
**FOOD AND NUTRITION SERVICES CERTIFICATION
APPLICATIONS
Changes Prior to Disposition**

**FNS 345 Changes Prior To Disposition
Change #2-2013
June 1, 2013**

**345.01 CHANGES IN SITUATION REPORTED DURING NORMAL PROCESSING TIME
FRAMES**

During the application/reapplication or recertification interview, it is the interviewer's responsibility to inform households of their responsibility to report required changes.

An applicant household must report changes which occur after the interview but before the notice of eligibility, by the 10th of the month, following the month in which the notice of eligibility is received.

However, when the Food and Nutrition Services (FNS) unit reports a change or a change becomes known after the interview is conducted, but prior to disposition of the application and the change is an eligibility requirement, take the following actions:

- A. Evaluate the changed information. Use a DSS-8650, Notice of Information Needed, to request additional information. Allow the FNS unit ten calendar days to provide the needed information.
- B. Screen for expedited service. If eligible for expedited services, see Section 320.
- C. Include the changed information when determining eligibility.

NOTE: Provide the change report form to the household when the application is approved.

345.02 REACTING TO CHANGES IN SITUATION

A. As discussed in 345.01, it is necessary to react to changes which occur after the interview but prior to disposition of a Food and Nutrition Services application. When the Food and Nutrition Services (FNS) unit reports a change or a change becomes known to the agency prior to disposition of the application take the following actions:

- 1. Evaluate the changed information. Use a DSS-8650, Notice of Information Needed, to request additional information. Allow the FNS unit ten calendar days to provide the needed information.
- 2. Screen for expedited service. If eligible for expedited services, see Section 320.
- 3. Include the changed information when determining eligibility.

NOTE: Provide the change report form to the household when the application is approved.

B. The following changes often occur during the processing time frame. The changes should be handled as described below.

- 1. Change in Household Size and Composition

When a change in the FNS unit composition occurs between the date of application and the processing due date, determine eligibility for any individual who has moved into the residence. Determine if the individual is a required FNS unit member per Section 210.03, Individuals Who Must Be Included in the Same FNS Unit. If the individual who has moved into the home is a required FNS unit member, include him in the FNS unit. If the

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individual is not a required FNS unit member but the FNS unit chooses to include him, add him to the FNS unit. Evaluate the eligibility requirements in Section 200, Eligibility Requirements. Include the individual from the date of application. Consider all income and resources when adding additional members to the FNS unit. Do not include an individual who has moved out of the home. Document the case file.

2. Change in Resources

Determine eligibility based on the FNS unit's resources at the time of the interview and changes that occur during the processing time period. Do not deny an application based on anticipated excess resources.

3. FNS Unit Becomes Eligible For Expedited Service

If the reported change causes the household to become eligible for expedited service, process the application following the instructions in Section 320, Expedited Service.

4. Change Becomes Known Prior To Issuance Of The Second Month Of Benefits Under Expedited Service Processing

The change does not become part of the original postponed verification. Process the application within the required time frames based on the original household situation. Do not delay processing due to the new change. Use the DSS-8650, Notice of Information Needed, to request additional information if needed. The FNS unit has ten days to provide the information.