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**FOOD STAMP CERTIFICATION  
APPLICATIONS  
Determining Eligibility**

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**FS 340 Determining Eligibility  
Change #1-2000  
July 1, 2000**

**340.01 ELIGIBILITY DETERMINATION REQUIREMENT**

A. Verify all eligibility factors when determining eligibility for food stamp benefits. Eligibility is determined during the interview process and during the time period prior to disposition. Use appropriate manual sections to determine eligibility factors and verification requirements. Use any acceptable form of verification to determine if the food stamp unit (FSU) meets the following eligibility requirements:

1. Identity;
2. Residency;
3. Citizenship/Alien Status;
4. Household Size/Composition;
5. Enumeration;
6. Resources;
7. Income;
8. Student Status;
9. Voluntary Quit;
10. Work Registration/ABAWD Status;
11. Disability;
12. Controlled Substance Felons, **and**
13. Previous Disqualifications (QC, Controlled Substance Felons, IPV s, etc.)

Evaluate all verifications upon receipt. Provide clear and concise documentation for all verification received. Document the information on the application or in the case record. Date stamp all verifications when received.

B. The following verifications are used to determine benefit levels but are not eligibility requirements.

1. Utility Expenses;
2. Mortgage or Rental Expenses;
3. Property Taxes;
4. Property Insurance;
5. Medical Expenses;

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6. Legally-Obligated Child Support Payments; **and**
7. Child Care Expenses.

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