



## SNAP 104-4 APPLICATION PROCESSING Re-application/Revert to Open

**Supersedes:** SNAP (10/2009)

**Reference:** 7 CFR 273.10, 7 CFR 273.2; Waiver for Early Denial

**Overview:**

When an individual reapplies for SNAP benefits after a break in participation of any length of time, benefits are prorated from the date of the re-application. The exception is: migrant and seasonal farm worker households who receive a full month's benefits if they reapply after a break in participation of less than 30 days.

Reverting a case to open can be done in situations outlined below.

**REAPPLICATION WITHIN 30 DAYS OF ORIGINAL APPLICATION:**

The eligibility determination for denying the original application before the 30<sup>th</sup> day must be documented in case notes, and the appropriate denial notice sent to the household.

A new application must be filed if a household reapplies due to a change in circumstances within 30 days of the original application being denied.

A new application is not required if the original application was denied 10 days after the date of request for verification when the applicant failed to provide the required verification (see Early Denial Policy below).

The original application that is less than 30 days old, if denied for a reason other than providing verifications, may be used as a new application. A new interview is required and the information on the application is updated at the interview. The application does not need to be re-signed by the household, but the application must be date-stamped with the date the application is restored at the request of the household.

**REVERTING A CASE TO OPEN:**

A SNAP case is only reverted to open when:

1. The case was closed or denied in error;
2. The household complies with the eligibility requirement causing closure before the effective date of the closure; or  
**NOTE:** If the household complies with the eligibility requirement causing closure after the effective date of closure, it must reapply.
3. The household submits verifications that were due by the 10<sup>th</sup> day after the request for verifications but by the 30<sup>th</sup> day of the application (if an interview is done), the case will be reverted to open. See Early Denial Policy below.
4. The household requests continued assistance pending a Fair Hearing as long as it does not extend beyond the recertification date. A recertification must take place even if the case is pending a Fair Hearing.

### **EARLY DENIAL POLICY:**

The OPA will deny an application 10 days after the date of request for verification when an applicant fails to provide the required verification, provided that the OPA interviewed the household.

- The OPA will inform households of the 10-day standard in writing and notify households at the interview of the date by which the household must provide any missing verification.
- The OPA will not deny an application for failure to provide any missing verification within 10 days unless an interview was completed.
- The OPA will assist households in obtaining verifications.
- Households that fail to provide required verification after the 10-day period may be denied. If the verification is provided within 60 days of the application date, the OPA will act on the verification without requiring a new application.
- If the household provides missing verification within the initial 30-day period, the OPA will reopen the application and, if eligible, provide benefits from the date of application. If the household does not provide the missing verification until the second 30 days after filing an application, the OPA will reopen the application and provide benefits from the date the household furnished the missing verification.
- The Notice of Denial sent after 10 days from verification request must notify the client:
  - Why the application was denied; and
  - The application will be reopened if the required verification is received within 30 days of the date of application and benefits will be provided from the date of application.

**Effective Date:** February 1, 2017