If the household contacts the local office within 30 days after the application filing date, a second interview must be scheduled. The household's application must not be denied before the 30th day after the application filing date if it is due to the household missing the first interview.

{Effective 1/3/2005}

2-002.03 Site of and Attendance of Interviews: Interviews may be conducted by telephone or at the SNAP office or another mutually agreed upon location, including a household's residence. If the interview will be conducted at the household's residence, it must be scheduled in advance with the household. The interview must be conducted with the head of household, his/her spouse, another responsible household member, or an authorized representative.

{Effective 6/28/11}

2-002.04 Confidentiality of Interviews: The worker must conduct the interview as an official and confidential discussion of household circumstances. The applicant's right to privacy must be protected during the interview, and steps must be taken to preserve the privacy and confidentiality of the information provided at the interview.

2-002.05 Content of Interview: The worker must go beyond a simple review of the information on the application by exploring and resolving any unclear or incomplete information with the household. During the interview, the worker must explain:

1. The application process;
2. The household's rights, including the right to appeal and the method of filing an appeal;
3. The penalty warning on the application including the penalties for intentional program violation;
4. The work requirements, including ABAWD work requirements, if applicable;
5. The household's responsibility to:
   a. Comply with all requirements;
   b. Notify the worker of the changes required to be reported;
   c. Cooperate with quality control reviews and audits; and
6. To households also applying for or receiving PA benefits that time limits and other PA-related requirements do not apply to the receipt of SNAP benefits. Households that cease receiving PA benefits because they have reached a time limit, have begun working, or for other reasons may still qualify for SNAP benefits.

The worker must obtain written consent for verifications and, if appropriate, must register all nonexempt household members for work. The worker must also provide the household with written notice of its rights.

{Effective }

2-002.05A Racial/Ethnic Group Data: The individual making application may indicate his/her racial or ethnic group on the application. It is a federal requirement that this information be submitted to FNS-USDA on an annual basis.

The worker must enter the racial data on the automated system. An annual report of SNAP participation by racial group is compiled based on information entered on the automated system.

{Effective 6/28/11}

2-003.04C At Interim Report: Upon receipt of the Interim Report Form, the worker verifies:

1. Resources, if reported as changed and if the total is $1500 or more;
2. Earned income, if reported as changed;
3. Unearned income, if reported as changed;
4. Medical expenses, dependent care costs, and child support costs, if reported as changed; and
5. Questionable information.

Other changes reported on the Interim Report Form are subject to the same verification procedures that apply at initial certification.

{Effective 6/28/11}

2-004 Processing Applications Under Special Circumstances: Certain types of applications have special processing procedures: This section describes these applications and their processing standards. Special procedures are used for households which are:

1. Entitled to expedited service including migrant and seasonal farm workers;
2. Applying for ADC, AABD, Emergency Assistance, Employment First supportive services, or the State Disability Program;
3. Applying for or receiving Supplemental Security Income (SSI);
4. Living in chemical dependency treatment centers or group living arrangements including shelters for battered women and children;
5. Furnishing board to individuals;
6. Using an authorized representative to apply;
7. Categorically eligible; ~~and~~
8. Providing foster care~~.~~; and
9. Eligible for the Expanded Resource Program.

2-004.01 Expedited Service: Expedited service standards require that processing be completed with timeframes that are shorter than the usual 30 days. If this is an initial application, the criteria apply to the month of application.

The household may be certified under expedited service procedures if they are determined to be entitled to expedited service and have either provided all the required verifications since the last certification or have been certified under the 30-day processing standards since the last expedited service certification. If otherwise eligible, a household cannot waive its right to expedited service.

2-004.08D Disqualification of Authorized Representatives: ~~Local offices which have~~ If the agency has evidence that an authorized representative has misrepresented a household's circumstances and has knowingly provided false information pertaining to the household, or has improperly used ~~food stamp~~ SNAP benefits ~~may disqualify~~ that authorized representative may be disqualified from participating as an authorized representative in ~~the Food Stamp Program~~ SNAP for up to one year.

The worker must send written notice to each affected household and the authorized representative 30 days before the date of disqualification. The notification must include:

1. The proposed action;
2. The reason for the proposed action;
3. The household's right to request a fair hearing;
4. The telephone number of the office; and, if possible
5. The name of the person to contact for additional information.

Note: This provision is not applicable for drug and alcohol treatment centers and group homes which act as an authorized representative for their residents.

2-004.09 Categorically Eligible Households: Households in which all members are authorized or receive an ADC, AABD, SDP or SSI cash payment are categorically eligible. Households in which one or more members are authorized to or receive ADC-Emergency Assistance or Employment First supportive services are categorically eligible. In addition to individuals receiving benefits, the term recipients includes the following:

1. Individuals whose ADC, AABD, or SDP benefits are being recouped;
2. Individuals whose SSI benefits are suspended or being recouped; and
3. Individuals entitled to an ADC grant but who do not receive a grant because the grant is $9.99 or less.

{Effective 6/9/2003}

2-004.09A Households Not Considered Categorically Eligible: Some examples of households that are not considered categorically eligible for ~~the Food Stamp Program~~ SNAP are those where:

1. The entire household consists of:
   a. General assistance applicants;
   b. Clients eligible for medical assistance only;
   c. Individuals in non-exempt institutions;
   d. SSI recipients in 1619(b) status who do not receive an SSI payment; or
   e. Residents of an institution who jointly apply for ~~food stamp~~ SNAP benefits and SSI, and who are determined eligible for SSI before the release from the institution. These individuals are not considered categorically eligible until the date of release from the institution.
2. The household is disqualified because the head of household failed to comply with work requirements.
3. A member of the household is disqualified because of an intentional program violation (IPV). Individuals:

a. Found to have committed an IPV:
   (1) Through an Administrative disqualification hearing;
   (2) By a federal, state, or local court; or
   (3) Who have signed either a waiver of right to an administrative disqualification hearing or a disqualification consent agreement;
b. Found by a federal, state, or local court to have used or received ~~food stamp~~ SNAP benefits in a transaction involving the sale of a controlled substance;
c. Found by a federal, state, or local court to have used or received ~~food stamp~~ SNAP benefits in a transaction involving the sale or in the purchase of firearms, ammunition or explosives;
d. Convicted by a federal, state, or local court of trafficking of ~~food stamp~~ SNAP benefits of an aggregate amount of $500 or more;
e. Found by a federal, state, or local court or by a state agency to have made a fraudulent statement or representation with respect to the identity or place of residence in order to receive ~~food stamp~~ SNAP benefits in more than one household in the same month; or
f. Found by a federal, state, or local court to have committed and have been convicted after August 22, 1996, of a drug-related felony involving the possession, use, sale or distribution, including the intent to sell or distribute, of a controlled substance when the individual has:
   (1) Three or more drug-related felony violations and convictions for possession or use;
   (2) Been convicted of a felony involving the sale or distribution of a controlled substance, including the intent to sell or distribute; or
   (3) Fewer than three drug-related felony violations and convictions for possession or use but is not participating in or has not completed an approved substance abuse treatment program since the last conviction.

{Effective 4/10/2006}

2-004.09B Processing Applications:

2-004.09B1 Categorical Eligibility: If after reviewing the household's eligibility using ~~food stamp~~ SNAP criteria, it appears the household will not be eligible using ~~food stamp~~ SNAP rules but may be categorically eligible, the worker may delay acting on the application until the categorical eligibility is determined. The 30-day processing standard applies. The worker uses the following procedures:

1. If eligibility has not been determined by the 30th day, the worker denies the case but advises the household that benefits will be issued back to the application date if the household is later found to be categorically eligible. The worker sends a notice asking the household to contact the local office if later approved.
2. If the household's application is or has been denied for ~~food stamp~~ SNAP benefits and is later found to have been categorically eligible, the worker uses the original application to certify the case. Another interview is not required but the application may have to be updated. If changes are made on the original application, it would need to be initialed and signed again by the client or his/her authorized representative. If eligible, benefits would be issued from the date of the original ~~food stamp~~ SNAP application or the date categorical eligibility was determined, whichever is later. This would be done using the procedures for restoring benefits.

2-004.10 Foster Care Children: Households may determine whether children receiving payments from any publicly funded foster care agency are included as part of their household for purposes of ~~the Food Stamp Program~~ SNAP. Foster care children may not participate as separate households.

If the household chooses to include foster care children in their ~~food stamp~~ SNAP household, the income and resources of these individuals are considered available to the household. If the household chooses not to include these individuals, their foster care payments, other income, and resources are not considered available to the household.

2-004.11 Expanded Resource Program (ERP) Eligible Households: Any household in which ALL members receive or are authorized to receive the ERP services can have their SNAP eligibility determined through the ERP resource and income guidelines. Eligibility for the ERP is automatic if the household has received the EA-PAM-1 or has signed the electronic or paper application. All of the application forms include a statement that if the household is eligible for the ERP, the household has been notified and is authorized to receive ERP services.

2-004.11A Households Not Considered ERP Eligible: Households that are not considered ERP eligible are those where:

1. An individual in the household is disqualified due to failure to comply with work requirements.
2. A member of the household is disqualified due to an intentional program violation (IPV). Individuals:
   a. Found to have committed an IPV:
      (1) Through an administrative disqualification hearing;
      (2) By a federal, state, or local court; or
      (3) Who have signed either a waiver of right to an administrative disqualification hearing or a disqualification consent agreement;
   b. Found by a federal, state, or local court to have used or received SNAP benefits in a transaction involving the sale of a controlled substance;
   c. Found by a federal, state, or local court to have used or received SNAP benefits in a transaction involving the sale or the purchase of firearms, ammunition, or explosives;

d. Convicted by a federal, state, or local court of trafficking SNAP benefits of an aggregate amount of $500 or more;
e. Found by a federal, state, or local court or by a state agency to have made a fraudulent statement or representation with respect to the identity or place of residence in order to receive SNAP benefits in more than one household in the same month; or
f. Found by a federal, state, or local court to have committed and have been convicted after August 22, 1996, of a drug-related felony involving the possession, use, sale, or distribution, including the intent to sell or distribute, of a controlled substance when the individual has:
   (1) Three or more drug-related felony violations and convictions for possession or use;
   (2) Been convicted of a felony involving the sale or distribution of a controlled substance, including the intent to sell or distribute; or
   (3) Fewer than three drug-related felony violations and convictions for possession or use but is not participating in or has not completed an approved substance abuse treatment program since the last conviction.

2-005 Delays in Application Processing: If the worker does not determine eligibility and provide an opportunity to participate within the 30 days following the date the application was filed, the worker must process the application applying the policies in the subsections of this reference.

2-005.01 Determining Cause: The worker must first determine whether the delay was the household's fault or the worker's fault. The worker must consider a delay to be the household's fault if the household has failed to complete the application process even though the worker has taken all the action required to assist the household. The following actions must have been taken by the worker before a delay can be considered the household's fault:

1. If the household fails to complete the application form, the worker must offer or attempt to offer assistance in completing the application.
2. If the verifications are incomplete, the worker must provide the household with a written statement of the required verification and offer to assist the household in obtaining verification. The worker must allow the household at least ten days from the date of the written statement to provide the particular verification.
3. If the household misses a first scheduled interview, the household must be notified it missed the scheduled interview and that the household is responsible for rescheduling the missed interview.