

---

**FOOD AND NUTRITION SERVICES CERTIFICATION  
CASE ASSIGNMENT AND MAINTENANCE  
Simplified Nutritional Assistance Program (SNAP)**

---

FNS 600 Simplified Nutritional Assistance Program (SNAP)  
Change #4-2011  
**August 1, 2011**

600.01           SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)

North Carolina's Simplified Nutritional Assistance Program (SNAP) is a demonstration project designed to deliver food assistance to elderly individuals receiving SSI. SNAP is a simplified version of Regular Food and Nutrition Services.

600.02           SNAP ELIGIBILITY

A.           Individuals must meet the following criteria to be eligible for SNAP:

1.           Receive SSI, (individuals may have other income as well) and
2.           Age 65 or older, and
3.           Not living in an institution (being in an Alcohol/Drug Treatment Center (ADTC) is considered being institutionalized for SNAP purposes), and
4.           Residing in North Carolina, and
5.           Purchasing and preparing food separately from other people living in the home, and
6.           Not receiving Food and Nutrition Services, Food Stamps, or SNAP in another state.

NOTE: Married individuals living in the same home cannot be considered a separate household.

B.           All SNAP Cases are one person households. Regular Food and Nutrition Services eligibility factors do not apply to SNAP cases.

C.           Income and deductions are not considered when determining SNAP allotment amounts. Only shelter costs are used to determine the allotment amount. Allotment amounts for SNAP are as follows:

1.           The FNS allotment amount is \$124.00 if the rent, mortgage, and/or lot rent expense is \$150 per month or higher.
2.           The FNS allotment amount is \$68.00 if the rent, mortgage and/or lot rent expense is less than \$150 per month.

600.03           SNAP APPLICATION PROCEDURES

A.           Food Stamp Information System (FSIS) identifies potential SNAP recipients via the North Carolina State Data Exchange (SDX) match process. Identified individuals are automatically mailed a DSS-6240, SNAP Application. A return envelope is mailed with every application. SNAP applications are mailed between the 4<sup>th</sup> and 10<sup>th</sup> of each month. Individuals must be 65 or older by the fourth working day of each month in order to receive a SNAP application.

---

**FOOD AND NUTRITION SERVICES CERTIFICATION  
CASE ASSIGNMENT AND MAINTENANCE  
Simplified Nutritional Assistance Program (SNAP)**

---

- B. Applicants return completed applications to the local Department of Social Services. Completed applications may be mailed, hand delivered or faxed. If the initial application is not received and a Transaction Code 1 entered into FSIS within 30 days, the individual will automatically receive a second application.
- C. Do not key Transaction Code 1 in FSIS unless the application has been signed by the individual or Authorized Representative. Return applications received without a signature to the applicant along with a DSS-8650, Notice of Information Needed, requesting completion of the application. No further action is required if the signed application is not returned by the 30<sup>th</sup> day.
- D. Enter Transaction Code 1 in FSIS if a signed application is returned incomplete. Attempt to contact the individual by telephone if contact information is available. Send the DSS-8650, Notice of Information Needed, requesting the missing information if no contact can be made. Deny the application only if separate household status cannot be determined by the 30<sup>th</sup> day. Approve the application if the missing information is the shelter expense, date of birth, or heating source information. Enter zero for shelter expense, N for vulnerability, and use date of birth from SDX on the DSS-8590.
- NOTE: No more applications will be automatically sent if the individual does not return the second application.
- E. Applications must be processed within 30 days from the date the application is received in the local agency.
1. The date of application is considered the date the application is received in the local DSS.
  2. Do not screen SNAP applications for expedited service.
  3. SNAP benefits are not prorated.
  4. Do not interview SNAP applicants unless applicant requests an interview. Use SDX information and client declaration to process applications.
  5. Do not complete Income Eligibility Verification System (IEVS) matches.
  6. Complete a thorough name search of the Common Name Database for existing Individual ID's and active FNS cases.
- F. Eligible households automatically receive an EBT card with PIN instructions once the SNAP application is approved.
- G. SNAP cases are certified for 36 months.
- H. If the SNAP application is received in the wrong county, the receiving county must forward the application to the correct county within two workdays for processing. The county forwarding the SNAP application should keep a copy of all applications forwarded to other counties for tracking purposes.
- I. Evaluate individuals applying for the Regular Food and Nutrition Services for SNAP. If individuals meet SNAP eligibility criteria, complete DSS-6240, SNAP Application, and process within 30 days.

---

**FOOD AND NUTRITION SERVICES CERTIFICATION  
CASE ASSIGNMENT AND MAINTENANCE  
Simplified Nutritional Assistance Program (SNAP)**

---

- J. Use the Regular Food and Nutrition Services Application for processing SNAP Benefits if an individual completes a Regular Food and Nutrition Services Application and it is determined after completion that the individual is eligible for SNAP. Document the case file and attach a documented DSS-6240, SNAP Application, to the Regular FNS Application. Process the application within 30 days from the date of application.

NOTE: Applicants who have shelter expenses that exceed \$250 per month or medical expenses that exceed \$35 per month, may qualify for more benefits by applying for the Regular Food and Nutrition Services.

600.04 SNAP CONVERSION PROCESS

- A. Every month, current Food and Nutrition Services cases meeting SNAP eligibility criteria will automatically convert to a SNAP case if the SNAP allotment amount is equal to or greater than their current allotment amount. Individuals who convert to SNAP will receive a DSS-8592, Notice of Action Taken.
- B. FSIS adds 36 months to the Certification From Date and automatically populates this date in the Certification Through Date field on the 8590 screen.

600.05 AUTHORIZED REPRESENTATIVES

SNAP households may choose an Authorized Representative to assist with their Food and Nutrition Services application and benefits. Converted SNAP cases do not require completion of a new DSS-8229, SNAP Authorized Representative Form. Use the following procedures for SNAP Authorized Representatives:

- A. If the applicant checks the back of the application indicating they need an Authorized Representative, mail the household the DSS-8229, SNAP Authorized Representative Form and a DSS-8650, Notice of Information Needed.
- B. Complete the identifying information in the "For Office Use Only" section of the DSS-8229, SNAP Authorized Representative Form, before mailing to the applicant.
- C. Process the Authorized Representative in FSIS and issue an EBT card upon receipt of the DSS-8229, SNAP Authorized Representative Form. Do not pend a SNAP application for more than 30 days if the DSS-8229, SNAP Authorized Representative Form, has not been returned. If the DSS-8229, SNAP Authorized Representative Form, is not returned to the local DSS, process the application without the form, unless the authorized representative signed the application on behalf of the client.

600.06 VERIFICATION REQUIREMENTS

Do not use current verification requirements or procedures for SNAP applicants. Use information received from SDX as verification of household composition, SSI income, and other factors. Accept the individuals statement as verification of shelter expenses and separate household status.

600.07 CHANGE REPORTING REQUIREMENTS

Households are not required to report changes as the SDX update process meets reporting requirements. However, if an individual or Authorized Representative reports a change that affects the SNAP benefit amount or eligibility, react to the reported change within 10 calendar days. A SNAP Report (SNAP Cases Requiring Action or Closure By County) is produced monthly in NCXPTR identifying cases requiring action or closure. Changes identified on the SNAP Report require action within 10 calendar days. Advise the individual to apply for Regular Food and Nutrition Services if a reported change causes FNS benefits to exceed the maximum SNAP benefit amount for the household.

---

**FOOD AND NUTRITION SERVICES CERTIFICATION  
CASE ASSIGNMENT AND MAINTENANCE  
Simplified Nutritional Assistance Program (SNAP)**

---

600.08            REACTING TO CHANGES

1.     React to changes that impact the eligibility for SNAP or the benefit amount- as reported on the NCXPTR Report SLA515-01, SNAP Cases Requiring Action or Closure within 10 calendar days. The report must be worked monthly. Use the following procedures to react to changes in situation:
  - A.     Federal Living Arrangement code changes from "A" (own household) to "B" (another's household):
    1.        Send a DSS-8650, Notice of Information Needed, to verify household composition and separate household status.
    2.        Send a DSS-8553, Notice of Adverse Action, to terminate the SNAP case if the change affects SNAP eligibility or the household fails to respond to the DSS-8650, Notice of Information Needed.
  - B.     Federal Living Arrangement code changes from "A" to any code other than "B":

Send a DSS-8553, Notice of Adverse Action, to terminate the SNAP case.
  - C.     Household member is institutionalized:

Send a DSS-8553, Notice of Adverse Action, to terminate the SNAP case.
  - D.     Household moves out of county or state:

Terminate SNAP case. Send the household a DSS-8632, Notice of Termination. A Notice of Adverse Action is not required.
  - E.     SSI is suspended or terminated:
    1.        SSI individuals appear on the SNAP Report (SNAP Cases Requiring Action or Closure By County) 60 days after SSI income is suspended or terminated.
    2.        Send a DSS-8553, Notice of Adverse Action, to terminate the case.
  - F.     Household member is deceased:

Terminate SNAP case. A Notice of Adverse Action is not required.
2.     An Authorized Representative reports one of the following:
  - A.     Household member is institutionalized:

Send a DSS-8553, Notice of Adverse Action, to terminate the case.
  - B.     Household moves out of state:

Terminate the SNAP case. Send the household DSS-8632, Notice of Termination. A Notice of adverse Action is not required.
  - C,     Household member is deceased:

Terminate the SNAP case. A Notice of Adverse Action is not required.

---

**FOOD AND NUTRITION SERVICES CERTIFICATION  
CASE ASSIGNMENT AND MAINTENANCE  
Simplified Nutritional Assistance Program (SNAP)**

---

3. A third party reports that the household member is institutionalized, moved out of state, or deceased:

Contact the household by telephone to verify the reported change. If you are unable to reach the household by telephone, send a DSS-8650, Notice of Information Needed, to verify the reported change. Send a DSS-8553, Notice of Adverse Action, to terminate the SNAP case if the change affects SNAP eligibility or the household fails to respond to the DSS-8650. A Notice of Adverse Action is not required when the household member is deceased.

4. DO NOT react to any other changes in situation.

NOTE: If an individual requests termination of their SNAP case, written verification must be received before the case can be terminated. Verbal verification may be accepted if the individual applies for Regular Food and Nutrition Services at the local DSS agency.

600.09 SNAP RECERTIFICATION PROCEDURES

- A. FSIS selects cases for recertification and mails a DSS-8232, SNAP Notice of Expiration, during the month prior to the month the certification period ends.
- B. Accept client statement for information reported on the DSS-8232, SNAP Notice of Expiration. Do not interview the individual unless the individual requests an interview.
- C. Process the SNAP Recertification using the date the application is received in the local DSS as the date of application (if received during non-business hours the date received will be the next business day).
- D. Do not screen SNAP late recertifications for expedited service.
- E. Do not prorate SNAP Benefits.
- F. Certify the case for 36 months.
- G. FSIS terminates the case if the household fails to return the DSS-8232, SNAP Notice of Expiration, by the end of the first month following the last month of the certification period.

600.10 FAIR HEARINGS

Follow current Fair Hearings Policy in Food and Nutrition Services Certification Manual Section 705.

600.11 CLAIMS

SNAP cases are subject to claims. Follow current Claims Policy in Food and Nutrition Services Certification Manual Section 800.

600.12 QUALITY CONTROL

SNAP cases are subject to Quality Control sampling. Refer to Food and Nutrition Services Certification Manual Section 160.

600.13 SNAP REPORTS

A number of SNAP reports are generated by FSIS and are available in NCXPTR, Report Distribution. NCXPTR instructions are in Section 102 of the FSIS Users Manual. The following is a list of available reports and a brief description of each report:

---

**FOOD AND NUTRITION SERVICES CERTIFICATION  
CASE ASSIGNMENT AND MAINTENANCE  
Simplified Nutritional Assistance Program (SNAP)**

---

- A. SNAP SLER322, Applications Denied. This report runs daily and lists in county order SNAP applications that are denied.
- B. SNAP SLER432, Applications Approved. This report runs daily and lists in county order SNAP applications approved.
- C. SNAP SLER100, Pending Applications. This report runs weekly and lists in county order Pending applications.
- D. SNAP SLER024, Cases Due for Recertification. This report lists SNAP cases due for recertification in county and worker order.
- E. SNAP SLA806EP, Clients Requesting Opt Out. This report lists individuals who choose to opt out of SNAP. This is a one-time report in county order.
- F. SNAP SLA802EP, Conversion Eligible. This report runs by county every six months after the initial conversion date. This report is in county order and lists individuals who automatically convert to SNAP.
- G. SNAP SLA804EP, FSIS Pre-SNAP Notification Error Report. This report runs every 6 months after the initial conversion date. This report is in county order and lists individuals who are potentially eligible for SNAP but did not convert to SNAP.
- H. SNAP SLA140EP-01, Applications 1st Mailing Report. This report runs monthly in county order and lists applicants who are mailed an initial application.
- I. SNAP SLA513EP-01, Applications 2nd Mailing Report. This report runs monthly in county order and lists applicants who did not return their first application.
- J. SNAP SLA514EP-01, Applications 2nd Mailing Not Received Report. This report runs monthly in county order and lists applications not received after 2nd mailing.
- K. SNAP SLA515-01, Cases Requiring Action or Closure By County. This report runs monthly in county and worker number order. This report tracks changes reported from SDX that require action or case closure. The report is printed and mailed to counties monthly.
- L. SNAP SLA498-01, Applications Statewide Mailing Report. This report runs monthly in county order and lists SNAP applications mailed to applicants.
- M. SNAP SLA 807EP, FSIS Cases That Were Converted to SNAP. This report runs every six months after the first conversion date in county order listing individuals who are converted to SNAP.
- N. SNAP SLA452EP, SNAP Cases Closed Due to Disqualified Individual. This report runs monthly in county order and lists SNAP cases closed due to an Intentional Program Violation (IPV).