Eligibility		e-form
FIA1021B	Declaration of Job Search Activities		e-form
FIA1102	FIA-1102 Scanning and Indexing Internal Paper Authorization Documents		e-form
FIA1104	Notice of Determination Regarding Your Request for a Utility Grant		e-form

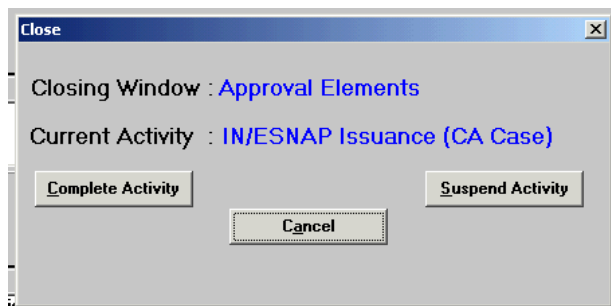
Next Print Previous Preview W-145HH Notice

- Select all forms that require printing and click **Print**.
- Click **Next** to proceed after forms have printed and the **Approval Elements** window will appear.

Approval Elements Window



- Click **Next**, and the **Close** window will appear.



- Click **Complete Activity** to submit to the Supervisor for approval.
- The **Approval Assignment** window appears.

Approval Assignment Window

- Select the Supervisor, enter a detailed case comment and click **OK** to submit for approval.

The screenshot shows a software window titled "Approval Assignment". It contains several sections:

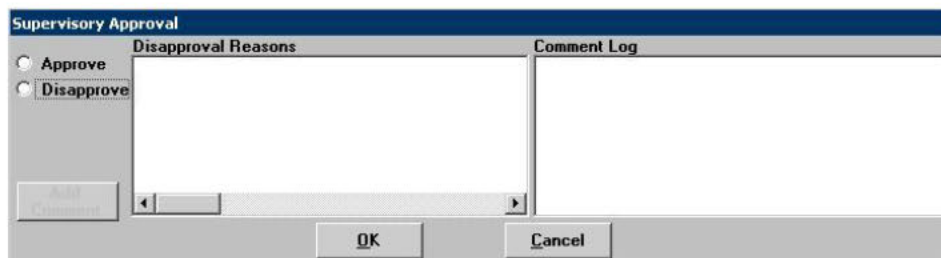
- Selected Case:** A group box containing input fields for "No", "Case Name", "CIN", "Suf" (with a dropdown menu showing "1"), "Caseload", "Casehead", and "SSN".
- Refer Case To:** A section with a "Search Name:" input field and a table below it. The table has columns for "Title", "Unit", "Last Name", "First Name", "U/W", and "Phone Number". The table body is currently empty.
- Enter Comments If Any:** A large text area for entering comments.
- Activity Includes Ready SI Grants:** A dropdown menu currently set to "No".
- Next Level:** An input field.
- Buttons:** "Cancel" and "OK" buttons are located at the bottom right.

Supervisor

To complete the processing for the same-day issuance of ESNAP through POS, the Supervisor must approve the following windows in the **Approve IN/ESNAP** activity (by placing a check mark in the **Approval** box for each window):

- **LDSS-2921 Signature**
- **IN/ESNAP Eligibility**
- **CIN Re-Use**
- **Case Number Re-Use**
- **TAD Data**
- **Grants Data Entry**
- **Previewing Form LDSS-3938**
- **ESNAP Decision Form**

The following windows highlight the Supervisory Approval process. All of the windows in this process are not shown, but the critical windows and those with changes are highlighted below.



The **Supervisory Approval** window for the **LDSS-2921** signature contains an Override option. The Supervisor can approve, disapprove or override the signature capture activity.

Attachment B - ESNAP Screening for CA Application Interview in POS

The override may be used if the signature capture devices (or signature pads) have malfunctioned and the JOS/Worker has completed the following steps:

- The **LDSS-2921** form was printed.
- The applicant signed the paper form.
- The form was scanned and indexed into the electronic case record.

The following windows will not appear for applicants that are ineligible for ESNAP or cannot receive SNAP benefits under the expedited process:

- **CIN Re-Use**
- **Budget**
- **TAD**
- **CBIC Payee**
- **Grant Data Entry**

After the **LDSS-3938** window is approved, the next window to appear is the **ESNAP Decision Form** window.

The Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits (**M-40k**) is also printed if the applicant is eligible for ESNAP benefits but benefits cannot be issued at this time because his/her identity cannot be verified.

If the household is ineligible for ESNAP, after the Supervisor reviews and approves the **LDSS-3938** window and the **ESNAP Decision Form** window, the **M-40K** will print.

Note: If the applicant is eligible for an Immediate Needs grant, the Supervisor must approve the grant within the **IN/ESNAP Issuance** activity per current procedure.

- The Supervisor must approve the **ESNAP Decision Form** window and click the **Next** button.

If the household is eligible for SNAP benefits, the **Previewing Form LDSS-3938** window will appear after the **Grants Data Entry** window.

The **ESNAP Decision Form** window will enable the Supervisor to preview the Action Taken on Your Food Stamp Benefits Case (NYC) form (**LDSS-3152 NYC**) when a CNS notice is not used for the case, approve the window or enter comments on what needs correcting. When approved (i.e., check mark entered in the “Approve” box), the LDSS-3152 NYC will print, if a CNS notice will not be used.

Attachment B - ESNAP Screening for CA Application Interview in POS

The last window in the Approve **IN/ESNAP Issuance** activity is **Approval Elements** window.

- The Supervisor must click the **Xmit** (Transmit) button to send the grant and TAD to WMS if all windows have been approved and the household is eligible for ESNAP.

The **Refer Back to Worker** button at the bottom of the **Approval Elements** window on page 34 will enable the Supervisor to send the case back to a JOS/Worker for completion when a window activity has been disapproved. To return the case, the Supervisor must:

- Click the **Refer Back to Worker** button to display the list of available JOS/Workers within the Job Center. The display will highlight the JOS/Worker who completed the interview, but the Supervisor will have the option to select any JOS/Worker from the list.
- Click the **OK** button to send the case back to the highlighted JOS/Worker's Queue.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

Check to make sure CNS Notice number is on the TAD.

Attachment A – ESNAP Screening for SNAP Application Interview in Streamline Paperless Office System (SPOS)

NYC
APPROVE ESNAP DECISION
Case: File Date: Status: SI Case Center: F28 Worker Center: F42
TOOLS

HRA CMS

OVERVIEW ✔

INTERVIEW ▼

ESNAP ELIGIBILITY ✔

BUDGET ✔

TAD ✔

GRANTS ✔

FORMS ✔

SUPERVISOR SUMMARY ✔

Grants Grants History

Budget Result :#1, Eligible, \$291

Issuance Code	From - To	Created	Amount	Next Month Amount	Status	Remove
Code 55 - Expedited Service-Not Verified	12/20/2023 - 12/31/2023	12/21/2023	\$106.00	\$291.00	Ready	
Code 16 - Single Issuance - Full Month	01/01/2024 - 01/31/2024	12/21/2023	\$291.00		Ready	

Grant Information ✔ ✕

Issuance Code: Amount:

From Date: To Date: Is this a back-up grant?:

Fair Hearing:

NEXT

WARNINGS

- There are unresolved RFI matches on this case. Approving this case may cause errors. Please return case to the worker

VERIFICATION

COMMENTS (1) ^

NYC
APPROVE ESNAP DECISION
Case: File Date: Status: SI Case Center: F28 Worker Center: F42
TOOLS

HRA CMS

OVERVIEW ✔

INTERVIEW ▼

ESNAP ELIGIBILITY ✔

BUDGET ✔

TAD ✔

GRANTS ✔

FORMS ✔

SUPERVISOR SUMMARY ✔

Forms Forms History

✔ ✕

Form Name	Print Date	Form Type	Remove
LDSS-3938 ESNAP Worksheet /	12/21/2023	Save	
EBT-23 Notice of Special Benefit /		Mail	

NEXT

WARNINGS

- There are unresolved RFI matches on this case. Approving this case may cause errors. Please return case to the worker

VERIFICATION

COMMENTS (1) ^

Expedited Supplemental Nutrition Assistance Program (SNAP) Processing and Application Timelines Desk Aid

While the SNAP rules are the same whether an individual receives SNAP as part of a Cash Assistance (CA) case or a Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) case, the operational rules will differ because of the differences between CA and SNAP policy.

The same SNAP application may be used for up to 60 days following the date of application, if the application initially was denied at the end of the first 30-day period for a failure to take a required action (other than a failure to be interviewed). However, if a household has received an expedited issuance of SNAP benefits and has failed to provide all pended verification before the end of the calendar month following the end of the initial issuance period, the household will be required to submit a new application.

Screening for Expedited SNAP (ESNAP) processing	All SNAP applications must be screened on the day the application is filed using the <i>SNAP Application Expedited Processing Summary Sheet (LDSS-3938 NYC)</i> to determine if the household qualifies for Expedited SNAP (ESNAP) processing. Responses to SNAP related questions on ACCESS HRA (AHRA) and/or in POS are used to populate the LDSS-3938 NYC .
ESNAP processing criteria	To qualify for ESNAP processing, the SNAP household must meet at least one of the criteria listed below: <ul style="list-style-type: none"> • have monthly gross income under \$150 and liquid resources not exceeding \$100 in the month of application; • consist of a destitute migrant and/or seasonal farm worker whose liquid resources do not exceed \$100; • in the month of application, have combined monthly gross income and liquid resources that are less than the sum of the household's monthly shelter costs (shelter costs include rent or mortgage plus the Standard Utility Allowance [SUA] applicable for the household).
Scheduling the eligibility interview for households eligible for ESNAP processing	Households eligible for ESNAP processing must comply with an eligibility interview either in person, by telephone, or through an authorized representative. Households eligible for ESNAP processing who opt for an in-person interview must be scheduled for an interview as follows: <p style="text-align: center;">Benefits Access Centers:</p> <ul style="list-style-type: none"> • are required to conduct the eligibility interview on the same day the application is filed. <p style="text-align: center;">NCA SNAP Centers:</p> <ul style="list-style-type: none"> • are required to conduct the eligibility interview within 48 hours, or within 7 days if the applicant is unavailable for an interview within 48 hours. Households that qualify for ESNAP processing based on a SNAP application received by mail or fax must be scheduled for an eligibility interview within seven (7) days from the date the application was received. <p>Households eligible for ESNAP processing who comply with an eligibility interview must verify the identity of the applicant prior to receiving a benefit. Verification of all other eligibility factors such as income, resources, household composition, etc., can be pended. Households not eligible for ESNAP processing must verify eligibility before a benefit can be issued.</p>
Processing applications for individuals eligible for SNAP under the ESNAP processing criteria	If the household is determined eligible to receive an expedited issuance of SNAP benefits, the benefits must be provided no later than the seventh calendar day following the date of application if the applicant complies with the eligibility interview by the seventh day. For households that have been determined eligible for SNAP benefits with <u>pended verification</u> and the identity of the applicant has been verified, proceed as follows: <p style="text-align: center;">Benefits Access Centers</p> <ul style="list-style-type: none"> • place the SNAP portion of the case in single issue (SI) status using opening code Q23; • issue the initial SNAP benefit using code 54 (Expedited Service – Not Verified for PA/SNAP Cases); • complete and give the applicant the <i>Documentation Requirements and/or Assessment Follow-Up (W-113K)</i> listing all the eligibility factors that need to be verified, and allow a minimum of 14 calendar days for return of required documents. <p style="text-align: center;">NCA SNAP Centers</p> <ul style="list-style-type: none"> • place the SNAP case in SI status using opening code Q22; • issue the initial SNAP benefit using code 55 (Expedited Service – Not Verified for NPA/SNAP Cases); • complete and give the applicant the <i>You Must Submit Documents For Your SNAP Case! (FIA-1146)</i> listing all the eligibility factors that need to be verified, and allow a minimum of 14 calendar days for return of required documents. <p>For households that verified eligibility and identity:</p> <p style="text-align: center;">Benefits Access Centers</p> <ul style="list-style-type: none"> • activate (AC) the SNAP case using the appropriate opening code and issue benefit using code 52 (Expedited Service – Verified for PA/SNAP Cases). <p style="text-align: center;">NCA SNAP Centers</p> <ul style="list-style-type: none"> • AC the SNAP case using the appropriate opening code and issue benefit using code 53 (Expedited Service – EBT, Verified for NPA/SNAP Cases). <p>In Benefits Access Centers only, if the household is eligible for benefits but the identity of the applicant cannot be verified, action to accept the case cannot be processed. Complete the <i>Notice of Denial of Expedited SNAP Processing or Inability to Issue SNAP Benefits</i> form (M-40k) which informs the household that the SNAP benefit cannot be issued until the identity of the applicant is verified.</p>

Expedited Supplemental Nutrition Assistance Program (SNAP) Processing and Application Timelines Desk Aid *(Continued)*

<p>Issuance of SNAP benefits for households determined eligible for SNAP under the ESNAP processing criteria</p>	<p>If, based on the eligibility interview and available verification, the household appears to meet all the standard SNAP eligibility factors and has verified the identity of the applicant, the SNAP case must be accepted regardless of whether or not all the eligibility factors can be verified at that point. The period of the initial benefit will depend on the date of application as follows:</p> <ul style="list-style-type: none"> • if the application is filed on or before the 15th of the month, the initial benefit issuance will cover from the day the application is filed through the end of the same month. For example, a household that filed on 10/10 would receive SNAP benefits from 10/10 through 10/31; • if the application is filed after the 15th of the month, the initial benefit issuance will cover from the day the application is filed through the end of the month following the month of application. For example, a household that filed on 10/16 would receive SNAP benefits from 10/16 through 11/30.
<p>Failure to submit pended verification as required</p>	<p>If the SNAP case is accepted with pended verification and the household fails to submit it as required, but complies within 30 days following the end of the period covered by the initial benefit issuance:</p> <ul style="list-style-type: none"> • If the case is in SI status, activate the case and issue any missed benefits; • If the case is closed, reopen and issue any missed benefits. <p>If the household fails to submit the pended verification by the end of the calendar month following the end of the initial issuance period and still wants SNAP benefits, a new application must be filed.</p> <p>If verification of expenses (e.g. shelter or dependent care) is not provided, determine the eligibility and benefit level without them.</p>
<p>Failure to comply with eligibility interview requirement for households eligible for ESNAP processing</p>	<p>If the applicant fails to make have an eligibility interview within seven days following the filing of the application, the household will no longer be eligible for ESNAP processing. The application will then be processed according to the 30-day rule which requires the household to verify all eligibility requirements before a SNAP benefit can be issued.</p>
<p>Applicant is ineligible for ESNAP processing and fails to keep scheduled eligibility interview</p>	<p>SNAP case will remain in AP status until the 30th day of application at which time, if the household has not complied with the eligibility interview, the application will be denied. After the application is denied, if the household still wants to receive SNAP benefits, the applicant must begin the application process again.</p>
<p>Applicant is ineligible for ESNAP processing and fails to submit pended verification</p>	<p>Applicant has an eligibility interview and is required to verify their eligibility within 14 days following the interview.</p> <ul style="list-style-type: none"> • If the applicant complies within 30 days of the application date, they are eligible to receive benefits retroactive to the day of application. In this instance, if SNAP case was closed, it must be reopened. A new application and eligibility interview are not required; • If the applicant complies within 31 to 60 days of initial application date, then they are eligible to receive benefits from date which they comply. Neither a new application nor an eligibility interview is required; • If the applicant complies after the 60th day of application, then they must begin the application process again by submitting a new application.
<p>Incorrect initial determination of eligibility for ESNAP processing</p>	<p>If, at the initial screening, the Agency incorrectly determines the household is not qualified for ESNAP processing but subsequently discovers that the household was qualified for ESNAP processing, and is determined eligible for SNAP benefits, a SNAP benefit must be made available no later than seven calendar days after the date it is discovered that the household qualified for ESNAP processing.</p>
<p>Successive receipt of SNAP benefits under the ESNAP processing criteria</p>	<p>A household which had verification pended previously so that SNAP benefits could be issued within ESNAP processing timeframes and subsequently failed to submit the pended verification (and has not been certified for ongoing benefits since that time) can still be eligible to receive SNAP benefits under the ESNAP processing criteria upon the filing of a new application. However, before a benefit can be issued, eligibility for SNAP must be verified. These households must verify eligibility within 14 days following the eligibility interview. If the household fails to verify eligibility within the specified period of time, the household will not qualify for expedited processing and no SNAP benefits will be issued until all information necessary to determine SNAP eligibility has been provided. If the household verifies eligibility within the specified period, a SNAP benefit must be made available as soon as possible but no later than seven days after receipt of verification.</p>

TA/SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) DOCUMENTATION/VERIFICATION DESK GUIDE

TA	SNAP	ELIGIBILITY FACTOR	PRIMARY	SECONDARY	TA	SNAP	ELIGIBILITY FACTOR	PRIMARY
M	M	Identity	Photo I.D. Driver's License US Passport Naturalization Certificate Hospital/Doctor's Records Adoption Papers For SNAP – Identity is only mandatory for the person making the application.	Statement from Another Person Social Security Number Birth/Baptismal Certificate SOLQ For SNAP - In the case of an authorized representative, both the auth rep and applicant must verify Identity.	M	N	Absent Parent Information	Pay Stubs Tax Returns Social Security or VA Records Unemployment (UIB) Book ID Cards (Health Insurance) Driver's License or Registration
M	N	Marital Status	Marriage/Death Certificates Separation Agreement Divorce Decree Social Security Records VA Records	Statement from Clergy Census Records Newspaper Notice Statement from Another Person	M	M*	Social Security Number	Social Security Card Official Correspondence from SSA For TA and SNAP , provided or apply for # at certification; must verify at first recertification unless validated by WMS SOLQ
M	M*	Residence	Statement from Landlord Current Rent Receipt or Lease Mortgage Records For SNAP - Residence is verified at a household level	Statement from Another Person Current Mail School Records Fuel/Utility bill	M M	Q M	Citizenship Alien Status	Birth/Baptismal Certificate Hospital Records US Passport Military Service Records Naturalization Certificate USCIS Documentation Evidence of Continuous US Residence since Prior to 1/1/72 For TA and SNAP , alien status is verified on an individual basis For SNAP Only , citizenship is verified only if questionable
M	Q*	Household Composition/Size	Statement from Non-relative Landlord For SNAP – household size must be verified. This can be done through collateral contacts or readily available documents which can be used to establish Identity.	Statement from Other Persons	M	M*	Earned Income	Current Wage Stubs and Statement of Tips Pay Envelopes Contact with Employer Business Records Records and Related Materials Concerning Self-Employment Earnings and Expenses Current Income Tax Return Statement from Roomer, Boarder, Tenant Income Tax Records
M	M*	Age	Birth Certificate Baptismal Certificate Hospital Records Adoption Records Naturalization Certificate Driver's License For SNAP Only , DOB can be Verified at Recertification	Insurance Policy Census Records School Records Statement from Another Person Physician Statement Official Correspondence from SSA	M	M*	Unearned Income	Statement from Family Court Statement from Person Paying Statement from School Statement from Bank or Credit Union Statement from Broker/Agent Support Check stubs Current Award Certificate Current Benefit Check Official Correspondence with NYS Dept. of Labor Official Correspondence from SSA Official Correspondence from VA Official Correspondence from source of income Award Letter
M	N	Absent Parent	Death Certificate Survivor's Benefits Hospital Records VA or Military Records Divorce Papers Proof of Remarriage	Newspaper Notice Insurance Company Records Institutional Records Agency Case Records and Burial Payment Lines Statement from a Non-Relative				

LEGEND: M = Mandatory Documentation/Verification required for Certification
 O = Optional Documentation/Verification (may be necessary for TA and/or SNAP eligibility or benefit amount.)
 * = Verification can be pending under SNAP Expedited Processing

N = No Documentation/Verification required
 Q = Verification is Only Necessary if Questionable

TA/SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) DOCUMENTATION/VERIFICATION DESK AID

TA	SNAP	ELIGIBILITY FACTOR	PRIMARY
M	M*	Resources	Statement from household Statement from nursing home Current bank records Current credit union records Stock certificate Bonds Statement from financial institution Insurance policy Statement from insurance company Burial agreement Burial plot deed Statement from funeral director Refund or EITC check Statement from tax office Deed Statement from real estate broker Appraisal/estimate of current value by broker Title of ownership Registration (older models) Appraisal of current value by dealer Financing data Statement from source of payment
M	O*	Health Insurance	Insurance policy Insurance card Statement from provider of coverage Medicare card
M	O*	Disabled/ Incapacitated/ Pregnant	Statement from medical professional verifying pregnancy and expected date of birth Statement from medical professional Proof of SSA or SSI benefits for disability or blindness
M	M*	Able-Bodied Adult Without Dependents (ABAWD) Eligibility	For non-waiver areas and non-excluded ABAWD individuals Proof of working and/or work program participation for at least 80 hours per month Check Time Limit Tracking Menu (#17 on WMS menu) for 3 or more months of FS receipt in past 36 months without meeting ABAWD work requirement
M	O*	Referral	Statement from provider of treatment Statement from employment service
O	O*	School Attendance	School records (current report card) Statement from school For SNAP, affects work registration and earnings of children under 18

EXPENSES THAT MAY AFFECT ELIGIBILITY OR BENEFIT AMOUNT			
TA	SNAP	ELIGIBILITY FACTOR	PRIMARY
O	O*	Shelter Expenses	Current rent receipt Current lease Mortgage book/records Property and school tax records Landlord statement Sewer and water bills Homeowner's insurance records Fuel bills Non-heating utility bills Telephone bills
O	O*	Medical Bills	Copies of medical bills (paid and unpaid) Provider Statement of Health Insurance premiums Medicare Prescription Drug Card For SNAP, for A/D individuals only
O	O*	Unpaid Bills Rent, Utility	Copy of each bill showing amount owed, period of services and provider
O	O*	Other Expenses Dependent Care Cost	Court order Statement from day care center or other child care provider Statement from aide or attendant Cancelled checks or receipts

***LEGEND:** **M** = Mandatory Documentation/Verification required for Certification
N = No Documentation/Verification required
O = Optional Documentation/Verification (may be necessary for TA and/or SNAP eligibility or benefit amount.)
Q = Verification is only necessary if questionable
***** = Verification can be pended under SNAP Expedited Processing

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) APPLICATION EXPEDITED PROCESSING SUMMARY SHEET

DATE APPLICATION FILED	MONTH	DAY	YEAR
DATE OF SCREENING	MONTH	DAY	YEAR

CASE NAME	CASE NUMBER	SCREENED BY
-----------	-------------	-------------

INSTRUCTIONS FOR COMPLETING THIS FORM

1. Screen all applicants for expedited application processing on the day of application.
2. State results of screening in Part Four; and if qualified for expedited application processing, conduct a Full Eligibility Interview and complete Part Five within seven calendar days of application.
3. If Full Eligibility Interview determines Household eligible for SNAP benefits:
 - Make benefits available to client within seven calendar days after the date of application.
 - Send/Provide client with the CNS "Approval Notice" or manual "Action Taken Notice" within seven calendar days after the application date.
 - Follow-up on all pended verification before issuance of on-going benefits beyond the initial expedited issuance period.

PART ONE – CHECK YES OR NO

IS THE HOUSEHOLD ALREADY RECEIVING SNAP BENEFITS THIS MONTH? **YES** - IF YES, HOUSEHOLD DOES **NOT QUALIFY** FOR EXPEDITED PROCESSING **NO** - IF NO, CONTINUE WITH PART TWO

NOTE: IF "YES" IS CHECKED, BUT HOUSEHOLD ENTERED A DOMESTIC VIOLENCE SHELTER DURING THE MONTH OF APPLICATION, CONTINUE WITH PART TWO.

COMPLETE PART FOUR

PART TWO – CHECK YES OR NO

**** In determining GROSS INCOME, exclude non-countable income such as child support payments made to a person outside the household.**

SECTION A	<p><i>CHECK YES OR NO</i></p> <p>DOES THE HOUSEHOLD HAVE \$100 OR LESS IN CASH, SAVINGS OR OTHER LIQUID RESOURCES, AND</p> <p>HAS THE HOUSEHOLD RECEIVED OR DOES IT EXPECT TO RECEIVE LESS THAN \$150 GROSS INCOME ** DURING THE MONTH OF APPLICATION?</p>	<input type="checkbox"/> YES – IF YES, HOUSEHOLD QUALIFIES FOR EXPEDITED PROCESSING.	<input type="checkbox"/> NO – IF NO, CONTINUE WITH SECTION B.	<p><u>COMPLETE PART FOUR</u></p>
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SECTION B	<p>ARE HOUSEHOLD'S TOTAL GROSS INCOME ** DURING MONTH OF APPLICATION PLUS THE HOUSEHOLD'S LIQUID RESOURCES LESS THAN THEIR MONTHLY RENT/MORTGAGE PLUS UTILITY EXPENSES?</p> <p>Rent/Mortgage: \$ _____ Income: \$ _____</p> <p>*Heat/AC: _____ Resources: _____</p> <p>*Utilities: _____</p> <p>*Telephone: _____</p> <p>*Homeless Shelter Deduction _____</p> <p>Total Expenses: \$ _____ Totals: _____</p> <p><small>* Use HT/AC Standard Utility Allowance (SUA) only if household incurs costs or received HEAP greater than \$20 during the month of application or within the previous 12 months of application.</small></p> <p><small>** Use the Homeless Shelter Deduction for "undomiciled" households who do no reside in a homeless shelter.</small></p>	<input type="checkbox"/> YES IF YES, HOUSEHOLD QUALIFIES FOR EXPEDITED PROCESSING.	<input type="checkbox"/> NO IF NO, HOUSEHOLD DOES NOT QUALIFY FOR EXPEDITED PROCESSING <u>UNLESS</u> QUALIFIED UNDER PART THREE.	<p><u>COMPLETE PART FOUR</u></p> <p><u>GO TO PART THREE IF A MIGRANT/SEASONAL FARMWORKER OTHERWISE, COMPLETE PART FOUR</u></p>
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PART THREE – MIGRANT/SEASONAL FARM WORKER HOUSEHOLDS ONLY - CHECK YES OR NO

<p>A. IS THIS A HOUSEHOLD WITH NO MORE THAN \$100 IN LIQUID RESOURCES?</p> <p style="text-align: center;">AND</p> <p>B. THE ONLY INCOME FOR THE MONTH OF APPLICATION:</p> <p>(1) WAS TERMINATED BEFORE APPLICATION?</p> <p style="text-align: center;">OR</p> <p>(2) IS NEW, AND NO MORE THAN \$25 GROSS INCOME WILL BE RECEIVED WITHIN TEN DAYS AFTER APPLICATION</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO – IF NO, HOUSEHOLD DOES NOT QUALIFY FOR EXPEDITED PROCESSING.	<p><u>COMPLETE PART FOUR</u></p>
	<input type="checkbox"/> YES	<input type="checkbox"/> NO CONTINUE WITH B2	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

IF YES TO QUESTION A, AND YES TO EITHER QUESTION B1 OR QUESTION B2, HOUSEHOLD **QUALIFIES** FOR EXPEDITED PROCESSING, IF NO TO BOTH B1 & B2 HH DOES **NOT QUALIFY**, COMPLETE PART FOUR IN EITHER SITUATION

PART FOUR - RESULTS OF EVALUATION FOR EXPEDITED APPLICATION PROCESSING - CHECK ONE

<input type="checkbox"/> QUALIFIED FOR EXPEDITED APPLICATION PROCESSING.	<input type="checkbox"/> NOT QUALIFIED FOR EXPEDITED APPLICATION PROCESSING STOP HERE	<input type="checkbox"/> NOT ENOUGH INFORMATION IS PROVIDED ON THE APPLICATION TO DETERMINE IF ELIGIBLE FOR EXPEDITED PROCESSING.
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NOTES:

PART FIVE - ELIGIBILITY INTERVIEW – COMPLETE SECTIONS A, B AND C

VERIFICATION - CHECK YES OR NO

SECTION A	1. CAN APPLICANT'S IDENTITY BE VERIFIED? IF DOCUMENTARY EVIDENCE IS NOT READILY AVAILABLE, COLLATERAL CONTACTS ARE ACCEPTABLE. NO SPECIFIC DOCUMENT CAN BE REQUIRED.	<input type="checkbox"/> YES, IF ELIGIBLE BENEFITS CAN BE ISSUED PROVIDED ANY OUTSTANDING REQUIREMENTS HAVE BEEN MET GO TO QUESTION 2	<input type="checkbox"/> NO IF APPLICANT IS DEEMED ELIGIBLE, SNAP BENEFITS CANNOT BE ISSUED UNTIL VERIFICATION OF IDENTITY IS PROVIDED GO TO QUESTION 2
	2. WAS THE HOUSEHOLD'S LAST ISSUANCE AN EXPEDITED ISSUANCE?	<input type="checkbox"/> YES GO TO QUESTION 3	<input type="checkbox"/> NO IF DEEMED ELIGIBLE, HH CAN RECEIVE BENEFITS WITH ALL OTHER VERIFICATION PENDED, CONTINUE TO SECTION B
	3. IF YES TO QUESTION 2, HAS ALL RELEVANT VERIFICATION BEEN SUBMITTED?	<input type="checkbox"/> YES IF DEEMED ELIGIBLE HH CAN RECEIVE BENEFITS WITH ALL OTHER VERIFICATION PENDED, CONTINUE TO SECTION B	<input type="checkbox"/> NO IF HH IS DEEMED ELIGIBLE, SNAP BENEFITS CANNOT BE ISSUED UNTIL ELIGIBILITY IS VERIFIED. ALLOW 10 DAYS FOR VERIFICATION TO BE SUBMITTED. DATE REQUESTED: _____ DATE SUBMITTED: _____

SECTION B	DATE OF ELIGIBILITY INTERVIEW:	WORKER NAME:

AGENCY DISPOSITION OF SNAP BENEFIT ELIGIBILITY - CHECK APPROPRIATE BOXES

SECTION C	COMPLETION OF THIS SECTION IS OPTIONAL – DISTRICT DISCRETION <input type="checkbox"/> ELIGIBLE <input type="checkbox"/> ELIGIBLE (Applied on or before 15 th of month; zero benefit due to proration) <input type="checkbox"/> ELIGIBLE (Applied after 15 th of month; zero first month's benefit due to proration; full second month's benefit) <input type="checkbox"/> ELIGIBLE (Applied after 15 th of month; prorated first month's benefit plus second month's benefit) <input type="checkbox"/> INELIGIBLE: Indicate reason: <input type="checkbox"/> HOUSEHOLD IS INELIGIBLE FOR THE PROGRAM DUE TO PROGRAM RULES (provide explanation in comments.) <input type="checkbox"/> VERIFICATION OF IDENTITY NOT PROVIDED (SEE A1 ABOVE) <input type="checkbox"/> HH DID NOT SUBMIT ALL REQUIRED NON-IDENTITY VERIFICATION (SEE A3 ABOVE)
	Other Denial Reason/Comments _____

DATE OF FINAL DISPOSITION ON SNAP BENEFIT ELIGIBILITY:	WORKER NAME:
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