



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

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To: All Supplemental Nutrition Assistance Program (SNAP) Manual Holders

From: Tammy Poppe, SNAP Policy Specialist
Public Assistance Bureau, Central Office

Subject: SNAP Bulletin 86

Please place this bulletin at the beginning of section SNAP 1502-1.

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SECTION: Case Management

SUBJECT: Recertification

REFERENCES: 7 CFR 273.14

EFFECTIVE DATE: September 1, 2011

INTRODUCTION: In order to comply with the new regulation changes to the current QC negative sampling process a change in procedure is required when closing a case because a recertification form was not submitted by the household.

Currently, when closing a case because the household didn't submit their recertification form or didn't show for the interview, the case is closed on FSED using the Failure to Comply (FTC) code.

PROCEDURE CHANGE: Effective September 1st, 2011 a new closure code is being added for use on the FSED (FS Eligibility Determination) screen. The new code is FSR (Failure to Submit Recertification Form) and is only to be used when SNAP is being closed because the recertification form was not submitted.

Example: Household did not submit the recertification form and missed its scheduled recertification interview on September 6. The case is closed on FSED using the FSR code.

Example: Household submitted the recertification form but missed its scheduled recertification interview on September 6. The case is denied on FSED using the FTC denial code.

Contact your Regional Policy Specialist if you have questions or concerns about this policy.