FNS 600 SIMPLIFIED NUTRITIONAL ASSISTANCE PROGRAM (SNAP)
Change # 20-2021
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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.

7. Meet regular FNS Household Concept Requirements to be included in the FNS program. Individuals listed in manual section FNS 210.07 Individuals Who Cannot Be Included in the FNS Unit are not eligible to participate in SNAP.

8. All SNAP Cases are one-person households.

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

B. 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 $151 if the rent, mortgage, and/or lot rent expense is $200 per month or higher.

2. The FNS allotment amount is $106 if the rent, mortgage and/or lot rent expense is less than $200 per month.

600.03   SNAP APPLICATION PROCEDURES

A. North Carolina Families Accessing Services through Technology (NC FAST) 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 4th and 10th of each month. Individuals must be 65 or older by the fourth working day of each month in order to receive a SNAP application.

   NOTE: If the SNAP recipient does not meet the FNS household concept requirements to be included in the FNS program, NC FAST will not automatically mail a DSS-6240 to the household.

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 an application keyed in NC FAST within 30 days, the individual will automatically receive a second application.

C. Do not key the application in NC FAST 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 30th day.

D. Enter the application in NC FAST if a signed application is returned incomplete. Attempt to contact the individual by telephone if contact information is available. Send the DSS-8650 requesting the missing information if no contact can be made. Deny the application only if separate household status cannot be determined by the 30th day. Approve the application if the missing information is the shelter expense, date of birth, or heating source information. Enter zero for shelter expense evidence and use date of birth from SDX.

E. Individuals with an H or I controlled substance conviction can potentially regain eligibility, mail the individual a regular FNS DSS-8207 Application for Food and Nutrition Services. If returned process using regular FNS guidelines.

> **NOTE:** No more applications will be automatically sent if the individual does not return the second application.

F. 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. Complete an Online Verification System (OVS) request in NC FAST to retrieve SDX data and data matching information related to Household Concept requirements, such as Controlled Substance convictions. Enter appropriate benefit evidence in NC FAST.

   6. Complete a thorough name search when registering the individual in NC FAST for existing Individual ID's and active FNS and Medicaid cases to ensure that the individual is only registered once in NC FAST.

G. Eligible households automatically receive an EBT card with PIN instructions once the SNAP application is approved.

H. SNAP cases are certified for 36 months.

I. If the SNAP application is received in the wrong county, the receiving county must process the application and, upon approval, transfer the active case to the correct county within five business days.

J. Evaluate individuals applying for the Regular Food and Nutrition Services for SNAP. If individuals meet household concept and SNAP eligibility criteria, key a SNAP Application and process within 30 days. (Refer to manual section 210.07 Individuals Who Cannot be Included in The FNS Unit).

K. 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. Process the application for SNAP benefits 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. NC FAST automatically closes the FNS case and creates a SNAP case which is activated automatically.

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-1688 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-1688 and a DSS-8650.

B. Complete the identifying information in the "For Office Use Only" section of the DSS-1688 before mailing to the applicant.

C. Process the Authorized Representative in NC FAST and issue an EBT card upon receipt of the DSS-1688. Do not pend a SNAP application for more than 30 days if the DSS-1688 has not been returned. If the DSS-1688 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

Complete an Online Verification System (OVS) request in NC FAST to retrieve SDX data and data matching information related to Household Concept requirements, such as Controlled Substance convictions. Accept the individual's 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 the individual or Authorized Representative reports a change that affects the SNAP benefit amount or eligibility, react to the reported change within 10 calendar days. The data matches which contains SDX, prisoner matches, death matches or IPV information is transmitted to NC FAST via interface monthly. If NC FAST determines there is a data match the system will generate an automated task for the worker. The worker must take appropriate action on the task received per 600.08. 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 or the household is potentially eligible under normal FNS regulations.

600.08   REACTING TO CHANGES

  A. React to "Verify SNAP Eligibility" tasks that impact the eligibility for SNAP or the benefit amount within 10 calendar days. Use the following procedures to react to changes in situation:

  1. Federal Living Arrangement changes from (own household) to (another's household):

  a. Send a DSS-8650 to verify household composition and separate household status.

  b. Update appropriate evidence and 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.

  2. Federal Living Arrangement changes

  Update appropriate evidence and send a DSS-8553 to terminate the SNAP case.

  3. Household member is institutionalized:

  Update appropriate evidence and send a DSS-8553 to terminate the SNAP case.

  4. Household moves out of county or state:

  Update appropriate evidence and close the SNAP case. Send the household a DSS-8632, Notice of Termination. A Notice of Adverse Action is not required.

  5. SSI is suspended or terminated:

  a. A task is generated for SSI individuals 60 days after SSI income is suspended or terminated.

    b. Update appropriate evidence and send a DSS-8553, Notice of Adverse Action, to terminate the case.

6. Household member is deceased:

Update appropriate evidence and close the SNAP case. A Notice of Adverse Action is not required.

7. Disqualified and Ineligible individuals:

Update appropriate evidence and send a DSS-8553 to terminate the SNAP case if the individual is:

    a. Ineligible Aliens

    b. Ineligible as a Fleeing Felon or Probation/Parole Violator

    c. Disqualified for Enumeration

    d. Disqualified for a Controlled Substance Felony Conviction

    e. Disqualified for Fraudulently Misrepresenting Identity and Residence

    f. Disqualified for Intentional Program Violation (IPV)

    g. Disqualified for having won lottery and/or gambling winnings in the amount of $3,500 or more

    h. Aggravated sexual abuse, Murder, and Sexual assault Violators

B. An Authorized Representative report one of the following:

1. Household member is institutionalized:

Update appropriate evidence and send a DSS-8553 to terminate the case.

2. Household moves out of state:

Update appropriate evidence and close the SNAP case. Send the household DSS-8632. A Notice of adverse Action is not required.

3. Household member is deceased:

Update appropriate evidence and close the SNAP case. A Notice of Adverse Action is not required.

C. A third-party report that the household member is institutionalized, moved out of state, or deceased:

Contact the institution, out of state agency, vital records or the household by telephone to verify the reported change. If you are unable to obtain needed verification, send a DSS-8650 to the household to verify the reported change. Send a DSS-8553 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.

D. 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. NC FAST 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. 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. Complete an Online Verification System (OVS) request in NC FAST to retrieve SDX data and data matching information related to Household Concept requirements, such as Controlled Substance convictions. Enter appropriate benefit evidence in NC FAST.

G. Certify the case for 36 months.

H. NC FAST closes the case if the household fails to return the DSS-8232 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 either generated by NC FAST or the data is available in Client Services Data Warehouse (CSDW). The following is a list of available reports:

A. SNAP SLER322, Applications Denied. Data is available in CSDW. Information is also available in NC FAST by worker on "My Applications" tab.

B. SNAP SLER432, Applications Approved. Data is available in CSDW. Information is also available in NC FAST by worker on "My Applications" tab.

C. SNAP SLER100, Pending Applications. Report is available in NC FAST.

D. SNAP SLER024, Cases Due for Recertification. Report is available in NC FAST.

E. SNAP SLA802EP, P-Conversion Eligible. Data is available in CSDW.

F. SNAP SLA804EP, NC FAST Pre-SNAP Notification Error Report. Data is available in CSDW.

G. SNAP SLA140EP-01, Applications 1st Mailing Report. This report runs monthly in county order and lists applicants who are mailed an initial application. Report is available in CSDW.

H. SNAP SLA513EP-01, Applications 2nd Mailing Report. This report runs monthly in county order and lists applicants who did not return their first application. Report is available in CSDW.

I. SNAP SLA514EP-01, Applications 2nd Mailing Not Received Report. This report runs monthly in county order and lists applications not received after 2nd mailing. Report is available in CSDW.

J.   SNAP SLA515, 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. Report is available in CSDW.

K.   SNAP SLA498-01, Applications Statewide Mailing Report. This report runs daily in county order and lists SNAP applications mailed to applicants. Report is available in CSDW.

L.   SNAP SLA 808EP, NC FAST Cases That Were Converted to SNAP. Data is available in CSDW.