1018 ADDITIONAL CERTIFICATION FUNCTIONS

1018.05 CHANGES DURING THE CERTIFICATION PERIOD

REV:07/2009

For reporting changes during a SNAP household's certification period, there are two (2) classifications. A household is either a "change reporter" or a "simplified reporter". A household that is designated as a "change reporter" must report any change in circumstances, income, resources, and expenses which occur during their certification period within ten (10) days of the change. A "simplified reporter" household must submit an Interim Report Form in its sixth (6th) month of certification. With the exception of the interim report, a simplified reporting household's sole reporting requirement is to report changes in income which bring the household's gross income in excess of the one hundred thirty percent (130%) Gross Income Eligibility Standard for that size household.

The responsibilities of households and agency representatives are discussed in Sections 1018.05.05 and 1018.05.10.

1018.05.05 Responsibilities of Households

REV:07/2009

Certain Supplemental Nutrition Assistance Program (SNAP) households are considered change reporters and are required to report changes within ten (10) days of the date the changes become known to the household as outlined in Section 1018.05.05.02.

The following types of households are change reporters:

- Households with no earned income and in which all members are elderly or disabled; and
- Households which include migrant and seasonal farmworkers.

All other SNAP households are considered Simplified Reporters and are subject to Simplified Reporting and Interim reporting requirements.

These households are required to submit an Interim report at six (6) months. With the exception of the Interim report, simplified reporters are only required to report when their gross monthly income exceeds the one hundred thirty percent (130%) Gross Income Eligibility Standard for their household size during the certification period.

Policy and procedures for Simplified Reporting (SR) households are outlined in Section 1018.05.05.03.

How Changes are Reported

The change may be reported in person, by telephone, or by mail, using the Change Report Form. For Change Reporters, the ten (10) day period begins with the date the change becomes known to the household.
When Changes are Reported

An applicant household must report all factors related to its SNAP eligibility and benefits at the certification interview.

Changes, as noted above, which occur after the interview but before the date of the notice of eligibility, must be reported by the household within ten (10) days of the date of the notice.

1018.05.05.02 Change Reporting Household Requirements

REV:05/2010

Households subject to change reporting (CR) are required to report the following changes in circumstances within ten (10) days of becoming aware of the change in accordance with Section 1018.05.05.

* Changes in sources of income, including starting or stopping a job or changing jobs, if the change in employment is accompanied by a change in income;

* Changes in the amount of gross monthly earned income of more than one hundred dollars ($100) from the amount last used to calculate the household's allotment;

* Changes in the amount of unearned income of more than fifty dollars ($50), except for a change in RIW or GPA cash assistance;

* All changes in household composition, such as the addition or loss of a household member;

* Changes in residence and the resulting change in shelter costs;

* Acquisition of a licensed vehicle not excluded under Section 1006.15;

* When cash on hand, stocks, bonds, and money in a bank account or savings institution reach or exceed a total of two thousand dollars ($2,000), three thousand dollars $3,000 for households that consist of, or include a member who is age sixty (60) or over. RIW/SNAP change reporting households must report changes in assets when they exceed the RIW resource limit of one thousand dollars ($1,000).

* Changes in the legal obligation to pay child support.

1018.05.05.03 Simplified Reporting Household Requirements

REV:05/2010

Households subject to Simplified Reporting (SR) are required to submit an Interim Report at six months. With the exception of the Interim Report, these households are required to report only when their monthly income exceeds the SNAP Gross Income Eligibility Standard for their household size. No other change reporting is required during the certification period. If a household has an increase in its income, it must determine its total gross income at the end of the month. If the

total gross income exceeds the household's SNAP Gross Income Eligibility Standard, the household must report the change within ten (10) days after the end of the month in which its income increased.

1018.05.05.05 Failure to Report Changes

REV:12/2004

If the agency representative discovers that the household failed to report a change as required by Section 1018.05.05.02 or 1018.05.05.03, as appropriate, and as a result, received benefits to which it was not entitled, the agency representative refers a claim of overissuance against the household in accordance with Section 1022. Individuals are not terminated for failing to report a change, unless the individual is disqualified in accordance with the intentional program violation disqualification procedures specified in Section 1034.

1018.05.10 Responsibilities of the Agency

REV:12/2004

The agency representative does not impose any SNAP reporting requirements on households except as outlined in Section 1018.05.05. Nor does the agency representative treat the submission of the report of change as a waiver of the household's right to a notice of adverse action.

For households comprised entirely of elderly and/or disabled members, the agency representative will send the household a Mid-Certification Reminder Letter on or about the 15th day of the twelfth month of its certification (see Sec. 1012.10.15.30). The letter reminds the household of its responsibility to report any changes as described in Section 1018.05.05 within ten (10) days and gives the name, office address, and telephone number of the agency representative to contact if such a change occurs.

The agency representative is required to hand a Change Report Form (RIFS-200) to change reporting (CR) households, at both the time of the certification interview, and at the time of the recertification interview. The agency representative is required to mail a form to a change reporting household whenever a Change Report Form is received in the mail from the household. (A change reporting household must be in possession of a Change Report Form at all times.) Although change reporting households should be encouraged to complete and return the Change Report Form when a change is being reported, changes reported over the telephone or in person by the household are acted on in the same manner as those reported on the Change Report Form.

1018.05.10.05 Interim Report Procedures

REV:10/2011

All SNAP households are subject to Interim reporting requirements, with the exception of the following households:

- Households with no earnings and in which all members are elderly or disabled; and
- Households which include migrant and seasonal

farmworkers.

Household composition and financial circumstances at the time of application will be the basis of the SNAP benefit amount for the first half of the certification period unless the household reports a change during the certification period before the Interim Report period. The household composition and financial circumstances reported on the Interim Report will be the basis of the SNAP benefit amount for the remainder of the certification period unless the household reports additional changes following the filing of the Interim Report.

Household Responsibilities

In the fifth (15th) month of certification, households subject to interim reporting will receive an Interim Report Form in the mail. Households must complete the form in its entirety and mail the form along with the required verifications back to the agency by the fifth (5th) day of the sixth (6th) month of certification.

Any responsible household member or authorized representative may complete the Interim Report. At the household's request, the agency can provide assistance to the household in completing the report. A household that submits an Interim Report by the fifth (5th) day of the sixth month of the certification period is considered to have made timely report. Failure to return the Interim Report Form will result in closure of SNAP benefits.

NOTE: An application (SNAP or combined application with SNAP-related questions completed) can be accepted in lieu of an Interim Report Form if it is received in the month the Interim Report is due, or the following month. If an application in lieu of an Interim Report is used to reinstate benefits, an interview is not required, and all verification rules applicable to Interim Report processing instead of application processing apply.

Agency Responsibilities

Upon receipt of an interim report, the worker reviews the report; determines if any additional information is needed; contacts the household as needed to obtain further information or verification (giving the household at least ten (10) days to provide information); and determines eligibility and benefits for the remainder of the certification period.

If a household fails to return the Interim Report Form by the fifth (5th) day of the sixth (6th) month of the certification period, the agency must send a warning notice to the household. The household will have ten (10) days from the mail date to return the Interim Report Form, along with all of the necessary verifications or the case will auto-close by the end of the sixth (6th) month of the household's certification period.

The agency must assess the returned Interim Report Form for completeness (including the necessary verifications). If the Interim Report is incomplete or lacks required verifications of reported changes, the agency must send a request for documentation (RDOC) and the original Interim Report form back to the household. The household

will have ten (10) days to supply the missing information, verification, or to complete the form.

An Interim Report form is incomplete if:

* The case name, head of household, responsible household member or authorized representative has not signed the form;
* The household fails to submit verification of changes in earned income, changes in unearned income, or residency; or
* The household fails to provide information needed to determine eligibility or benefit level.

Note: If a household marks "no change" on the Interim Report Form, the report should not be considered incomplete.

Reinstatement of Benefits

If an eligible household files a complete interim report after the case has been closed, but before the end of the report month (month in which the report is due), the agency shall reopen the case without requiring the household to file an application and shall approve benefits no later than ten (10) days after the household normally receives benefits.

If a household files a complete interim report after the end of the report month but before the end of the month following the month in which it was due, and provides all of the required information and/or verification, the agency shall reinstate assistance and, if otherwise eligible, approve benefits within thirty (30) days from the date the interim report is received. Benefits for the month shall be prorated from the date the household addresses the circumstances that resulted in its closure, and the household shall not be required to file a new application.

1018.05.10.10 Interim Report Verification Requirements

REV:10/2010

In order to determine eligibility for the second half of the household's certification period, the household must supply verification of certain eligibility factors. The household must provide the following information:

* Changes of more than fifty dollars ($50) in unearned income (excluding changes in public assistance or general assistance programs when jointly processed with SNAP cases);
* Changes in the source of income;
* Changes in either:
  - o The wage rate, salary, or full-time or part-time employment status; or
  - o The monthly earned income if more than one hundred dollars ($100) difference from the amount used to calculate benefits
* Changes in household composition;
* Changes in residence and resulting changes in shelter costs;
* Acquisition of a non-excludable vehicle;
* Resources that reach or exceed $2,000 ($3,000 if a

household includes a member who is age 60 or over, or is disabled); and
* Changes in legally obligated child support payments

If verification of changes in earned or unearned income is not provided, benefits shall be terminated. If the household fails to provide sufficient information or verification regarding a deductible expense (dependent care, shelter, medical or child support expenses) the following applies:

* An RDOC is issued requesting the missing documentation and
  - o If client does not respond within the 10 day timeframe with required documentation to support the change, the case continues to be processed.
  - o If there is an existing verified deduction in the case record for the certification period under review, the agency uses such verified deduction in the calculation of benefits for reported increases that are not verified.
  - o Reports of a decrease in a deductible expense can be changed without verification by the client..
  - O If this occurs, the household must be notified that a deduction or deductions were not allowed since verification was not provided, and that benefits will be redetermined if the verification is subsequently provided.

1018.05.15 Action on Changes

REV:12/2004

The agency representative informs the household of its reporting requirements and responsibilities within the required time period. The agency is required to take prompt action on all changes of which it becomes aware to determine if the change affects the household's eligibility or allotment. Exception: during the certification period, the agency representative shall not act on changes in the medical expenses of households eligible for the medical expense deduction if the information comes from a source other than the household and which, in order to take action, require the worker to contact the household for verification. The worker shall act on those changes that s/he learns about from a source other than the household if those changes are verified upon receipt and do not necessitate contact with the household. Even if there is no change in the allotment, the agency representative documents the reported change in the case record, hands or mails another Change Report Form to the household, and notifies the household of the receipt of the Change Report Form. If the reported change affects the household's eligibility or allotment, the adjustment is also reported to the household. The agency representative also advises the household of additional verification requirements, if any, and informs it that failure to provide verification results in increased benefits reverting to the original allotment.

Whenever a change in household composition occurs, i.e., an individual added to the household, the agency representative must check to ensure against duplicate participation by the individual, refer to Section 1002.10.35.

The agency representative documents the date a change is reported, which is computed from the postmark of the Change Report Form, plus two

(2) days mailing time, or whenever the change was actually received by the agency, whichever is earlier.

Restoration of lost benefits is provided to any household if the agency representative fails to take action on a change which increases benefits within the specified time limits.

1018.05.20 Date of Changes Resulting in an Increase

REV:01/2002

For changes which result in an increase in a household's benefits due to the addition of a new household member who is not a member of another certified household, or due to a decrease of fifty dollars ($50) or more in the household's gross monthly income, the agency representative makes the changes effective no later than the first allotment issued ten (10) days after the date the change was reported. However, in no event must these changes take effect any later than the month following the month in which the change is reported. Therefore, if the change is reported after the twentieth (20th) of a month, and it is too late for the agency representative to adjust the following month's allotment, the agency representative must approve a supplement for the household to obtain the increase in benefits by the tenth (10th) day of the following month, or the household's normal issuance cycle in that month, whichever is later.

1018.05.25 Changes Not Requiring Supplemental Allotment

REV:07/1986

For changes which result in an increase in a household's benefits and do not require the issuance of a supplementary ATP card as required in Section 1018.05.20., the agency representative makes the change effective no later than with the first allotment issued ten (10) days after the date the change was reported to the agency.

1018.05.30 Changes Which Reduce Benefits

REV:07/1986

If the household's benefit level decreases or the household becomes ineligible as a result of the change, the agency must issue a notice of adverse action within ten (10) days of the date the change was reported unless one of the exemptions to the notice of adverse action in Section 1018.10.15 applies. When a notice of adverse action is used, the decrease in the benefit level must be made effective no later than the allotment for the month following the month in which the notice of adverse action period has expired, provided a fair hearing and continuation of benefits have not been requested. When a notice of adverse action is not used because one of the exemptions in Section 1018.10.15 applies, the decrease must be made effective no later than the month following the change. Verification which is required by Section 1002.60 must be obtained prior to recertification.

1018.05.35 Mass Changes

REV:01/2002

Certain changes are initiated by the State or Federal government which may affect the entire caseload or significant portions of the caseload. These changes include adjustments to the income eligibility standards, the shelter and dependent care deductions, the Maximum SNAP Allotments, and the standard deduction; annual and seasonal adjustments to the state's utility standards; periodic cost-of-living adjustments to Retirement, Survivors, and Disability Insurance (RSDI), Supplemental Security Income (SSI), and other Federal benefits; adjustments to RIW or General Public Assistance (GPA) payments; and other changes in the eligibility criteria based on legislative or regulatory actions.

1018.05.35.05 Federal SNAP Changes

REV:10/1989

These include Federal adjustments to eligibility standards, allotments and deductions, and State adjustments to utility standards. These adjustments must go into effect for all households at a specific point in time. Adjustments in the Maximum SNAP Allotments must be effective in accordance with dates listed in Section 1038.40.05. An adjustment in the shelter and dependent care deductions, the standard deduction and the eligibility standards must be effective in accordance with dates listed in Sections 1008.20.05 and 1008.20.25.

Although a notice of adverse action is not required, an individual notice to households of these changes is sent. Prior publicity of adjustments is made:

* Through the news media;
* By placing posters in certification offices, issuance locations or other sites frequented by certified households; or
* By issuing general notices mailed to households.

1018.05.35.10 Mass Changes in Public Assistance

REV:01/2002

When there is an overall adjustment to public assistance payments, RIW or GPA, corresponding adjustments in the household's SNAP benefits are handled as a mass change.

When the agency has at least thirty (30) days advance knowledge of the amount of the RIW and/or GPA adjustment, the agency makes the change in benefits effective in the same month as the RIW and/or GPA change. If the agency does not have sufficient notice, the SNAP change is effective no later than the month following the month the RIW and/or GPA change was made.

A notice of adverse action is not required when a household's SNAP benefits are reduced or terminated as a result of a mass change in the RIW and/or GPA grant. However, an individual notice is sent to the household informing them of the change. If a household requests a hearing, benefits are continued at the former level only if the issue being appealed is that SNAP eligibility or benefits were improperly computed.

1018.05.35.15 Mass Changes in Federal Benefits

REV:07/1999

The agency must establish procedures for making mass changes to reflect cost-of-living adjustments (COLAs) in benefits and any other mass changes under RSDI, SSI, and other programs such as veteran's assistance under Title 38 of the United States Code and the Black Lung Program, where information on COLAs is readily available and is applicable to all or a significant number of those programs' beneficiaries. Households are not responsible for reporting changes in COLAs. The agency is responsible for automatically adjusting a household's SNAP benefit level.

The change is reflected no later than the second allotment issued to households issued after the month in which the change becomes effective.

1018.05.40 Notice for Mass Changes

REV:07/1986

When the agency makes a mass change in SNAP eligibility or benefits by simultaneously converting the caseload or that portion of the caseload which is affected, or by conducting individual desk reviews in place of a mass change, it must notify all households whose benefits are reduced or terminated in accordance with the requirements of this paragraph, except for mass changes made under Section 1018.05.35.05.

At a minimum, the agency must inform the household of:

* The general nature of the change;
* An example of the effect of the change on a household's allotment;
* The month in which the change takes effect;
* The household's right to a fair hearing;
* The household's right to continue benefits and under what circumstances benefits are continued pending a fair hearing;
* General information on whom to contact for additional information; and
* The liability the household will incur for any overissued benefits if the fair hearing decision is adverse.

The agency must notify the household of the mass change or the result of the desk review on the date the household is scheduled to receive the allotment which has been changed.

The agency must notify the household of the mass change as much before the household's scheduled issuance date as reasonably possible, although the notice need not be given any earlier than the time required for advance notice of adverse action.

The household is entitled to request a fair hearing when it is aggrieved by the mass change. A household which requests a fair hearing due to a mass change is entitled to continued benefits at its previous level only if the household meets three criteria:

* The household does not specifically waive its right to a continuation of benefits;
* The household requests a fair hearing in accordance with Section 1032; and
* The household's fair hearing is based upon improper computation of SNAP eligibility or benefits, or upon misapplication or misinterpretation of Federal law or regulation.

1018.10 NOTICE OF ADVERSE ACTION

REV:07/1986

Prior to any action to reduce or terminate a household's benefits within the certification period, the agency representative must, except as provided in Section 1018.10.15., provide the household timely and adequate advance notice before the adverse action is taken.

1018.10.05 Adequate Notice of Adverse Action

REV:07/1986

The notice of adverse action is considered adequate if it explains in easily understandable language:

* the proposed action;
* the reason for the proposed action;
* the household's right to request a fair hearing;
* the telephone number to contact for additional information;
* the availability of continued benefits;
* the liability of the household for any overissuance received while awaiting a fair hearing decision if such decision is adverse to the household; and,
* the availability of free legal representation.

1018.10.10 Timely Notice of Adverse Action

REV:07/1986

The notice of adverse action is considered timely if the advance notice period conforms to the adequate notice period of the public assistance caseload, provided that the period includes at least ten (10) days from the date the notice is mailed to the date upon which the action becomes effective. Also, if the adverse notice period ends on a weekend or holiday, and a request for a fair hearing and continuation of benefits is received the day after the weekend or holiday, the request must be considered timely received.

1018.10.10.05 Exception to the Timely Notice Requirement

REV:07/1986

The agency representative may notify a household that its benefits will be reduced or terminated, no later than the date the household receives, or would have received, its allotment, if the following conditions are met:

* The household reports the information which results in the reduction or termination;

* The reported information is in writing and signed by the household;
* Based solely upon the household's written information, the agency representative can determine the household's allotment or ineligibility;
* The household retains its right to a fair hearing.
* The household retains its right to continued benefits by requesting a fair hearing within the time period provided by the notice of adverse action.
* The agency representative continues or reinstates the household's previous benefit level, if required, within five (5) working days of the household's request for a fair hearing.

1018.10.15 Exemptions from Notice Requirements

REV:01/2002

Individual notices of adverse action are not provided in the following situations:

* **Mass Change**
  The state initiates a mass change as described in Section 1018.05.35.

* **Notice of Death**
  The agency representative determines, based on reliable information, that all members of a household have died.

* **Move from Project Area**
  The agency representative determines, based on reliable information, that the household has moved from the state.

* **Completion of Restoration of Lost Benefits**
  The household has been receiving an increased allotment to restore lost benefits, the restoration is complete, and the household was previously notified, in writing, when the increased allotment would terminate.

* **Anticipated Changes in the Monthly Allotment**
  The household's allotment varies from month to month within the certification period to take into account changes which were anticipated at the time of certification, and the household was so notified at the time of certification.

* **Benefit Reduction Upon Approval of the Household's RIW/GPA Application**
  The household jointly applied for RIW/GPA and SNAP benefits and has been receiving SNAP benefits pending the approval of the RIW/GPA grant and was notified at the time of certification that SNAP benefits would be reduced upon approval of the RIW/GPA grant.

* **Disqualification for Intentional Program Violation**
  A household member is disqualified for intentional program violation, in accordance with Section 1034 or the benefits of the remaining household members are reduced or terminated

to reflect the disqualification of that household member. The notice requirements for individuals or households affected by intentional program violation disqualifications are explained in Section 1034.

* **Household's Failure to Verify a Reported Change**
  The household does not provide verification of a reported change within the specified time period, and as a result the household's benefits revert to the benefit level existing prior to the reported change, and the agency representative had previously advised the household of its responsibilities to verify reported changes.

* **Conversion from Cash/SNAP Repayment to Benefit Reduction**
  Converting a household from cash and/or SNAP repayment to benefit reduction as a result of failure to make agreed-upon repayment, as discussed in Section 1024.

* **Resident of Drug/Alcoholic Treatment Center or Group Living Arrangement**
  The agency is terminating the eligibility of a resident of a drug or alcoholic treatment center or a group living arrangement if the facility loses either its certification from the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) or has its status as an authorized representative suspended due to disqualification as a retailer by FNS. However, residents of group living arrangements applying on their own behalf are still eligible to participate.

* **Household Request**
  The household voluntarily requests, in writing or in the presence of an agency representative, that its participation be terminated. If the household does not provide a written request, the agency must send the household a letter confirming the voluntary withdrawal. Written confirmation not entail the same rights as a notice of adverse action except that the household may request a fair hearing.

* **Household Not Residing in the State**
  The agency determines, based on reliable information, that the household will not be residing in the project area and, therefore, will be unable to obtain its next allotment. The agency must inform the household of its termination no later than its next scheduled issuance date. While the agency may inform the household before its next issuance date, the agency must not delay terminating the household's participation in order to provide advance notice.

1018.10.20 Continued Benefits Pending Hearing Decision

REV:07/1986

If a household requests a hearing and continuation of benefits within the advance adverse notice period, and its certification period has not expired, the household's participation in the program is continued on the basis authorized immediately prior to the notice of adverse action,

unless the household specifically waives continuation of benefits. If a hearing request is not made within the period provided by notice of adverse action, benefits are reduced or terminated as provided in the notice. However, if the household establishes that its failure to make the request within the advance notice period was for good cause, the agency representative provides for reinstatement of benefits on the prior basis. When benefits are reduced or terminated due to mass change, participation on the prior basis is reinstated only if the issue being contested is that SNAP eligibility or benefits were improperly computed, or that a federal law or regulation is being misapplied or misinterpreted by the agency representative.

1018.10.20.05 Changes in Benefits Before Hearing Decision

REV:07/1986

Once continued or reinstated, benefits are not reduced or terminated prior to the receipt of the official hearing decision unless:

* the certification period expires. The household may reapply and may be determined eligible for a new certification period with a benefit amount as determined by the agency representative pending the hearing official's decision on the disputed action;

* the hearing official makes a preliminary determination, in writing and at the hearing, that the sole issue is one of federal law or regulation and that the household's claim that the agency improperly computed the benefits or misinterpreted or misapplied such law or regulation is invalid;

* a change affecting the household's eligibility or basis of issuance occurs while the hearing decision is pending and the household fails to request a hearing after the subsequent notice of adverse action; or

* a mass change affecting the household's eligibility or basis of issuance occurs while the hearing decision is pending.

The agency promptly informs the household, in writing, if benefits are reduced or terminated pending the hearing decision.

1018.15 RECERTIFICATION

REV:01/2002

The agency must complete the recertification process if the household meets all requirements and finishes the necessary processing steps, and approve or deny timely applications for recertification prior to the end of the household's current certification period. In addition, any eligible household must be provided an opportunity to participate by its normal issuance cycle in the month following the end of its current certification period.

However, the household loses its right to uninterrupted benefits for failure either to participate in any interview scheduled on or after

the deadline for timely filing of the application for recertification or to submit all necessary verification within the timeframe established by the agency as long as the timeframe elapses after the deadline for filing a timely application for recertification. Although a household loses its right to uninterrupted benefits for such failures, the household must not be denied at that time, unless it refused to cooperate or the certification period has lapsed. If the household loses its right to uninterrupted benefits due to such failures but is otherwise eligible after correcting such failures, the agency must, at a minimum, provide benefits within thirty (30) days after the date the application was filed. In addition, the agency may, at its option, either provide benefits by the household's next normal issuance date or provide uninterrupted benefits to a household determined eligible despite such failures.

Denials, including those for failure to complete the interview or provide missing verification, must be completed either by the end of the current certification period or within thirty (30) days after the date the application was filed as long as the household has had adequate time for providing the missing verification

The agency must not continue benefits to the household beyond the end of the certification period unless the household has been recertified. The joint processing requirements in Section 1016.30, for RIW and GPA households continue to apply to applications for recertification.

1018.15.05 Notice of Expiration of Certification

REV:01/2002

The agency must provide each household with a notice of expiration at the end of its certification prior to the start of the last month of the household's certification period. RIW and GPA households whose applications were jointly processed for SNAP benefits and RIW or GPA benefits in accordance with Section 1016.30 need not receive a notice of expiration if they are recertified for SNAP at the same time as their RIW or GPA redetermination.

1018.15.10 Receipt of the Notice by the Household

REV:10/2010

If it is impossible for the agency representative to provide the notice of expiration by the first day of the last month of the household's certification period because the household is certified for one (1) month, or because the household was initially certified for two (2) months during the second (2nd) month of certification, the notice of expiration is provided at the time of certification. The household is given fifteen (15) days to make timely re-application.

For all other NPA households, a Notice of Expiration is sent in sufficient time to enable the household to have at least fifteen (15) days from the date the notice is received to submit a timely application. A household which submits an identifiable application by the fifteenth (15th) day of the last month of the certification period is considered to have made timely application for recertification.

In cases of dispute relative to the receipt of the Notice of Expiration, the household is given an opportunity to demonstrate that the notice of expiration was not, in fact, received in a timely manner. In determining whether adequate time has been permitted, the agency representative considers the postmark on the notice plus two (2) days mailing time.

For households consisting of applicants or recipients of SSI who apply at Social Security Administration offices in accordance with Section 1016.35, an application is considered filed when the signed application is received by the SSA.

1018.15.15 Recertification Interview

REV:08/2009

Any household receiving a notice of expiration must participate in an interview scheduled by the agency on or after the date the application is timely filed in order to retain its right to uninterrupted benefits. The agency may schedule the interview prior to the date the application is timely filed, provided the household is not denied at that time for failing to participate in the interview. The agency must schedule the interview on or after the date the application was timely filed if the interview has not been previously scheduled, or the household failed to participate in an interview scheduled prior to that time and has requested another interview. If the household does not avail itself for any interview scheduled in accordance with this section, the agency need not initiate any further action.

1018.15.20 Provision of Uninterrupted Benefits

REV:07/2009

The agency must act to provide uninterrupted benefits to any household determined eligible after the household has timely filed an application, attended an interview in accordance with the requirements in this section, and submitted all necessary verification. The agency must take action to provide uninterrupted benefits within the following time standards even if, to meet these standards, the agency must provide an opportunity to participate outside the normal issuance cycle.

Households Certified for One Month
Households that were certified for one (1) month or certified for two (2) months in the second month of the certification period and have met all required application procedures are notified of their eligibility or ineligibility and, if eligible, be provided an opportunity to participate no later than thirty (30) calendar days after the date the household had an opportunity to obtain its last allotment.

Households Certified Twelve Months or Longer
For all other households that have met all the required application procedures, the agency must approve or deny the application and notify the household of its determination by the end of the current recertification period. In addition, for households determined eligible, the agency must provide an opportunity to participate by the household's normal issuance cycle in the month following the end of its

current certification period. Any household not determined eligible in sufficient time to provide for issuance in that timeframe due to a time period allowed for submitting any missing verification must receive an opportunity to participate, if eligible, within five (5) working days after the household supplies the missing verification. A households that has timely submitted an application for recertification or Interim Report Form but, due to agency error, is not determined eligible in sufficient time to provide for issuance by the household's next normal issuance cycle must receive an immediate opportunity to participate upon being determined eligible.

1018.15.25 Agency Failure to Act

REV:07/2009

Agency failure to provide an opportunity to participate within the timeframes in Sections 1018.05.10.05 and 1018.15 to an eligible household which has filed a timely Interim Report or application for recertification and met all processing steps in a timely manner is considered an administrative error. Such households are entitled to restoration of lost benefits if, as a result of such error, the household was unable to participate for the month following the expiration of the Interim Report timeframes or certification period.

1018.15.30 Household Failure to Act

REV:08/2009

A household which submits a timely application for recertification and meets all other processing steps in a timely manner has the right to receive uninterrupted benefits.

However, a household which fails to participate in an interview in accordance with the requirements in this section or to submit any missing verification loses its right to uninterrupted benefits as long as such failures occur after the deadline for filing a timely application for recertification. Households which refuse to cooperate in providing required information must be denied.

A household which submits a timely application for recertification but is either interviewed and/or submits all verification in an untimely manner (but before the end of its current certification period) need not be provided uninterrupted benefits. For eligible households under these circumstances, the agency must, at a minimum, provide the household an opportunity to participate within thirty (30) calendar days after the date the application was filed.

Any application not submitted in a timely manner is treated as an application for initial certification, except for an application received within thirty (30) days after the certification period expires. Previously verified unearned income of households need not be verified if the source has not changed and the amount has not changed by more than fifty dollars ($50) or one hundred dollars ($100) for earned income.

Previously verified actual utility expenses that have not changed by more than twenty-five dollars ($25) also do not have to be verified.

The agency must ensure that any eligible household that did not submit a timely application for recertification is provided an opportunity to participate within thirty (30) calendar days after the application is filed. If the household's application for recertification is received after the household's certification period has expired, the household's benefits must be prorated in accordance with Section 1038.35.
A household which received a notice of expiration at the time of certification and that is otherwise eligible must not have benefits for the first month of the new certification period prorated if it files its application for recertification by the filing deadline contained in the notice of expiration.

If the agency is unable to provide an eligible household with an opportunity to participate within thirty (30) calendar days after the date the application was filed due to the time period allowed for submitting any missing verification, the agency must provide the household an opportunity to participate within five (5) working days after the date the household supplies the missing verification.