



SNAP 1502-1 Recertification

References:	7 CFR 273.2, 7 CFR 273.10(f); 7 CFR 273.14; Waiver to Conduct Unscheduled Interviews (On-Demand) (09/01/2015)
Overview:	GENERAL RULE: After the certification period ends, eligibility must be determined for a new period for a household to continue to participate in the Supplemental Nutrition Assistance Program. A case is considered closed after the effective date of the closure.
Policy:	<p>RECERTIFICATION PERIODS</p> <p>Recertification periods are set for 6, 12, or 24 months depending on the household's circumstances. Other programs' redetermination dates should be coordinated with the SNAP recertification date when it is possible.</p> <p>Six month reporting household: A recertification interview is required at least once every 12 months. The recertification month is generally set 12 months from the month the application or recertification is approved.</p> <p>Change reporting households: A recertification interview is required at least once every 24 months. The recertification month is generally 24 months from the month the application or recertification is approved. One contact with the household is required at least every 12 months.</p> <p>EXCEPTIONS:</p> <p>Migrant households are determined eligible for six month recertification periods.</p> <p>Households in which all members are elderly or disabled and do not have countable earned income but have a disqualified household member are subject to a 12 month certification period.</p> <p>If a change reporting household member becomes disqualified and the certification period is more than 12 months away, the CSC must change the recertification date (shorten recertification period) to month 12.</p> <p>If a household becomes a six month reporting household and has a recertification date already scheduled within six months, the recertification is held as scheduled (SNAP 1501-3).</p> <p>If a household becomes a six month reporting household and has a recertification date already scheduled more than six months away, the CSC must change the recertification date (shorten certification period) to month six from the initial month of becoming a six month reporting household (SNAP 1501-3). The CSC must send the notice informing the household that its certification period is shortened due to the household switching from change reporting to six month reporting requirements.</p>
	<p>RECERTIFICATION FORM</p> <p>A household receives Redetermination/Recertification Report form in the month prior to its recertification month. The instructions on the form request the household to complete and return the report to the Office of Public Assistance</p>

	<p>(OPA) by the last day of the month in which the recertification is due. The report is required to be completed and signed by any responsible adult member of the SNAP household or the authorized representative. Only the signature of one household member is required on the report. The household will be sent a Notice of Expiration by the 15th of the month prior to the month the certification period ends. Included on the SNAP Notice of Benefit Expiration are instructions directing households to contact the Public Assistance Information Line in order to complete the required interview to complete the Recertification process. The household will have until the 10th of the month that the certification period will end to complete the interview. If the interview is not completed by the 10th of the month, a missed interview notice will be sent to the household. The household can also request to schedule an in person interview during regular business hours prior to the 10th of the month that the certification period will end. The notice will also instruct the household that if they are not able to hold for the next available staff member when they call for their interview, they can use the call back feature and leave a number where they can be reached. <u>A staff member will return their call by the end of the business day.</u></p>
	<p>RECERTIFICATION INTERVIEW At the interview, the CSC evaluates the status according to policy of each household member.</p>
	<p>TIMELY RECERTIFICATION The recertification interview must be completed by the 10th day of month allowing the household sufficient time to provide the necessary verification. The household must have the opportunity to participate by the normal month's issuance. If the household does not complete the recertification interview by the 10th of the month the CSC must send the household the missed interview notice no later than the next business day. The notice serves as a denial notice when a recertification form is submitted by the time of the scheduled interview appointment but the household does not complete an interview. The notice informs the household:</p> <ol style="list-style-type: none"> 1. To contact the OPA to interview by the end of the certification period if it wants to recertify for SNAP benefits; 2. If unable to appear in-person for the interview, an interview can be conducted by telephone or a home visit; 3. The recertification form can be submitted in person, through an authorized representative, by fax or other electronic-transmission, or by mail; and, 4. The recertification form can be used as a new application if submitted in the 30 days after the end of the certification period.
	<p>DELAYED PROCESSING The household must reapply for benefits by completing a new application and an interview if the recertification form is not submitted by the last day of the recertification period. However, IF a recertification form is submitted within 30 days after the certification period ends, it is accepted as a new application and processed allowing the household until the 30th day following the date of reapplication or a minimum of 10 days whichever is longer to provide verification. If a new application is submitted, the application is processed using 30 day application processing policy. NOTE: If a household reapplies for recertification after its</p>

	<p>certification period ends, the application or recertification form must be screened for expedited processing. If the household contacts the OPA on or before the last day of the month, an interview must be completed by the end of that business day. After the interview, the CSC must send a notice requesting the household provide any necessary verifications within 10 days of the notice to complete the recertification.</p>
	<p>CHANGES REPORTED AFTER THE INTERVIEW BUT BEFORE THE NOTICE ELIGIBILITY A household is required to report all changes related to its eligibility and benefit amount at the recertification interview. A household is required to report changes according to its reporting requirements after receiving the recertification notice of eligibility (approval notice). If a change is reported after the interview but before the notice of eligibility (approval or denial notice) is mailed, the CSC must act on the change within 10 days of the change being reported regardless of the household's reporting requirements. This change must be included in the recertification eligibility determination. Benefits must not be delayed (held or pending) beyond cutoff date of the recertification month waiting for verification. If there are not 10 days before cutoff to verify a change, the recertification eligibility determination is based on information requested at the interview.</p>
	<p>VERIFICATION AT RECERTIFICATION Unchanged information does not need to be verified at recertification unless the information is incomplete, inaccurate, inconsistent, or outdated (SNAP 103-5). The following information must be verified:</p> <ol style="list-style-type: none"> 1. Change(s) in income if the source has changed or the amount has changed by more than \$50. Verification of income is not required if the source has not changed and if the amount is unchanged or has changed by \$50 or less unless the information is incomplete, inaccurate, inconsistent or outdated. NOTE: Generally, income that fluctuates from month to month changes more than \$50 and is verified at recertification. 2. Shelter and utility expenses that have changed, or are incomplete, inaccurate, inconsistent, or outdate can be verified using client statement unless the reported expenses are questionable. If questionable, documentation or collateral contact is required. (SNAP 604-4) 3. Previously unreported medical expenses and total recurring medical expenses that changed by more than \$25. Verification of total medical expenses claimed by the household that have not changed or have changed by \$25 or less is not required unless the information is incomplete, inaccurate, inconsistent, or outdated. 4. Dependent care expenses that has changed, is incomplete, inaccurate, inconsistent or outdated information can be verified by using client statement. If the reported expense is questionable, documentation or collateral contact is required. (SNAP 602-2). 5. Change(s) in the household's legal obligation to pay child support, the obligation amount, and monthly amount of child support the household actually pays to a non-household member. Verification of reported unchanged information is not required to be verified unless the information is incomplete, inaccurate, inconsistent or outdated. 6. An able bodied adult without dependents who is meeting the work requirement by working, participating in the SNAP Employment and Training program or by

	<p>participating in a work program that is not operated or supervised by the state, must verify work hours.</p> <p>7. Other information that has changed. Unchanged information is not required to be verified unless the information is incomplete, inaccurate, inconsistent or outdated.</p>
	<p>NOTICE REQUIREMENTS</p> <p>If a household is determined eligible at recertification, the OPA Case Manager must send the household the recertification approval notice, the appropriate reporting requirement notice, the notice must be sent to all households with school-aged children 3 years old and older on the same day eligibility is determined and approved. If the household is determined ineligible, the OPA Case Manager must send the household the appropriate denial notice according to the reason for denying the recertification.</p>
	<p>DOCUMENTATION</p> <p>The CSC must document in case notes in sufficient detail so individuals reviewing the case (Hearing Officers, Management Evaluation Reviewers, Program Integrity Auditors, Claims and Recoveries Financial Investigators, Quality Assurance Specialists, Supervisors federal auditors, etc.) can determine the reasonableness and accuracy of the prospective eligibility determination and benefit amount.</p>
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