

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
November 21, 2013**

IM 5191

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance Policy

SUBJECT: Choice of SNAP or Food Distribution Program (Tribal Commodities)

PROGRAMS: SNAP

EFFECTIVE: Immediately

RETENTION: Until Manualized

**SECTIONS
AFFECTED:** **430-05-05-50-05 – Choice of SNAP or Food
Distribution Program (Tribal Commodities)**

The following change in policy is effective immediately based on information received from the Department of Public Instruction which is the agency that administers the Food Distribution Program. Individuals certified for the Food Distribution Program will no longer be allowed to apply and participate in SNAP if they haven't picked up their commodities for that month. Individuals certified for the Food Distribution Program can participate in SNAP the month following closure of their Food Distribution Program case. This change applies to all Food Distribution Programs in the state.

Choice of SNAP or Food distribution Program (Tribal Commodities)
430-05-05-50-05

A household eligible for either SNAP or the Food Distribution Program may participate in either program. Households may switch from one program to the other at the end of the review period or within a review period by terminating their participation and notifying the administering agency. An application for the new program is required and eligibility would begin the month following the termination of the previous program.

Example:

Household consisting of Mom, Dad and two children, apply for SNAP in November. Dad is the only member who received commodities for November and requested his commodities case close the end of November. When processing the application for November, Dad is OU, Mom and the children are IN. Mom, Dad and their two children must all be included in the benefit determination for December.

Households certified in either the SNAP or Food Distribution Program on the first day of the month can only receive benefits in the program for which they are currently certified during that month.

Example:

A household participating in the Food Distribution Program requests their commodities case close on May 15 so they can apply for SNAP. The commodities case will close May 31 allowing the household to become eligible for SNAP starting June 1.

Exception:

~~**A household may participate in SNAP in the same month that they are certified for the Food Distribution Program if the household did not pick up their commodities. The worker will need to contact the Food Distribution Program to verify that the household did not pick up their commodities for that month. The household's certification for the Food Distribution Program must be ended.**~~

When an individual has received benefits from both programs in the same month, a claim must be completed. The program that initially certified the individual does not complete a claim.