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TO: All SNAP policy manual holders

FROM: Tammy Poppe, SNAP Policy Specialist

SUBJECT: Bulletin SNAP - 95

Place this bulletin at the beginning of SNAP 1502-1

SECTION: Case Management

SUBJECT: Recertification

EFFECTIVE DATE: November 5, 2012

INTRODUCTION: The implementation of CHIMES EA has given an opportunity to change some business processes. Business processes are available in the CHIMES EA Online User Guide and will eventually be removed from the manual.

POLICY CHANGE: 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.

BUSINESS PROCESS CHANGES:

- ▶ A new notice, the Notice of Expiration (NOE), will be sent to the household with the Redetermination-Recertification form. This notice informs the household the form must be completed for benefits to continue.
- ▶ If the household completes the interview but has not yet returned the Redetermination-Recertification form, the Client Service Eligibility Coordinator can conduct the interview but should remind the household that benefits beyond the current certification period cannot be determined without receipt of the form. All changes reported during the interview must also be noted on the form and verified as required per program rules. The Client

Service Eligibility Coordinator should **NOT** enter the 'Form received date' or initiate the Redetermination-Recertification case action for SNAP until the form is actually received.

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 SPECIALIST.