



# Department of Public Health and Human Services

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**Steve Bullock, Governor**

**Richard H. Opper, Director**

**DATE:** June 17, 2013  
**TO:** All SNAP policy manual holders  
**FROM:** Tammy Poppe, SNAP Policy Specialist  
**SUBJECT:** Bulletin 98

Place this bulletin at the beginning of SNAP 103-5

**SECTION:** Verification  
**REFERENCE:** Federal Register / Vol. 77, No. 156  
**EFFECTIVE DATE:** Upon Receipt

**INTRODUCTION:** The Electronic Disqualified Recipient System (eDRS) is a system run by the Food and Nutrition Service (FNS). It tracks individuals who currently have or have previously been disqualified from SNAP for violating SNAP rules across the nation. An intentional program violation established in another state is a valid disqualification in Montana.

Changes to federal regulations require eDRS to be queried prior to issuing SNAP benefits for new applications, at recertification, and when adding new household members. The recertification requirement is only for 12 months from implementation since after that time most households would have had a recertification where the match would have been conducted.

The eDRS query is accessed using CHIMES EA left navigation under Interfaces and DRS IPV Inquiry and searching by SSN or name/DOB

**POLICY CHANGE:** eDRS must be queried for all applicants and new household members. It must also be queried for existing recipients at recertification.

**PROCEDURE:** If there is a match, the Client Service Coordinator (CSC) must contact the originating state and allow the state 20 days to return the verification of the disqualification. If the verification is not received within 20 days, the CSC Supervisor needs to notify the SNAP Policy Specialist.

**Note:** This new requirement does not change the process for expedited benefits. The only required verification for an expedited case is still only identity. CSC must continue to process expedited benefits timely; however, for ongoing benefits the eDRS match must be conducted prior to eligibility determinations.

If the originating state fails to provide documentation within the 20 day timeframe, the CSC must determine eligibility if otherwise eligible. If the origination state later verifies the eDRS match, the CSC is required to apply the SNAP disqualification and provide the household a notice of adverse action (1503-1) and establish an overpayment.

Document in case notes eDRS query and findings.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE.  
UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE.