

Service Chapter: SNAP 430

Effective Date: August 14, 2025

Overview

Effective with all expedited applications and late reviews approved on or after July 10, 2025. Removal of 1- or 2-month certification periods. Applicants will be approved for either 6 or 12 month certification periods, but postponed verifications will still need to be provided by end of 1- or 2-month period pending on when the application or late application for review was received (before or after the 15th).

Description of Changes

1. 107 – Expedited Services – Change

2. 1005 – Recertification – Change

This section has been rewritten.

Policy Section Updates

1. 107 – Expedited Services - Change

Overview

The intent of expedited services is to provide SNAP benefits within seven calendar days from the date of application to eligible households in immediate need.

The **seven calendar days** includes weekends and holidays and do not lengthen time frames to process expedited benefits.

Expedited Processing Criteria

All applications must be screened for expedited processing immediately upon receipt in the Human Service Zone (HSZ) when the applicant requests SNAP benefits.

Note: To begin the application process, all that is required is a name, address, and signature.

The application date is the date when this information is received. The remainder of the application must be completed at the interview. If an application is submitted with just name, address, and signature, the eligibility staff member must try to contact the household for an interview to discuss the various factors/criteria in order to determine whether the household is eligible for expedited issuance.

Eligibility staff are required to cold call households eligible or potentially eligible for expedited service to attempt an interview on the day of receipt of application in the work queue. All Eligibility staff must attempt two cold call attempts, 15 minutes apart. These calls must be documented in narrative even if the household did not answer the calls.

If the household cannot be reached on the day of receipt, an appointment notice will be sent following the process outlined in [Application Processing](#).

Households meeting the following criteria are eligible for expedited processing:

1. Have less than \$150 in gross monthly income **and** \$100 or less in liquid resources; OR,
2. Are destitute migrant or seasonal farm worker households with liquid resources not exceeding \$100 ; OR,
3. The household's combined gross monthly income and liquid resources are less than its monthly rent or mortgage and the appropriate mandatory utility allowance.

NOTE: When the application is submitted the Support Specialist must evaluate the information provided on the application and/or question the applicant to determine the appropriate mandatory utility allowance for expedited processing. Expedited processing is not postponed for verification of shelter/utility expenses.

Expedited Screening

At the initial inquiry all individuals must be informed about expedited processing eligibility and the right to protect the date of application. The application must be screened for expedited processing even if only name, address, and signature on the application are submitted.

If there is a request for SNAP benefits and the expedited screening section of the application is not completed, the Support Specialist must evaluate the completed application (if available) to the best of their ability based on the information provided and knowledge of policy.

Eligibility is not generally determined at the time of the screening, and it is not required for the screener to go beyond the screening box to decide whether income is countable or excluded. The final determination of expedite eligibility lies with the eligibility worker.

NOTE: Anticipated income that HAS been approved or authorized (ex: new employment income) is included when screening an application for expedite

processing. Anticipated income (e.g., TANF, unemployment income, etc.) that has not been approved or authorized is not included when screening an application for expedited processing.

NOTE: Liquid resources are considered when screening for expedited services for all households including categorically eligible and BBCE (TANF I & R).

An applicant may appear eligible for expedited processing but during the interview and after the information is entered in the integrated eligibility system, it is determined the applicant does not meet expedited processing guidelines. The application is subject to regular processing guidelines with issuance within 30 days of the date of application and all required verification provided.

Date of Discovery

The date of discovery for expedited Supplemental Nutrition Assistance Program (SNAP) benefits is the day the eligibility worker determines that the applicant is eligible for expedited service.

Explanation:

- The eligibility worker must make expedited benefits available to the applicant within seven days of the application date.
- If pre-screening identifies a household as not entitled to expedited service and it is later determined that the household is entitled to expedited services, the expedited processing timeframe begins with the date the household is discovered entitled to expedited services.
- The amount of expedited benefits an applicant receives depends on the date of application, whether they are eligible for one or two months of expedite services.

Able Bodied Adults Without Dependents

ABAWD applicants are screened and processed for expedited services in the same way any other applicant is. The eligibility staff member should attempt to obtain as much verification as possible within the expedited service time frame; however, verification of an ABAWD exemption or meeting a work requirement can be postponed if it would delay processing expedited service eligible cases within the time frame.

Expedited Processing

If the household applies, is screened for, and found to be entitled to expedited service, the Eligibility Worker must complete two cold call attempts to the household the same day the application is submitted or the following working day. If both cold calls were unsuccessful, the Eligibility Worker must send the appointment letter (see [Application Processing](#)). If the household does not appear for the interview, the

eligibility staff member must generate the household a Notice of Missed Interview notice (NOMI) immediately. If the household reschedules the interview or calls for an interview in time to meet the expedited timeframe, the interview must be completed, identity verified, and benefits must be available to the household by the seventh day. If the household does not complete the interview in time to meet the seven-day time frame, the household loses its entitlement to expedited service and the application is processed within the normal 30 days of the date of application. The loss of expedite entitlement due to the household must be clearly documented in the case file. If the household makes no further contact, the eligibility staff member must send the household a denial notice on the 30th day following the date of application.

The eligibility staff member uses all readily available information/documentation to verify the household's residency, income, liquid resources, and information provided on the application by the household. Available computer systems such as Equifax/TALX, IEVS, FASCES (child support), SOLQ (social security), EDRs, **and all other applicable interfaces** must be reviewed and used as verification when applicable.

Issuance of benefits must not be delayed to obtain any information except the identity of the person making application.

A household is not required to provide a Social Security number (SSN) for expedited processing; however, a SSN must be provided or it must be verified that an application for a SSN was submitted to SSA before benefits can continue beyond the expedited period for each household member who does not have a SSN.

Note: If the household is unable to provide proof of application for a SSN for a newborn, the household must provide the SSN or proof of application at its next recertification or within 6 months following the month the baby is born, whichever is later. If the household is unable to provide a SSN or proof of application for a SSN within those times frames, the eligibility staff member will determine if good cause is applicable.

The affidavit for work registration is included on the paper and online applications. Upon signing the last page of the application, the participant agrees to register for work. This applies to all other non-exempt individuals in the household. The eligibility staff member must attempt to verify questionable work registration exemptions for all household members but verification must be postponed if the expedited processing time cannot be met.

A household must be eligible for benefits in the month of application to be eligible for expedited processing.

If a household is eligible for the program but is not eligible for expedited processing in the month it applies, the application must be processed under regular procedures within 30 days from the date of the initial application. The application is processed under regular procedures even if the household has zero income in the following month. The first and second months are approved under regular application processing. All information on the application is entered in the integrated eligibility system before eligibility is determined.

Postponed Verification

Expedited processing allows for postponing verification through the expedited period.

EXCEPTION: The applicant's (e.g., the person making application) identity must be verified before expedited benefits can be authorized. A picture is not required to verify identity, but we must exhaust all viable methods of verification. These include SOLQ and collateral contact.

The postponed verification must be provided by the last day of the month for which benefits were issued (e.g., the date of application is July 16th, so verification must be provided no later than August 31st). If the last day to provide verification falls on a weekend or holiday, the household has through the following business day to provide the verification.

APPLICATIONS ON OR BEFORE THE 15TH OF THE MONTH

When a household who is eligible for expedited processing applies on or before the 15th of the month and verification is postponed, the eligibility worker sends a notice that advises the household of expedited benefits and postponed verification.

If postponed verification is received on or before the end of the expedited period, the second month's benefit must be issued within seven working days from receiving the verification or by the first working day of the second month, whichever is later. Timely notice of adverse action is not required.

If the verifications are not received by the end of the month (or second month for combined issuance cases), close the case for failure to provide required verifications. If the household provides the verifications after benefit termination and still wants to receive benefits for that month, a new application is required.

If the requested verification of expenses is received after the expedited period, the expenses are added to the case the month following receipt of the verification.

APPLICATIONS ON OR AFTER THE 16TH OF THE MONTH

Households applying on or after the 16th of the month and eligible for expedited processing **must** have the first month's prorated benefits AND the second month's full benefits issued on the same day they are determined eligible.

If verification is postponed in this case, the eligibility worker must send a notice that advises the household of expedited benefits and postponed verification. If postponed verification is received on or before the end of the expedited period, the third month's benefit must be issued within seven working days from receiving the verification or by the first working day of the third month, whichever is later. Timely notice of adverse action is not required.

If the verifications are not received by the end of the month (or second month for combined issuance cases), close the case for failure to provide required verifications. If the household provides the verifications after benefit termination and still wants to receive benefits for that month, a new application is required.

If the requested verification of expenses is received after the expedited period, the expenses are added to the case the month following receipt of the verification.

CHANGES REPORTED AFTER INTERVIEW BUT BEFORE THE NOTICE OF ELIGIBILITY

A household is required to report all changes related to its eligibility at the interview. Because an applicant is notified of their reporting requirements at the interview, a household is required to report changes according to its reporting requirements from the date of the interview.

If a change is reported after the interview but before the notice of eligibility (approval notice) for ongoing benefits, the eligibility staff member must act on the change within 10 days of the change being reported regardless of the household's reporting requirements. The change must be included in the eligibility determination for ongoing benefits. Benefits must not be delayed (held or pended) beyond the last day of the expedited period waiting for verification.

EXCEPTION: Resources available at the time the household is interviewed are used to make the resource determination. Changes in resources that occur or are reported after the interview but before the notice of eligibility (approval notice) for ongoing benefits is sent to the household are disregarded for the expedited period. The changes must be considered in determining resource eligibility for ongoing benefits.

If there are 10 days before the last day of the expedited period to verify a change, eligibility is not determined until the verification is received. The change is included in the eligibility determination for ongoing benefits.

If there are not 10 days before the last day of the expedited period to verify a change, eligibility is determined for ongoing benefits based on information requested at the interview. The eligibility staff member must request verification be provided within 10 days of sending the notice of a change that is reported after the interview but before the notice of eligibility for ongoing benefits.

If the verification is received before eligibility is determined and the notice of eligibility for ongoing benefits is sent to the household, the change is included in the eligibility determination for ongoing benefits.

If the verification is received after eligibility is determined and the notice of eligibility is sent for ongoing benefits, the change is included in the eligibility determination for the month after receipt of the verification following notice of adverse action procedures.

Notices for Expedited Processing

If the household is interviewed and no verification/information is needed, the eligibility staff member must send the household the approval and the appropriate reporting requirement notices on the same day expedited or continued benefits are authorized.

If more information is needed after the interview to determine continued eligibility and the benefit amount, the eligibility staff member must send a postponed verification notice to the household.

The notice informs the household of the:

1. Benefit amount(s);
2. Required verification(s) needed or the case will close without further notice; and,
3. Expenses requested, e.g., rent, utilities, child support obligation, but the case doesn't close if the items are not submitted. If not verified, they aren't allowed as deductions.

The household is not required to report any changes after the interview until receiving the notice of eligibility (approval notice). Therefore, the reporting requirement notice must not be sent prior to the approval notice for continued benefits. If the required postponed verification is submitted before the end of the expedited period, the approval and the appropriate reporting requirement notices are sent to the household on the same day continued benefits are authorized. The household is required to report changes according to its reporting requirements after receiving the notice of eligibility (approval notice).

Repeat Expedited Applications

There is no limit to the number of times a household may be eligible for expedited processing. The following criteria is required before approval for subsequent expedited services:

1. All postponed verification requested during the previous expedited processing must be received;

OR,

2. The household was certified under normal processing standards since the last expedited certification.

Note: If the household is unable to obtain the postponed information/verification due to no fault of their own, expedited benefits are approved and verification is not postponed for continued benefits. The eligibility staff member must document in case notes why the information cannot be obtained.

Residents of Institutions

When a resident of an institution applies for SNAP and appears eligible for expedited processing before release from the institution, benefits must be available within seven calendar days from the date of release.

Homebound Applicants

If the household files an incomplete application and is being interviewed at home, the application must be completed during the home visit. If a phone interview is conducted, the application must be completed by the eligibility staff member during the interview and mailed the same day to the household for its signature or be signed telephonically if applying through Great Plains Food Bank. Benefits are not authorized until the application is signed. Document in case notes explaining good cause for delayed expedited processing.

2. 1005 – Recertification – Replace

Overview

No household may participate in SNAP beyond the expiration of the certification period without a determination of eligibility for a new period.

REVIEW PERIODS:

Households in which all members are elderly or have a disability with no earned income are certified for 12 months. All other households are certified for 6 months. Other programs' redetermination dates should be coordinated with the SNAP recertification date when it is possible.

Requirements

A review of the household's circumstances is required to continue the Supplemental Nutrition Assistance Program (SNAP) benefits. The recertification (review) process includes filing an application, having an interview (if required), and providing required information.

Notification is sent to the household regarding its eligibility status.

Basic Considerations

An application for review is an application to continue SNAP benefits. All points of eligibility are reestablished, and all discrepancies are resolved. Benefits are not continued beyond the end of the certification period without reestablishing eligibility.

A household must complete the review process in the last month of the current certification period to receive uninterrupted benefits. The date for the application of review is the date the form is received by the agency.

APPLICATION FOR REVIEW FORM AND NOTICE OF EXPIRATION:

A household receives a Redetermination/Recertification Report form in the month prior to its recertification month. Instructions on the form request the household to complete and return it by the due date. Any responsible adult member of the SNAP household or the authorized representative can complete or sign the report. All other forms of SNAP applications (paper, online, by telephone (Great Plains Food Bank) are also accepted for recertification). Any form of SNAP application for review must be accepted as long as it contains a signature and a legible name and address.

The household must also be sent a Notice of Expiration (NOE) by the 10th of the month prior to the recertification month. The following information must be included in the NOE:

1. The date the certification period expires.
2. The date by which a household must submit an application for review in order to receive uninterrupted benefits.
3. The consequences of failure to apply for recertification in a timely manner.
4. Notice of the right to receive an application form upon request and to have it accepted as long as it contains a signature and a legible name and address.
5. Information on alternative submission methods available to households which cannot come into the certification office or do not have an authorized representative and how to exercise these options.
6. The address of the office where the application must be filed.
7. The household's right to request a fair hearing if the recertification is denied or if the household objects to the benefit issuance.

8. Notice that any household consisting only of Supplemental Security Income (SSI) applicants or recipients is entitled to apply for SNAP recertification at an office of the Social Security Administration.
9. Notice that failure to attend an interview may result in delay or denial of benefits.
10. Notice that the household is responsible for rescheduling a missed interview and for providing required verification information.

Acceptable Forms for an Application for Review

1. SPACES generated Review Form. Automatically mailed on the 10th to the last working day of the month prior to the review month. Supplemental Nutrition Assistance Program (SNAP) must be listed under Program(s) on page one (1) of the review form and document # must match the review form mailed to the household.
2. On-line Self-Service Portal (SSP) SNAP Periodic Review of Benefits.
3. SFN 405 – Application for Assistance can be used as an application for review if the SNAP program has been designated on the form and household has been notified of upcoming review with SPACES generated Review Form.
4. Apply for Help on-line application on the Self-Service portal (SSP) can be used as an application for review if the SNAP program has been designated on the form and household has been notified of upcoming review with SPACES generated Review Form.

Unacceptable Forms for an Application for Review

1. SPACES generated Review Form without SNAP listed as a Program on page one (1) of the review form.
2. Federal Facilitated Marketplace (FFM) Application.
3. SFN 1909 - Application for Health Coverage and Help Paying Costs.
4. SFN 641 – Title IV-E Title XIX Application for Foster Care.
5. SFN 958 – Health Care Application for the Elderly and Disabled.
6. SFN 529 – Application for LIHEAP.
7. SFN 62 – LIHEAP Emergency Assistance Application.

Types of Recertifications (Reviews)

Reviews are identified and processed as follows:

- Timely

- Untimely
- Late

TIMELY RECERTIFICATIONS (REVIEWS):

A timely review is an application for review submitted by the household between the 1st and 15th day of the last month of the certification period. Eligible households are entitled to receive uninterrupted benefits (i.e., benefits are available on their normal issuance date).

UNTIMELY RECERTIFICATIONS (REVIEW):

An untimely review is an application for review submitted by the household between the 16th and last day of the month of the current certification period.

Households filing untimely reviews lose the right to receive uninterrupted benefits.

If an interview is required and completed, and all verifications are received prior to the end of the household's current review period, the worker has 30 days from the date of the application for review to process it.

LATE RECERTIFICATIONS (REVIEWS):

A late review is an application for review filed within 30 days following the expired certification period if the household fails to file an application for review in the last month of the certification period.

Forms received in the month following the last month of the certification period are treated as late reviews and benefits are prorated from the date the form is received.

Expedited Services

Households that reapply after an expired certification period or within the 30 days following the last month of the certification period may be eligible for expedited services. Screen the renewal application to determine potential eligibility for expedited services.

Note: Households reapplying before the end of their current certification period are not eligible for expedited services

The postponed verification must be provided by the last day of the month for which benefits were issued (e.g., the date of application is July 16th, so verification must be provided no later than August 31st). If the last day to provide verification falls on a weekend or holiday, the household has through the following business day to provide the verification.

LATE REVIEWS ON OR BEFORE THE 15TH OF THE MONTH

When a household who is eligible for expedited processing applies on or before the 15th of the month and verification is postponed, the eligibility worker sends a notice that advises the household of expedited benefits and postponed verification.

If postponed verification is received on or before the end of the expedited period, the second month's benefit must be issued within seven working days from receiving the verification or by the first working day of the second month, whichever is later. Timely notice of adverse action is not required.

If the verifications are not received by the end of the month (or second month for combined issuance cases), close the case for failure to provide required verifications. If the household provides the verifications after benefit termination and still wants to receive benefits for that month, a new application is required.

If the requested verification of expenses is received after the expedited period, the expenses are added to the case the month following receipt of the verification.

LATE REVIEW ON OR AFTER THE 16TH OF THE MONTH

Households applying on or after the 16th of the month and eligible for expedited processing **must** have the first month's prorated benefits AND the second month's full benefits issued on the same day they are determined eligible.

If verification is postponed in this case, the eligibility worker must send a notice that advises the household of expedited benefits and postponed verification. If postponed verification is received on or before the end of the expedited period, the third month's benefit must be issued within seven working days from receiving the verification or by the first working day of the third month, whichever is later. Timely notice of adverse action is not required.

If the verifications are not received by the end of the month (or second month for combined issuance cases), close the case for failure to provide required verifications. If the household provides the verifications after benefit termination and still wants to receive benefits for that month, a new application is required.

If the requested verification of expenses is received after the expedited period, the expenses are added to the case the month following receipt of the verification.

APPLICATION FOR REVIEW INTERVIEWS:

The household is sent a Review Due notice by advanced notice deadline in the month prior to the month the certification period ends. If an interview is required, the household has the right to request an in-person or in-home interview. The notice informs the household that the interview is a SNAP application for review process requirement.

The Human Service Zone must send an appointment letter to the applicant. All appointment letters must be sent by regular mail. For participants that have provided an email, the Human Service Zones must provide a copy of the appointment letter to the email address provided by the participant in addition to the regularly mailed appointment letter. A copy of the email with the appointment letter must be added to the case file.

The Human Service Zone must send the appointment letter the same day as date of receipt of the application for review. All application for reviews must have an interview scheduled no later than 5 calendar days from the date of receipt. If the household does not appear for the interview, the eligibility worker must generate the household a Notice of Missed Interview notice (NOMI) immediately.

The NOMI must inform the household they have until the end of their certification period to complete the interview without having to submit a new application form. The end of the certification is the last working day of the review month.

DELAYED PROCESSING

Agency Caused Delays

If a household submits a review form and completes the interview but the review was not processed within 30 days of the recertification form being filed due to an agency caused delay the review is processed and if determined eligible, benefits are not prorated.

**See Application for Review Interviews regarding scheduling timeframes for SNAP Review interviews*

CHANGES REPORTED AFTER THE INTERVIEW BUT BEFORE THE NOTICE OF ELIGIBILITY:

A household is required to report all changes related to its eligibility and benefit amount at the recertification interview. A household is required to report changes according to its reporting requirements after receiving the recertification notice of eligibility (approval notice).

If a change is reported **after the interview but before the notice of eligibility (approval or denial notice)** is mailed, the eligibility worker must act on the change within 10 days of the change being reported regardless of the household's reporting requirements. This change must be included in the recertification eligibility determination. Benefits must not be delayed (held or pending) beyond the cutoff date of the recertification month waiting for verification. If there are not 10 days before cutoff to verify a change, the recertification eligibility determination is based on information requested at the interview.

CHANGES REPORTED AFTER THE REVIEW IS RECEIVED (NO INTERVIEW REQUIRED) BUT BEFORE THE NOTICE OF ELIGIBILITY:

A household is required to report all changes related to its eligibility and benefit amount at time of recertification. A household is required to report changes according to its reporting requirements after receiving the recertification notice of eligibility (approval notice).

If a change is reported after the review is received but before the notice of eligibility (approval or denial notice) is mailed, the eligibility worker must act on the change within 10 days of the change being reported regardless of the household's reporting requirements. This change must be included in the recertification eligibility determination. Benefits must not be delayed (held or pending) beyond cutoff date of the recertification month waiting for verification. If there are not 10 days before cutoff to verify a change, the recertification eligibility determination is based on information requested at the interview.

Verification at Recertification

All pertinent case information, including all income and expenses will be verified at time of Recertification. This includes the following:

1. All earned and unearned income.

2. Shelter expenses and utility expenses including rent/mortgage, homeowner's insurance, property taxes, must be verified.
3. All household Medical Expenses
4. The household's legal obligation to pay [child support](#) , the obligation amount, and monthly child support amount the household actually pays to a [non-household member](#) .
5. All ABAWDs must verify work hours if they are meeting the work requirement by working. An ABAWD's participation in the SNAP Employment and Training Program, or participation in a work program that is not operated or supervised by the state must also be verified.
6. Other information, such as [dependent](#) care, student status, [fleeing felon](#) , drug conviction, etc.
7. Other information that has changed.

Notice Requirements

If a household is determined eligible at recertification, the eligibility staff member must send the household the recertification approval notice and the appropriate reporting requirement notice on the same day eligibility is determined and approved. If the household is determined ineligible, the eligibility staff member must send the household the appropriate denial notice according to the reason for denying the recertification.

Documentation

The eligibility staff member must document in case notes in sufficient detail so individuals reviewing the case (Appeals Officers, Management Evaluation Reviewers, Program Integrity Auditors, Claims and Recovery, Quality Control, Supervisors, federal auditors, etc.) can determine the reasonableness and accuracy of the prospective eligibility determination and benefit amount.

Reference: 7 CFR 273.2(f); (2 & 3) (i); 7 CFR 273.10(f); 7 CFR 273.14((a)(2));