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Number: APD-AR-16-048
Issue date: 7/7/2016
Topic: Food Benefits

Due date:
Subject: 24 month SNAP certification

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

Effective July 7, 2016, APD/AAA branches will have the ability to set up a 24 month certification for SNAP households who meet the NED criteria (all HH members are persons with a disability or over 60 years old, with no earned income). The 24 month SNAP certification has been piloted in specific APD/AAA branches for the past two years, and is ready for state-wide roll out. Branches may begin using the 24 month certification for eligible SNAP recipients beginning August 1, 2016 for certifications or re-certifications.

Clients should be reviewed for 24 month certification when they come up for redetermination. Some pilot offices chose to convert only half of eligible clients each of the first 12 months, in order to stagger the redetermination dates over a 24 month period.

Branches should determine eligibility for SNAP using their normal branch procedures. SNAP eligible clients who meet NED criteria may be certified for 24 months. If the client is eligible for 24 month cert, use the following process when the SNAP case is certified or recertified:

1. Enroll the client in SRS using **24A** and **NED HH** types on FSUP for the initial certification.
2. Enter a 24 month certification period in ACCESS, in the Foodstamps tab in

ACCESS.

Case Overview	Medical Assistance	Foodstamps	
Food Stamp Detail			
Nmbr in HH:	1	Med Case Nmbr:	
FS Filing Date:	7/12/16	Cert End Date:	7/31/18

This step is critically important as the View Direct reports do not differentiate between mid-cert clients and regular cert clients.

Branches will want to use ACCESS reports to identify clients who are in the 24 month certification process. Branches should run two ACCESS 'Redetermination Due Reports' monthly. One report should pull up SNAP cases needing redeterminations in the current month and another should pull up those needing redeterminations in 24 months. For example, for August SNAP renewals, a list for 8/2016 and one for 8/2017 should be pulled. The 8/2016 list identifies those needing redeterminations and the 8/2017 list identifies those who are due for mid-cert review.

For the first twelve months after implementation of this state wide roll out, the only branches that will need to run the 24 month Redetermination Due Report, are the branches that have already been in the pilot and have clients who have already served 12 months of their 24 month certification. However, best practice would be for branches who are just starting this process, to do a quick QA review. They should check for case transfers from pilot offices that may have a mid-certification due.

All clients who are in the 24 month certification period will receive a system generated mid-certification notice in the 11th month of their certification period. ([copy of notice](#)) This notice will advise them to contact the branch to answer specific mid cert questions. These questions determine whether the client may continue for the remainder of the 24 month certification, or if their case needs to be closed or needs to be reduced to a 12 month certification. The 4 criteria that need addressed are:

- Income verification
- Verification of out of pocket medical expenses
- Shelter costs (Accept statement unless questionable)
- Utility costs (Accept statement unless questionable)

Some offices have chosen to contact these clients prior to the mid certification letter

being sent out. In order to identify the mid cert clients who will need to be contacted, branches can print out the following View Direct Reports:

- PA:SJM4355R-C
- NA:SJM4355R-A

These lists can be sorted by branch and worker.

Mid Certification process: (Unless you are in a pilot area, these processes will not be in effect until 2017)

Month 11 of 24 month SNAP certification:

- If your office chooses to contact clients by phone prior to mid cert notice being sent out, call client immediately **after** 10 day notice deadline of month 11. If clients are contacted prior to 10 day notice deadline of month 11, and report information that will reduce benefits, action must be taken on the case for month 12.

Month 12 of the 24 month SNAP certification:

If client contacts branch **prior** to 10 day deadline:

- If client continues to meet SNAP NED criteria, update FSMIS with HH type, **24B** and **NED**. Extend Cert end to 24th month. Narrate in ACCESS.
- If client is no longer SNAP eligible send timely closure notice.
- If client is SNAP eligible but no longer NED eligible they will need a new application.
 - Process new application for 12 month certification
 - Remove NED and 24A
 - Certification notice will be auto-generated and serves as timely notice of reduction if processed prior to 10 day deadline.

If client contacts branch **after** 10 day deadline:

- If information received results in a reduction or closure of SNAP benefits:
 - Recertify the case for the next 12 month period using the same information from the 12th month, so that the 13th month benefits do not decrease. Use HH type **24B** and **NED**
 - If the case is still eligible for the additional 12 months of the certification, but there is a reduction in benefits.
 - In 13th month update the case with correct information

- to reduce the benefits for the 14th month
 - Send timely reduction notice
 - Narrate in ACCESS
 - Update ACCESS FS tab
 - If case is to be closed.
 - End benefits for the end of the 13th month
 - Send timely closing notice
 - Narrate in ACCESS
- If information received results in same benefit or increased benefit and client continues to meet NED criteria:
 - Update FSMIS with HH type **24B** and **NED**
 - Extend cert end to 24th month on FSMIS
 - Narrate in ACCESS
 - Update ACCESS FS tab

Month 13 of the 24 month SNAP certification:

If client does not contact the branch by last day of the 12th month, the system will send a closing notice to the client and the client will need to re-apply for SNAP benefits.

Note: 24 month cert cases do not need to be offered voter registration information at mid-cert unless a new person over 17 years old has been added to the case.

Reason for action: Statewide implementation of 24 month SNAP certification for APD/AAA NED clients.

Field/stakeholder review: Yes No

If yes, reviewed by: OPS/SNAP policy

If you have any questions about this action request, contact:

Contact(s):	SNAP Policy Analysts Lauren Mitchell- APD Field Services		
Phone:	Contact SNAP analysts directly Lauren: 503-945-6479	Fax:	Email SNAP Policy Box Lauren: 503-373-7823
Email:	SNAP Policy Box Lauren.e.mitchell@state.or.us		