



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

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February 7, 2011

TO: All ABD Medicaid Policy Manual Holders
All Family Medicaid Policy Manual Holders
All TANF Cash Assistance Policy Manual Holders
All SNAP Policy Manual Holders

FROM: Nancy Clark, ABD Medicaid Policy Specialist
Christie Twardoski, Medicaid Policy Program Manager
Del Bock, TANF Program Manager
Tammy Poppe, SNAP Policy Specialist

SUBJECT: Bulletin MA-109
Bulletin FMA-66
Bulletin TB-62
Bulletin SNAP 82

ABD MA Manual: Place this bulletin between pages 2 and 3 of ABD 103-1
FMA Manual: Place this bulletin between pages 2 and 3 of FMA 103-1
TANF Manual: Place this bulletin at the beginning of TANF 103-1.
SNAP Manual: Place this bulletin at the beginning of SNAP 103-1.

SECTION: Application Processing

SUBJECT: Application Filing/Interview Process

REFERENCES: 7 CFR 273.2(C); ARM 37.78.102; ARM 37.82.101

EFFECTIVE DATE: Immediately

INTRODUCTION: Based on the implementation of the online application and in an effort to be consistent, help manage workloads, and to improve application processing timeliness, the effective date of applications and items received after normal business hours is changing.

POLICY CHANGE: Online applications that are received by the OPA in the online application mailbox after normal business hours must be date-stamped with the following business day's date.

Applications or other items faxed to the OPA after normal business hours must be date-stamped with the following business day's date.

Items placed in a drop box after normal business hours are date-stamped with the following business day's date.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE.
UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS,
PLEASE CONTACT YOUR REGIONAL POLICY SPECIALISTS