
**FOOD STAMP CERTIFICATION
APPLICATIONS
Application Processing Requirements**

**FS 335 Application Processing Requirements
Change #1-2000
July 1, 2000**

335.01 APPLICATION PROCESSING REQUIREMENTS

All food stamp applications must be processed in a timely manner. Each application should be processed as soon as all eligibility factors are verified.

335.02 PROCESSING TIME STANDARDS REQUIREMENTS

See Section 315, Application Time Frames, for processing time standards requirements. For processing standards for expedited service applications, see Section 320, Expedited Service.

335.03 VERIFICATION REQUIREMENT

There are three sources of verification that can be used when determining eligibility. Those sources are documentary evidence, collateral contacts, and home visits.

The household has primary responsibility for providing documentary evidence to support statements on the application and to resolve any questionable information. The agency should assist the household in obtaining verification as needed. Households may supply documentary evidence in person, by mail, or through an authorized representative. The household is not required to present verification in person.

Accept any reasonable documentary evidence if the verification adequately proves the information provided on the application. When documentary evidence cannot be obtained, or is insufficient to make eligibility determination or determination of the correct benefit level, a collateral contact or home visit may be necessary.

A collateral contact may be a person named by the household, or the agency may choose a collateral contact if the collateral contact designated by the household is unacceptable. Examples of acceptable collateral contacts may include employers, landlords, social service agencies, migrant service agencies, and neighbors of the household who can be expected to provide accurate third-party verification. The agency is responsible for obtaining verification from acceptable collateral contacts.

NOTE: Case files must be documented to support eligibility, ineligibility, and benefit level determinations. Documentation must be detailed enough for a reviewer to determine the accuracy of the case file.