



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY DIRECTIVE #11-12-OPE

*(This Policy Directive Obsoletes PD #09-36-OPE)*

### EXPEDITED FOOD STAMP PROCESSING RULES

<b>Date:</b> April 12, 2011	<b>Subtopic(s):</b> Food Stamps
<b>AUDIENCE</b>	The instructions in this policy directive are for all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff.
<b>REVISIONS TO THE PRIOR DIRECTIVE</b>	<p>This policy directive has been revised to:</p> <ul style="list-style-type: none"> <li>• Remind staff that a validated Social Security Number (SSN) may be used to verify the applicant’s identity.</li> <li>• Inform staff that a household’s Food Stamp (FS) case cannot be activated for ongoing FS benefits until all household members who are subject to finger imaging have complied with the Automated Finger Imaging System (AFIS) requirements.</li> <li>• Remind staff that an application case cannot be activated for ongoing FS benefits until all unresolved Resource File Integration (RFI) data has been investigated and resolved.</li> <li>• Remove the instructions for homebound applicants and inform staff to view <a href="#">PB #11-28-OPE</a> for homebound processing.</li> </ul>
<b>POLICY</b>	<p>All FS applications must be screened on the day the application is filed to determine if the household qualifies for expedited food stamp (EFS) processing. This includes applications from households whose FS cases were closed for failure to recertify and who re-apply after their certification period expired.</p> <p>Individuals who are applying for a “one-shot deal” only in Job Centers and select the “Emergency Payment Only (EMRG)” option on the Statewide Application (<a href="#">LDSS-2921</a>) form are not to be screened for EFS processing. However, if the applicant expresses a concern about not having enough food or money to buy food, he/she should be encouraged to apply for FS benefits.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

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

See [Food Stamp Source Book](#) (FSSB) Section 5.

- 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 farmworker whose liquid resources do not exceed \$100:
- 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).

See page 8 for details

When the screening process shows that a household qualifies for EFS processing, an initial ("I") eligibility interview must be conducted within five calendar days to determine the household's eligibility and benefit level for FS.

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

## BACKGROUND

EFS has four components:

- Screening
- Interviewing
- Determining Eligibility
- Processing

### Screening

All FS applications must be screened using the Food Stamp Application Expedited Processing Summary Sheet ([LDSS-3938 NYC](#)) on the day the application is filed to determine if the household qualifies for EFS processing.

In order to consider a FS application as filed, it must contain at least the applicant's name, address (if he/she has one), and signature. The signature can be on the first or last page of the [LDSS-2921](#), page 1 or 5 of the Food Stamp Benefits Application / Recertification ([LDSS-4826](#)) form or on the Food Stamp Benefits Application Signature Form ([W-120](#)). However, FS benefits may not be issued until the last page of [LDSS-2921](#), page 5 of the [LDSS-4826](#), or the last page of the Food Stamp Benefits Application Attestation Signature Form ([W-129B](#)) has been signed.

**Note:** For FS applications that are submitted on-line, the signature is obtained electronically.

In Job Centers and NCA FS Centers, responses to FS-related questions in the Paperless Office System (POS) are used to electronically complete Form [LDSS-3938 NYC](#).

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

#### Interviewing

An “I” eligibility interview must be conducted for Cash Assistance (CA)/FS and NCA FS applicants determined qualified for EFS processing. The “I” eligibility interview can be conducted in person, by telephone, or with an authorized representative.

#### Determining Eligibility

An eligibility determination for FS benefits must be made based on information the applicant provides on the application, the content of the interview, and whatever documentation he/she may have available or collateral contacts that can be made on the day of the interview. If the household is determined eligible for FS benefits under the EFS processing criteria, only the applicant’s identity must be verified. Verification of all other eligibility factors (e.g., income, alien status, household composition, etc.) can be pended (deferred) if the documentation is not readily available.

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

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

**Example 1:** A 52-year-old non-disabled applicant has applied for FS for himself. His monthly gross income is \$1,300 and he has \$200 in liquid resources. His monthly rent is \$850. Since his combined monthly gross income of \$1,300 plus his liquid resources of \$200 (for a sum of \$1,500) is less than the sum of his \$850 monthly rent plus the applicable SUA of \$718 (for a sum of \$1,568), he is qualified for EFS processing. However, since his \$1,300 monthly gross income exceeds the 130% gross income level of \$1,174 (as of October 1, 2010), he is ineligible to receive FS benefits even though he qualified for EFS processing.

**Example 2:** A 42 year-old non-disabled legal permanent resident who has resided in the United States for three years in a qualified alien status (without any qualifying work quarters) has applied for FS benefits for herself. Her monthly income in the month of application is \$100 and she has \$40 of liquid resources. Since the sum of her monthly gross income of \$100 plus her liquid resources of \$40 (for a sum of \$140) is less than \$150, she is qualified for EFS processing. However, since she does not meet the alien eligibility criteria to receive FS, she is ineligible for FS benefits even though she qualified for EFS processing.

In Job Centers, when an applicant is ineligible for EFS but claims a No Food Emergency, the Worker must evaluate the applicant's eligibility for an Immediate Needs Code **44** grant.

In instances like the two previous examples (households that are qualified for EFS processing but are ineligible to receive FS benefits), the reason the household is ineligible for FS 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 alien status, FS benefits may be issued for that individual (if the household is otherwise eligible for FS) under the EFS processing rules of pended verification, even if the household is unable to provide verification of the individual's alien status within the EFS processing timeframe.

Processing

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

FS benefits may be issued under the EFS processing criteria to households that contain FS eligible household members even if the casehead is an ineligible alien.

For example: An applicant has applied for FS benefits for herself and her two children. The applicant is an ineligible alien, but her two children both meet the alien/citizenship criteria to receive FS benefits. If the household has met the criteria for EFS processing and has been determined eligible for FS benefits, the FS ineligible casehead is to be issued FS benefits for her two eligible children within the EFS processing timeframe.

To ensure that households eligible for FS benefits under the EFS processing criteria receive their benefits in a timely manner, the Family Independence Administration (FIA) requires that Workers issue the initial FS benefit within the following timeframes:

**Job Centers** – FS benefits must be issued on the same day the “I” eligibility interview is held.

**NCA FS Centers** – FS benefits must be issued no later than five calendar days following the day the application was filed.

Special situations

Exceptions to the EFS processing rules

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

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

- An application is submitted by mail or by fax, or dropped off in person, but the applicant cannot wait for the screening and the application does not contain enough information to complete the EFS 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 EFS processing will be entered electronically by POS onto the **LDSS-3938 NYC**.

Determination of EFS eligibility at “I” eligibility interview.

- For households where a determination of eligibility for EFS processing could not be made at the time the application was screened and the “I” eligibility interview was scheduled, if it is determined at the “I” eligibility interview that the household was qualified for EFS processing and is eligible for FS benefits, a FS benefit must be made available no later than five calendar days after the date of the “I” eligibility interview, regardless of when the interview took place.

Incorrect initial determination of eligibility for EFS processing.

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

- Applicants are determined qualified for EFS processing but are not available for an “I” eligibility interview within five calendar days from their application file date either in person, by telephone, or through an authorized representative.

If the applicant is unavailable for an “I” eligibility interview within five calendar days, he/she may have an “I” eligibility interview on the sixth or seventh calendar day and still be eligible for a FS benefit under the EFS processing criteria. In this instance, the FS benefit must be provided on the same day to ensure compliance with the standard federal EFS processing timeframe.

**Note:** FS benefits issued on the sixth or seventh calendar day following the filing of the application, although considered timely by federal standards, are not timely by State standards. The Agency will be held accountable, unless the FS issuance on the sixth or seventh day was due to delays caused by the applicant.

Applicants that do not make themselves available for an “I” eligibility interview by the seventh day following the filing of the application lose eligibility for EFS processing. The application will be processed according to the standard 30-day rule. Under standard processing rules, all required verification must be submitted prior to issuing a FS benefit.

Unable to comply with an “I” eligibility interview within seven days.

### Verification of identity

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

In order to issue FS benefits under the EFS 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 #11-07-ELI](#) for SSN validation in WMS and [PB #11-30-SYS](#) for SOLQ information.

A validated SSN may be used to verify identity. A SSN can be validated by the WMS validation process or by the State On-Line Query (SOLQ) system. SOLQ may be used by authorized Workers.

Workers should assist applicants in obtaining missing documentation.

If the applicant has no documentation to verify his/her identity and identity cannot be verified through collateral contacts, the household cannot be issued FS until his/her identity has been verified.

When the “I” eligibility interview is conducted over the telephone, if the household is qualified for EFS processing and determined eligible for FS benefits, the applicant must be informed that a FS benefit cannot be released until verification of his/her identity is provided. Verification can be faxed or delivered to the FS Center.

Benefit issuance for EFS-eligible applicants

When a household is qualified for EFS processing and determined eligible for FS benefits, the period covered by the initial FS benefit will be based on the day of the month that the FS 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 FS benefit will cover the period from the day the application is filed through the end of the same month. For example, a household that files on 8/10 would receive FS 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 FS benefit will cover the period from the day the application is filed through the end of the month following the month of application. For example, a household that files on 8/17 would receive FS benefits from 8/17 to 9/30.

Certification period for EFS-eligible applicants

Households which qualify for EFS processing and are determined eligible for FS benefits shall be assigned a six-month certification period. For example, a household that files on 8/16/10 would be assigned a certification period of 8/16/10 through 1/31/11.

Finger imaging and EFS processing

New information

Households which qualify for EFS processing and are determined eligible for FS benefits must submit all pended verification and all individuals subject to finger imaging must comply with AFIS before the case can be activated for ongoing FS benefits. Under EFS processing guidelines, finger imaging requirements must be met within the time period for submission of pended verification.

Unresolved Resource File Integration (RFI) Data

Reminder

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

An application case cannot be activated for ongoing FS benefits (even if all documentation has been submitted and finger imaging requirements have been met) until all unresolved RFI data has been investigated and resolved.

Time period for submission of pended verification

Households issued a FS benefit under the EFS pended 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 FS Centers

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

In the Job Centers, a waiver was granted that allows the closing of a CA/FS case for any household that fails to submit pended verification (without good cause) within 10 calendar days following the day of the initial eligibility interview and determination. 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, the FS case must be reopened and any missed benefit issued.

**Example:** If a household was issued FS benefits for the period 5/18 through 6/30 with pended verification, the household has until 7/31 to submit the pended verification in order to receive ongoing FS benefits (including for the full month of July) without being required to reapply or incur a loss of FS benefits.

Staff should utilize the Expedited Food Stamp Processing and Application Timelines Desk Aid (**W-200D**) for information on the expedited processing of FS applications.

**REQUIRED ACTION**

In-person applicants **who meet** the EFS processing criteria

**Job Centers** – the “I” eligibility interview must be conducted on the same day.

**NCA FS Centers** – an “I” eligibility interview must be scheduled within two calendar days (48 hours) of the application file date. If the applicant indicates that he/she will be unavailable for an interview within two calendar days, additional time may be given. However, the interview must be scheduled no later than five calendar days from the application file date. Applicants who indicate that they will be unavailable for an interview within seven calendar days from the application file date must be informed that they will lose eligibility for EFS processing.



In-person applicants/authorized representatives **who do not meet** the EFS processing criteria

**Job Centers** – the “I” eligibility interview will be conducted on the same day.

**NCA FS Centers** – the “I” eligibility interview must be scheduled within five calendar days of the application file date.

See [PD #09-28-ELI](#) for information on mailed and faxed applications.

Mailed or faxed applications and applications submitted in person for which the applicant does not wait to be pre-screened

The application must be screened on the day it is received to determine if the household is qualified for EFS processing.

- Able to determine eligibility for EFS processing

If the household meets the EFS processing criteria, Workers must attempt to contact the household by telephone on the day the application is received to schedule an “I” eligibility interview within two calendar days (48 hours) of the application file date and must document the attempt.

If the household cannot be contacted by telephone, the Worker must schedule an “I” eligibility interview within five calendar days of the date the application was filed and send the Request for Contact on a Food Stamp Application (**W-119**) form which informs the applicant of his/her scheduled “I” eligibility interview.

In addition to Form **W-119**, the Eligibility Factors and Suggested Documentation Guide (**W-119D**) must also be sent.

- Unable to determine eligibility for EFS processing

If there is not enough information on the application to allow the Agency to determine eligibility for EFS processing and contact by telephone cannot be made:

- **Job Centers** – Schedule an “I” eligibility interview within seven calendar days following the date the application was filed and mail the applicant the **W-119** and **W-119D**.
- **NCA FS Centers** – Schedule an “I” eligibility interview within seven calendar days following the date the application was filed and mail the applicant the **W-119** and **W-119D**.

The reason why the Worker was unable to determine eligibility for EFS processing will be entered electronically by POS onto Form **LDSS-3938 NYC**.

Homebound applicants

See [PB #11-28-OPE](#) for homebound information.

The temporary process for applicants who request homebound status appears in [PB #11-28-OPE](#).

Finger-imaging

Permanently homebound applicants are exempt from finger-imaging requirements. Temporarily homebound applicants can be finger-imaged at a later date.

Applicants qualified for EFS processing who make themselves available for an “I” eligibility interview after seven calendar days

Revised **M-40k**

If an applicant makes himself/herself available for the “I” eligibility interview after seven calendar days following the filing of the application, prepare and issue the Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits form (**M-40k**). Check the box “You failed to comply with an initial eligibility interview within seven days after filing of application.” Scan and index Form **M-40k** into POS. Process the case per standard 30-day rules. Form **M-40k** was revised to include the most current HRA logo.

Applicants qualified for EFS processing should only be issued an **M-40k** for failure to make themselves available for an “I” eligibility interview within seven calendar days if they come in for an “I” eligibility interview while the case is still in **AP** status.

Households determined eligible for FS benefits under the EFS processing criteria

- FS eligibility is fully documented

Applicant submits all documentation to verify FS eligibility.

After the “I” eligibility interview is conducted, if the applicant household is determined eligible for FS benefits under EFS processing criteria and has provided all documentation to verify identity and eligibility (including compliance with all finger imaging requirements and the resolution of any unresolved RFI data) at the time of the interview use the appropriate opening code to activate (**AC**) the FS case.

**Job Centers**

- If the application was filed on or before the 15th of the month, activate the FS case for the “A” cycle of the following month.
- If the application was filed after the 15th of the month, activate the FS case for the “B” cycle of the following month.
- Prepare a Food Stamp Issuance Authorization Form ([LDSS-3574](#)) using Code **52** (Expedited Service – Verified for PA/FS Cases) to issue the initial FS benefits.

## NCA FS Centers

See [Workers Guide to Codes](#) page 1.3-5 and [NPA Food Stamp Desk Guide to Codes](#), page 8, for appropriate FS case reason opening codes.

- Prepare an **LDSS-3574** using Code **53** (Expedited Service – EBT, Verified for NPA/FS Cases) to issue the initial FS benefits. Annotate “benefit issuance must be entered before the **TAD**” on the top of the [LDSS-3574](#).
- Activate the FS case using the appropriate FS opening code.

**Note:** Although WMS is programmed to automatically issue initial FS benefits when the status of an NCA FS 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 EFS criteria with no pended documentation, the initial benefit must be issued manually using Code **53**.

### FS issued under the EFS processing rule of pended verification

Additional documentation required to establish ongoing FS eligibility

If the applicant household is determined eligible for FS benefits under EFS processing criteria but is missing required documentation to verify continued eligibility at the time of the “I” eligibility interview, place the FS case in **SI** status and issue initial benefits.

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

## Job Centers

- Place the FS case in **SI** status using Opening Code **Q23** (Expedited – Pending Verification).
- Prepare an [LDSS-3574](#) using Code **54** (Expedited Service – Not Verified for PA/FS Cases) to issue the initial FS 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 10 calendar days for the submission of verification.

## NCA FS Centers

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**.

- Place the FS case in **SI** status using Opening Code **Q22** (Expedited – Pended Verification).
- Prepare an **LDSS-3574** using Code **55** (Expedited Service – Not Verified for NPA/FS Cases) to issue the initial FS benefits.
- Complete and issue the applicant Form [W-113K](#) listing all the eligibility factors that need to be verified, and allow a minimum of 10 calendar days for the submission of verification.

### FS benefits issued on the sixth/seventh day

When FS benefits for an individual eligible for FS under the EFS processing criteria are not issued until the sixth or seventh calendar day following the filing of the application because the applicant did not make himself/herself available for an “I” eligibility interview until the sixth or seventh calendar day following the filing of the application, Workers must proceed as follows:

**Job Centers** – enter a case comment to indicate the reason for the late issuance in the electronic case record.

**NCA FS Centers** – annotate the Food Stamp Application Control Card ([W-119A](#)) and the Food Stamp Eligibility Determination History Sheet ([W-132A](#)) and enter a case comment to indicate the reason for the late issuance in the electronic case record.

### Identity has not been verified

Eligible for FS under EFS processing rules, but does not have verification of identity

- Prepare and issue Form **M-40k**. Select the option containing “benefits cannot be issued at this time because your identity cannot be verified.”
- Prepare and issue Form **W-113K** listing the eligibility factors that must be verified allowing 10 calendar days for submission.

If the applicant verifies his/her identity within five or seven calendar days of the application file date but still has outstanding required documents, the FS case must be placed in **SI** status and benefits issued using the relevant benefit issuance codes.

Verification of identity must be submitted within 7 calendar days to qualify for EFS processing.

If the applicant verifies his/her identity within five or seven calendar days of the application file date and provides all documentation to verify eligibility, the FS case must be placed in **AC** status.

If the applicant fails to provide verification of identity within seven calendar days of the application file date, he/she loses eligibility for EFS processing and FS benefits cannot be issued until eligibility is fully verified.

Household previously received FS benefits under the EFS criteria (Code **54** – Job Centers or **55** – NCA FS Centers) with pended verification and subsequently failed to comply

If a household that appears eligible for FS with pended verification has previously received FS 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 he/she is not eligible to receive FS under the EFS processing criteria because he/she previously received FS under the EFS processing criteria and failed to submit required documentation. FS cannot be issued until all documentation needed to determine eligibility has been provided.
- Prepare and issue the applicant Form **M-40k**, checking the box that informs the applicant that FS benefits cannot be issued until FS eligibility is verified.
- Prepare and issue the applicant Form **W-113K**, listing all of the eligibility factors that must be verified, and allow 10 calendar days for submission.

If the applicant submits all documentation to verify eligibility within 10 calendar days, benefits must be made available to the household as soon as possible, but no later than five calendar days after receipt of the verification.

If the applicant does not submit all documentation to verify eligibility within 10 calendar days, he/she will lose EFS processing eligibility and the case will be processed using the standard 30-day rule.

Failure to submit pended verification after FS are issued under EFS processing rules

### Job Centers

If the applicant fails to submit pended documentation within 10 calendar days of an “I” eligibility interview, close the FS case using Code **Y29** (Failure to Provide Verification – Expedited FS), which will prevent the inappropriate establishment of a NCA FS case.

If, however, because of CA rules it becomes necessary to reject the CA portion of a CA/FS case prior to the end of the 10 calendar days, close the FS case using Code **Y99** (Other), which will allow for a separate FS 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 FS portion of the case using Code **Y99**. An NCA FS case will be automatically established in **SI** status.

FS case Closing Code **Y29** may not be used if CA case is denied or closed prior to 10 days.

See the [Food Stamp Separate Determination Manual](#).

## NCA FS Centers

Prepare a **TAD** to close the FS case using Code **Y29** and forward to the Control Unit for processing.

The Control Unit 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

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

Ms. Jones fails to submit the outstanding required documentation. On July 17, the Worker prepares a **TAD** to close the FS case using Code **Y29**. The **TAD** is forwarded to the Control Unit where it will be held until August 31. If Ms. Jones does not submit the verification by August 31, the **TAD** will be processed to close the case.

Submission of pended verification beyond the 10 days after eligibility interview but within allowed time period

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

- Pull the closing **TAD** from the Control Unit
- Prepare a new **TAD** and budget to **AC** the case
- Issue a next-day FS benefit for the full month of August using FS issuance Code **16** (Single Issuance – Full Month)

EFS for households whose FS case was closed for failure to recertify

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

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

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

- has all the required documents to verify eligibility, follow the instructions on page 10.
- does not have all the required documents to verify eligibility, follow the instructions listed on page 11 for applicant households determined qualified for EFS processing and eligible for FS benefits with pended verification.

**PROGRAM IMPLICATIONS**

Paperless Office System (POS) Implications

See [PD #08-08-SYS](#) for POS instructions on EFS processing.

Medicaid Implications

There are no Medicaid implications.

**LIMITED ENGLISH SPEAKING ABILITY (LESA) AND HEARING-IMPAIRED IMPLICATIONS**

For Limited English Speaking Ability (LESA) and hearing-impaired applicants, make sure to obtain appropriate interpreter services in accordance with [PD #10-12-OPE](#) and [PD #08-20-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 Job 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 Job 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 Food Stamp Centers** If an applicant/participant comes to the NCA FS Center and requests a conference, the Receptionist must alert the Center Manager'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 FS Conf/Appt/Problem ticket to the applicant/participant to route him/her to the NCA Reception area and does not need to verbally alert the Center Manager. The NCA Receptionist will alert the Center Manager once the applicant/participant is called to the NCA Reception desk.

The designee will listen to and evaluate the applicant/participant's complaint regarding the FS case. The Center Manager'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**

Food Stamp 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  
 Expedited Service Summary of Policy for NERO's Conference

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**RELATED ITEMS**

[PB #11-30-SYS](#)  
[PB #11-28-OPE](#)  
[PD #11-07-ELI](#)  
[PD #09-43-SYS](#)  
[PD #09-28-ELI](#)  
[PD #08-08-SYS](#)  
[PB #06-46-ELI](#)

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**ATTACHMENTS**

<b>W-200D</b>	Expedited Food Stamp Processing and Application Timelines Desk Aid (Rev. 10/27/09)
<b>LDSS-3666</b>	TA/FS Documentation/Verification Desk Guide (Rev. 1/05)
<b>LDSS-3938 NYC</b>	Food Stamp Application Expedited Processing Summary Sheet (Rev. 7/09)
<b>M-40k</b>	Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits (Rev. 4/12/11)
<b>M-40k (S)</b>	Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits (Spanish) (Rev. 4/12/11)

 Please use Print on Demand to obtain copies of forms.

## Expedited Food Stamp Processing and Application Timelines Desk Aid

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

The same FS 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 FS 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.

<p><b>Screening for Expedited Food Stamp (EFS) processing</b></p>	<p>All FS applications must be screened on the day the application is filed using the Food Stamp Application Expedited Processing Summary Sheet (<b>LDSS-3938 NYC</b>) to determine if the household qualifies for Expedited Food Stamp (EFS) processing. Responses to FS related questions in POS are used to electronically complete the <b>LDSS-3938 NYC</b>.</p>
<p><b>EFS processing criteria</b></p>	<p>To qualify for EFS processing, the FS household must meet at least one of the criteria listed below:</p> <ul style="list-style-type: none"> <li>• have monthly gross income under \$150 and liquid resources not exceeding \$100 in the month of application;</li> <li>• consist of a destitute migrant and/or seasonal farm worker whose liquid resources do not exceed \$100;</li> <li>• 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).</li> </ul>
<p><b>Scheduling the initial ("I") eligibility interview for households eligible for EFS processing</b></p>	<p>Households eligible for EFS processing must comply with an "I" eligibility interview either in person, by telephone, or through an authorized representative. Households eligible for EFS processing must be scheduled for an "I" eligibility interview as follows:</p> <p style="text-align: center;"><b>Job Centers:</b></p> <ul style="list-style-type: none"> <li>• are required to conduct the "I" eligibility interview on the same day the application is filed.</li> </ul> <p style="text-align: center;"><b>NCA FS Centers:</b></p> <ul style="list-style-type: none"> <li>• are required to conduct the "I" eligibility interview within 48 hours, or within 5 days if the applicant is unavailable for an interview within 48 hours. Households that qualify for EFS processing based on a FS application received by mail or fax must be scheduled for an "I" eligibility interview within five (5) days from the date the application was received.</li> </ul> <p>Households eligible for EFS processing who comply with an "I" 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 EFS processing must verify eligibility before a benefit can be issued.</p>
<p><b>Processing applications for individuals eligible for FS under the EFS processing criteria</b></p>	<p>If the household is determined eligible to receive an expedited issuance of FS benefits, the benefits must be provided no later than the fifth calendar day following the date of application if the applicant complies with the "I" eligibility interview by the fifth day. The benefit must be provided by the seventh day following the date of application if the applicant complies with the "I" eligibility interview on the sixth or seventh day. For households that have been determined eligible for FS benefits with <u>pended verification</u> and the identity of the applicant has been verified, proceed as follows:</p> <p style="text-align: center;"><b>Job Centers</b></p> <ul style="list-style-type: none"> <li>• place the FS portion of the case in single issue (<b>SI</b>) status using opening code <b>Q23</b>;</li> <li>• issue the initial FS benefit using code <b>54</b> (Expedited Service – Not Verified for PA/FS Cases);</li> <li>• complete and give the applicant the Documentation Requirements and/or Assessment Follow-Up form (<b>W-113K</b>) listing all the eligibility factors that need to be verified, and allow a minimum of 10 calendar days for return of required documents.</li> </ul> <p style="text-align: center;"><b>NCA FS Centers</b></p> <ul style="list-style-type: none"> <li>• place the FS case in <b>SI</b> status using opening code <b>Q22</b>;</li> <li>• issue the initial FS benefit using code <b>55</b> (Expedited Service – Not Verified for NPA/FS Cases);</li> <li>• complete and give the applicant the Documentation Requirements and/or Assessment Follow-Up form (<b>W-113K</b>) listing all the eligibility factors that need to be verified, and allow a minimum of 10 calendar days for return of required documents.</li> </ul> <p>For households that verified eligibility and identity:</p> <p style="text-align: center;"><b>Job Centers</b></p> <ul style="list-style-type: none"> <li>• activate (<b>AC</b>) the FS case using the appropriate opening code and issue benefit using code <b>52</b> (Expedited Service – Verified for PA/FS Cases).</li> </ul> <p style="text-align: center;"><b>NCA FS Centers</b></p> <ul style="list-style-type: none"> <li>• <b>AC</b> the FS case using the appropriate opening code and issue benefit using code <b>53</b> (Expedited Service – EBT, Verified for NPA/FS Cases).</li> </ul> <p>If the household is eligible for benefits but the identity of the applicant cannot be verified, action to accept the case cannot be processed. Prepare and issue applicant the Notice of Denial of Expedited Food Stamp Processing or Inability to Issue Food Stamp Benefits (<b>M-40k</b>) which informs the household that the FS benefit cannot be issued until the identity of the applicant is verified.</p>

<p><b>Issuance of FS benefits for households determined eligible for FS under the EFS processing criteria</b></p>	<p>If, based on the "I" eligibility interview and available verification, the household appears to meet all the standard FS eligibility factors and has verified the identity of the applicant, the FS 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"> <li>• 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 FS benefits from 10/10 through 10/31;</li> <li>• 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 FS benefits from 10/16 through 11/30.</li> </ul>
<p><b>Failure to submit pended verification as required</b></p>	<p>If the FS 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"> <li>• If the case is in <b>SI</b> status, activate the case and issue any missed benefits;</li> <li>• If the case is closed, reopen and issue any missed benefits.</li> </ul> <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 FS 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><b>Failure to comply with "I" eligibility interview requirement for households eligible for EFS processing</b></p>	<p>If the applicant fails to keep the scheduled "I" eligibility interview appointment, but makes himself/herself available for the "I" eligibility interview anytime within seven days after the day the application was filed, the "I" eligibility interview must be conducted at that point. In these instances the <b>day the applicant complies with the "I" eligibility interview must be clearly indicated in the electronic case record.</b></p> <p>If the applicant fails to make himself/herself available for the "I" eligibility interview within seven days following the filing of the application, the household will no longer be eligible for EFS processing. The application will then be processed according to the 30-days rule which requires the household to verify all eligibility before a FS processing benefit can be issued.</p>
<p><b>Applicant is ineligible for EFS processing and fails to keep scheduled "I" eligibility interview</b></p>	<p>FS case will remain in AP status until the 30th day of application at which time, if the household has not complied with the "I" eligibility interview, the application will be denied. After the application is denied, if the household still wants to receive FS benefits, the applicant must begin the application process again.</p>
<p><b>Applicant is ineligible for EFS processing and fails to submit pended verification</b></p>	<p>Applicant has an "I" eligibility interview and is required to return in 10 days with outstanding eligibility documents needed to verify his/her eligibility for FS.</p> <ul style="list-style-type: none"> <li>• If the applicant complies within 30 days of the application date, she/he is eligible to receive benefits retroactive to the day of application. In this instance, if FS case was closed, it must be reopened. A new application and "I" eligibility interview are not required;</li> <li>• If the applicant complies within 31 to 60 days of initial application date, then she/he is eligible to receive benefits from the first day of the month in which she/he complies. Neither a new application nor an "I" eligibility interview is required;</li> <li>• If the applicant complies after the 60th day of application, then she/he must begin the application process again by submitting a new application.</li> </ul>
<p><b>Incorrect initial determination of eligibility for EFS processing</b></p>	<p>If, at the initial screening, the Agency incorrectly determines the household is not qualified for EFS processing but subsequently discovers that the household was qualified for EFS processing, and is determined eligible for FS benefits, a FS benefit must be made available no later than five calendar days after the date it is discovered that the household qualified for EFS processing.</p>
<p><b>Successive receipt of FS benefits under the EFS processing criteria</b></p>	<p>A household which had verification pended previously so that FS benefits could be issued within EFS 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 FS benefits under the EFS processing criteria upon the filing of a new application. <b>However, before a benefit can be issued, eligibility for FS must be verified.</b> These households must verify eligibility within 10 days following the "I" 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 FS benefits will be issued until all information necessary to determine FS eligibility has been provided. If the household verifies eligibility within the specified period, a FS benefit must be made available as soon as possible but no later than five days after receipt of verification.</p>

**TA/FS DOCUMENTATION/VERIFICATION DESK GUIDE**

TA	FS	ELIGIBILITY FACTOR	PRIMARY	SECONDARY	TA	FS	ELIGIBILITY FACTOR	PRIMARY
M	M	<b>Identity</b>	Photo I.D. Driver's License US Passport Naturalization Certificate Hospital/Doctor's Records Adoption Papers	Statement from Another Person Social Security Number Birth/Baptismal Certificate	M	N	<b>Absent Parent Information</b>	Pay Stubs Tax Returns Social Security or VA Records Unemployment (UIB) Book ID Cards (Health Insurance) Driver's License or Registration
M	N	<b>Marital Status</b>	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 *	<b>Social Security Number</b>	Social Security Card Official Correspondence from SSA <b>For TA and FS</b> , provided or apply for # at certification; must verify at first recertification unless validated by WMS
M	M *	<b>Residence</b>	Statement from Landlord Current Rent Receipt or Lease Mortgage Records	Statement from Another Person Current Mail School Records	M	M *	<b>Citizenship and Alien Status</b>	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 <b>For TA and FS</b> , alien status is verified on an individual basis <b>For FS Only</b> , citizenship is verified only if questionable
M	M *	<b>Household Composition/ Size</b>	Statement from Non-relative Landlord	Statement from Other Persons	M	M *	<b>Earned Income</b>	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 *	<b>Age</b>	Birth Certificate Baptismal Certificate Hospital Records Adoption Records Naturalization Certificate Driver's License <b>For FS Only</b> , DOB can be Verified at Recertification	Insurance Policy Census Records School Records Statement from Another Person Physician Statement Official Correspondence from SSA	M	M *	<b>Unearned Income</b>	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	<b>Absent Parent</b>	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				

SAMPLE

**LEGEND:**

- M = Mandatory Documentation/Verification required for Certification
- N = No Documentation/Verification required
- O = Optional Documentation/Verification (may be necessary for TA and/or FSP eligibility or benefit amount.)
- \* = Verification can be pended under FSP Expedited Processing

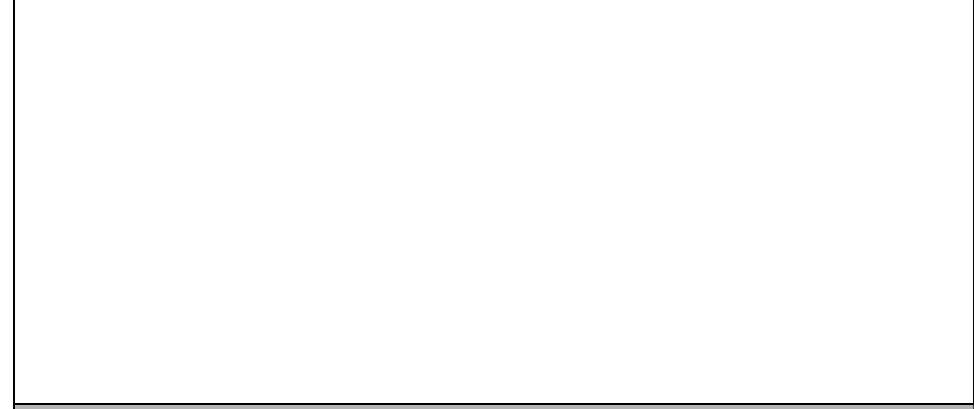
**TA/FS DOCUMENTATION/VERIFICATION DESK AID**

TA	FS	ELIGIBILITY FACTOR	PRIMARY
M	M *	<b>Resources</b>	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 *	<b>Health Insurance</b>	Insurance policy Insurance card Statement from provider of coverage Medicare card
M	O *	<b>Disabled/ Incapacitated/ Pregnant</b>	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
N	M *	<b>Able-Bodied Adult Without Dependents (ABAWD) Eligibility</b>	For non-waiver areas and non-exempt 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 *	<b>Referral</b>	Statement from provider of Treatment Statement from employment service
O	O *	<b>School Attendance</b>	School records (current report card) Statement from school For FS, affects work registration and earnings of children under 18

S.A.M.I.

**EXPENSES THAT MAY AFFECT ELIGIBILITY OR BENEFIT AMOUNT**

TA	FS	ELIGIBILITY FACTOR	PRIMARY
O	O *	<b>Shelter Expenses</b>	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 *	<b>Medical Bills</b>	Copies of medical bills (paid and unpaid) Provider Statement of Health Insurance premiums Medicare Prescription Drug Card For FS, for A/D individuals only
O	O *	<b>Unpaid Bills</b> Rent, Utility	Copy of each bill showing amount owed, period of services and provider
O	O *	<b>Other Expenses</b> <b>Dependent Care Cost</b>	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 and/or FSP eligibility or benefit amount.)  
 \* = Verification can be pended under FSP Expedited Processing

**FOOD STAMP APPLICATION EXPEDITED PROCESSING SUMMARY SHEET**

CASE NAME	CASE NUMBER	SCREENED BY	DATE APPLICATION FILED	MONTH	DAY	YEAR
			DATE OF SCREENING	MONTH	DAY	YEAR

**INSTRUCTIONS FOR COMPLETING THIS FORM**

1. Screen all applicants for expedited application processing, using the front of this form, 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 (on reverse) within five calendar days of application.
3. If Full Eligibility Interview determines Household eligible for Food Stamp Benefits:
  - Make benefits available to client within five calendar days after the date of application.
  - Send/Provide client with the CNS "Approval Notice" or manual "Action Taken Notice" within five calendar days after the application date.
  - Follow-up on all pended verification before issuance of on-going benefits beyond the initial expedited issuance period.
  - Determine if Household qualifies for Working Families Food Stamp Initiative (WFFSI).

**PART ONE – CHECK YES OR NO**

IS THE HOUSEHOLD ALREADY RECEIVING FOOD STAMP BENEFITS THIS MONTH?  
**NOTE:** IF "YES" IS CHECKED, BUT HOUSEHOLD ENTERED A DOMESTIC VIOLENCE SHELTER DURING THE MONTH OF APPLICATION, CONTINUE WITH PART TWO.

**YES** IF YES, HOUSEHOLD DOES **NOT QUALIFY** FOR EXPEDITED PROCESSING. COMPLETE PART FOUR.

**NO** IF NO, CONTINUE WITH PART TWO.

**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**

CHECK YES OR NO

DOES THE HOUSEHOLD HAVE \$100 OR LESS IN CASH, SAVINGS OR OTHER LIQUID RESOURCES, **AND** HAS THE HOUSEHOLD RECEIVED OR DOES IT EXPECT TO RECEIVE LESS THAN \$150 GROSS INCOME \*\* DURING THE MONTH OF APPLICATION?

**YES** IF YES, HOUSEHOLD **QUALIFIES** FOR EXPEDITED PROCESSING. COMPLETE PART FOUR.

**NO** IF NO, CONTINUE WITH SECTION B.

**SECTION B**

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?

Rent/Mortgage: \$ \_\_\_\_\_ Income: \$ \_\_\_\_\_  
 \*Heat/AC: \_\_\_\_\_ Resources: \_\_\_\_\_  
 \*Utilities: \_\_\_\_\_  
 \*Telephone: \_\_\_\_\_  
**Total Expenses: \$ \_\_\_\_\_ Totals: \_\_\_\_\_**

**YES** IF YES, HOUSEHOLD **QUALIFIES** FOR EXPEDITED PROCESSING. COMPLETE PART FOUR.

**NO** IF NO, HOUSEHOLD DOES **NOT QUALIFY** FOR EXPEDITED PROCESSING UNLESS QUALIFIED UNDER PART THREE. **GO TO PART THREE IF A MIGRANT/SEASONAL FARMWORKER OTHERWISE, COMPLETE PART FOUR.**

\* Use HT/AC Standard Utility Allowance (SUA) if household incurs costs, received HEAP this year, or anticipates receipt of HEAP.

**PART THREE – MIGRANT/SEASONAL FARM WORKER HOUSEHOLDS ONLY - CHECK YES OR NO**

A. IS THIS A HOUSEHOLD WITH NO MORE THAN \$100 IN LIQUID RESOURCES?  
 AND

B. THE ONLY INCOME FOR THE MONTH OF APPLICATION:  
 (1) WAS TERMINATED BEFORE APPLICATION?  
 OR  
 (2) IS NEW, AND NO MORE THAN \$25 GROSS INCOME WILL BE RECEIVED WITHIN TEN DAYS AFTER APPLICATION?

**YES**  **NO**  
 IF NO, HOUSEHOLD DOES **NOT QUALIFY** FOR EXPEDITED PROCESSING. COMPLETE PART FOUR.

**YES**  **NO CONTINUE WITH B2.**

**YES**  **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**

QUALIFIED FOR EXPEDITED APPLICATION PROCESSING. **CONDUCT A FULL ELIGIBILITY INTERVIEW AND COMPLETE PART FIVE**– VERIFICATION, DISPOSITION AND DATE OF INTERVIEW (ON REVERSE).

NOT QUALIFIED FOR EXPEDITED APPLICATION PROCESSING.

**NOTES:**



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

**VERIFICATION - CHECK YES OR NO**

<b>SECTION A</b>	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, FOOD STAMP BENEFITS CANNOT BE ISSUED UNTIL VERIFICATION OF IDENTITY IS PROVIDED. GO TO QUESTION 2.
	2. HAS HOUSEHOLD RECEIVED EXPEDITED PROCESSING OF FOOD STAMP BENEFITS IN THE PAST?	<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 PREVIOUSLY PENDED VERIFICATION ALREADY BEEN SUBMITTED, OR HAS THE HOUSEHOLD BEEN CERTIFIED FOR ONGOING FOOD STAMP BENEFITS UNDER NORMAL PROCESSING (NO PENDED VERIFICATION), SINCE THE LAST EXPEDITED PROCESSING?	<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, FOOD STAMP BENEFITS CANNOT BE ISSUED UNTIL ELIGIBILITY IS VERIFIED. ALLOW 10 DAYS FOR VERIFICATION TO BE SUBMITTED. DATE REQUESTED: _____ DATE SUBMITTED: _____

<b>SECTION B</b>	DATE OF ELIGIBILITY INTERVIEW: _____	WORKER NAME: _____	
	<p style="text-align: center;"><i>PLEASE COMPLETE FOR NON-CA FS HOUSEHOLDS ONLY</i></p> <p>1. IS ANY ADULT* (18 YEARS OF AGE OR OLDER) MEMBER OF YOUR HOUSEHOLD EITHER WORKING 30 OR MORE HOURS PER WEEK OR EARNING \$217.50 OR MORE PER WEEK?</p> <p style="text-align: center;">OR</p> <p>2. ARE ANY TWO (2) ADULT* MEMBERS OF YOUR HOUSEHOLD EACH EITHER WORKING 20 OR MORE HOURS PER WEEK OR EARNING \$145 OR MORE PER WEEK?</p> <p>* (Also Minor Heads of FS Household)</p>		<input type="checkbox"/> YES IF YES, HOUSEHOLD QUALIFIES FOR WFFSI.  <input type="checkbox"/> YES IF YES, HOUSEHOLD QUALIFIES FOR WFFSI.

**AGENCY DISPOSITION OF FOOD STAMP BENEFIT ELIGIBILITY - CHECK APPROPRIATE BOXES**

<b>SECTION C</b>	<input type="checkbox"/> ELIGIBLE <input type="checkbox"/> ELIGIBLE (Applied on or before 15 <sup>th</sup> of month; zero benefit due to proration) <input type="checkbox"/> ELIGIBLE (Applied after 15 <sup>th</sup> of month; zero first month's benefit due to proration; full second month's benefit) <input type="checkbox"/> ELIGIBLE (Applied after 15 <sup>th</sup> 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 FOOD STAMP BENEFIT ELIGIBILITY: _____

WORKER NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

### Notice of Denial of Expedited Food Stamp Service or Inability to Issue Food Stamp Benefits

The Agency's decision(s) regarding your application(s) is/are explained below next to the checked (☑) box(es).

- We have determined your household is not eligible for Expedited Food Stamp service because:
- You do not meet any of the following criteria for Expedited Food Stamp service:
    - Your household's total income for the month must be less than \$150 and total liquid resources must not exceed \$100; or
    - Your household's total expenses must be more than your total income and liquid resources; or
    - You are a destitute migrant or seasonal farm worker with no more than \$100 in liquid resources.
  - You failed to comply with an initial eligibility interview within seven days after filing of application.

Although you do not qualify for Expedited Food Stamp service, you may still be eligible for regular monthly Food Stamp benefits. A denial of Expedited Food Stamp service does not affect your eligibility for Food Stamp benefits. You will be notified in writing within 30 days of the date you filed your application about your eligibility.

- You will get regular Food Stamp benefits this month under Case Number \_\_\_\_\_.
- You are ineligible due to program rules:

The law(s) and/or regulation(s) allowing us to do this is/are: NYCRR § 387.8, § 387.9, § 387.14 and/or § 387.15.

- We have determined your household is eligible for Food Stamp Benefits under the Expedited Food Stamp service criteria. However, these benefits cannot be issued at this time because your identity cannot be verified. Benefits will be released when your identity is verified.
- We have determined your household is eligible for Food Stamp benefits under the Expedited Food Stamp service criteria. However, the last time we gave you Food Stamp benefits was on an expedited basis, pending outstanding documentation, which you failed to submit. As a result, these benefits cannot be issued to you until you submit all the outstanding documentation. When we receive the outstanding documentation, we will use that to determine your Food Stamp benefit amount and your benefits will be released at that time.

The law(s) and/or regulation(s) allowing us to do this is/are: NYCRR § 387.8 (3) and 7CFR 273.2 (i)(iv).

\_\_\_\_\_  
Authorized by

\_\_\_\_\_  
Date



Fecha: \_\_\_\_\_

Número del Caso: \_\_\_\_\_

Nombre del Caso: \_\_\_\_\_

### Aviso de Rechazo de Servicio Acelerado de Cupones para Alimentos o Incapacidad de Expedir Beneficios de Cupones para Alimentos

La(s) decisión(es) de esta Agencia con respecto a su(s) solicitud(es) se explica(n) más abajo junto a la(s) caja(s) marcada(s) (☑).

Hemos determinado que su hogar no tiene derecho a recibir servicio Acelerado de Cupones para Alimentos porque:

Usted no cumple ninguno de los siguientes requisitos para servicio Acelerado de Cupones para Alimentos:

- El ingreso mensual total de su hogar tiene que ser menos de \$150 y sus recursos monetarios disponibles no deben sobrepasar los \$100; o
- El total de los gastos de su hogar tiene que ser más que su ingreso total y recursos líquidos; o
- Usted es un trabajador itinerante o agrícola temporal que no posee más de \$100 en recursos líquidos.

Usted no cumplió con la entrevista inicial de elegibilidad dentro de siete días tras haber presentado solicitud.

Aunque usted no cumple los requisitos para recibir servicio Acelerado de Cupones para Alimentos, puede que sí tenga derecho a beneficios normales y mensuales de Cupones para Alimentos. El rechazo de servicio Acelerado no afecta su derecho a beneficios de Cupones para Alimentos. Se le notificará por escrito con respecto a su elegibilidad dentro de 30 días a partir de la fecha en que usted presentó su solicitud.

Usted recibirá beneficios normales de Cupones para Alimentos este mes bajo el Núm. de Caso \_\_\_\_\_.

Usted es inelegible debido a las reglas del programa:

La(s) disposición(es) legal(es) y reglamentaria(s) que nos permiten obrar de tal forma es/son: NYCRR § 387.8, §387.9, § 387.14 and/or § 387.15.

Hemos determinado que su hogar cumple los requisitos para el Servicio Acelerado de Cupones para Alimentos. Sin embargo, actualmente estos beneficios no se pueden expedir porque su identidad aún no ha sido comprobada. Una vez se compruebe su identidad, los beneficios serán expedidos.

Hemos determinado que su hogar cumple los requisitos para el servicio Acelerado de Cupones para Alimentos. Sin embargo, en el último servicio Acelerado de Cupones para Alimentos, usted no presentó la documentación solicitada. Por consiguiente, los beneficios en cuestión no pueden expedirse hasta que usted presente dicha documentación. Al recibirla, esta documentación nos servirá para determinar la cantidad de beneficios de Cupones para Alimentos que le corresponde. Luego procederemos a expedir dichos beneficios.

La(s) disposición(es) legal(es) y reglamentaria(s) que nos permiten obrar de tal forma es/son: NYCRR § 387.8 (3) and 7CFR 273.2 (i)(iv).

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Autorizado por

\_\_\_\_\_  
Fecha