

**Service Chapter:** SNAP 430

**Effective Date:** August 13, 2026

### **Description of Changes**

**1. 107 – Expedited Services – Change**

Update to Postponed verifications and last day of the month falling on a holiday or weekend.

**2. 502 – Eligible Alien Status – Change**

Update to ineligible aliens' treatment of resources.

**3. 801 – Standard, Earned, Dependent Care, Child Support and Representative Payee Fee – Change**

Update to dependent care expenses at the time of application.

**4. 1002 – Reporting Requirements – Clarification**

Reorganized and clarified Unclear information

**5. Resources – Process and Procedures – New**

New section is being added under the Resources section of the manual.

- SNAP Application & Review Processing

**6. Resources – Process and Procedures – New**

New section is being added under the Resources section of the manual.

- Acting on SNAP Changes

### **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](#)[Expedited Screening](#)[Date of Discovery](#)[Able Bodied Adults Without Dependents](#)[Expedited Processing](#)[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 household provides the verifications after benefit termination and still wants to receive benefits, a new application is required.

**Note:** If the participant reports an expense but doesn't submit verification by the due date, the expense is removed for future months, and eligibility is determined without it.

[Applications on or Before the 15th of the Month](#)[Applications on or After the 16th of the Month](#)[Changes Reported After Interview but Before the Notice of Eligibility](#)[Notices for Expedited Processing](#)[Repeat Expedited Applications](#)[Residents of Institutions](#)[Homebound Applicants](#)

## 2. 502 – Eligible Alien Status– Change

### Overview

An individual who is not a U.S. citizen or a U.S. National must have their [alien](#) status verified to be included in the [assistance unit](#). The State agency must give

---

Refer to the online SNAP manual for current policy.

the [household](#) the option of withdrawing its [application](#) or participating without a household member if that individual does not wish the State agency to verify his/her immigration status. State agencies cannot deny benefits to otherwise [eligible](#) household members because other members have chosen not to disclose their citizenship, immigration status, or Social Security number.

Household members that “opt out” are considered non-applicants and are [ineligible](#) for SNAP. Alien visitors, tourists, diplomats, and students who enter the U.S. temporarily with no intention of abandoning their residence in a foreign country are not eligible for SNAP benefits under any circumstances.

### [Alien Status Verification \(SAVE\)](#)

#### [Eligible Alien](#)

#### [Non-Citizens Eligible to SNAP August 13, 2026](#)

#### [Qualified Alien Categories](#)

#### [Special SNAP Criteria](#)

#### [Ineligible Alien Resources, Income and Expenses](#)

The resources of an ineligible alien will be counted in their entirety to the remaining household members. . Income and expenses of the ineligible alien are prorated among the remaining household members. Income and expenses must be coded against the ineligible alien or income and expenses will not be prorated.

**Exception:** A household is allowed the full appropriate mandatory utility allowance if the individuals who share the utility expense(s) are not in the SNAP assistance unit because they are an ineligible alien, Able Bodied Adults Without Dependents (ABAWD) disqualified, or SSN disqualified, but are otherwise required household members. This also applies to households with an ineligible student.

### [Reporting Unlawful Presence, Indigent Non-Citizens, and Final Civil Judgments Against Sponsors](#)

#### **3. 801 – Standard, Earned, Dependent Care, Child Support and Representative Payee Fee – Change**

---

Refer to the online SNAP manual for current policy.

## Overview

The following deductions are detailed in this manual section:

1. Standard deduction.
2. **Earned income** deduction.
3. **Dependent** care deduction; and,
4. **Child support** deduction.
5. Representative Payee Fee

### Standard Deduction

### Earned Income Deduction

### Loss of Earned Income Deduction

### Dependent Care Deduction

Dependent care expenses are a deduction for SNAP if the expense is incurred by the household for one of the SNAP household members. Any portion of the dependent care expense paid by a **non-household member** is not allowable. At initial **application** or **review**, households must verify current month or base month dependent care expenses or anticipated dependent care expenses if the household anticipates a **change**. The out-of-pocket dependent care expense including dependent care related transportation costs and activity fees incurred by the household are allowable dependent care expenses. These deductions are allowed until the next recertification or until a change is reported according to the household's reporting requirements.

### Allowable household members:

Dependent care expenses are only allowable for care of a child under age 18, incapacitated household member, or other aged or **disabled** dependent when necessary for a household member to:

1. Accept of continue employment.
2. Seek employment.
3. Attend training or pursue education preparatory to employment.

Incapacitation refers to any permanent or temporary condition that prevents an individual from participating fully in normal activities, including but not limited to work or school, without supervision and that requires the care of another person to ensure the health and safety of the individual, or a condition or situation that makes lack of supervision risky to the health and safety of that individual.

If the household incurs dependent care costs that could qualify as both a medical deduction and dependent care deduction, the costs may be deducted as a medical expense or a dependent care expense, but not both.

**Allowable Provider:**

Dependent care expenses will be allowed only if the service is provided by someone outside the SNAP household.

**Childcare Assistance/Scholarships/TANF:**

When the dependent care expense is greater than Child Care Assistance Program (CCAP) payment or scholarship, the out-of-pocket dependent care expense incurred by the household is an allowable dependent expense. When a CCAP application is pending, allow the entire dependent care expense through the certification period. Dependent care expense will need to be requested at the next review, if not already reported by the household.

If a TANF household chooses the option of receiving a work-related dependent care disregard from the TANF grant, SNAP will count the amount of the TANF grant as unearned income and allow the household dependent care expenses.

**Converted Dependent Care Expenses:**

Dependent care expenses must be converted if the expense is billed on a weekly or biweekly (every two weeks) basis. If expense conversion is applicable, it must be documented in the case file.

Dependent care expenses must be entered into the integrated eligibility system as a weekly expense. The integrated eligibility system will convert the weekly billed expense, by totaling the weekly payments and dividing by the number of payments (4 or 5) to arrive at the weekly average. The weekly average is then multiplied by 4.3.

Dependent care expenses must be entered into the integrated eligibility system as a biweekly expense. The integrated eligibility system will convert the biweekly billed expense, by totaling the biweekly payments and dividing by the number of payments (2 or 3) to arrive at the biweekly average. The biweekly average is then multiplied by 2.15.

**Child Support Paid Deduction  
Budgeting Child Support Expense  
Representative Payee Fee**

---

Refer to the online SNAP manual for current policy.

## 4. 1002 – Reporting Requirements – Clarification

### Overview

Households in North Dakota are certified under **Simplified Reporting**.

**Simplified Reporting Requirements**  
**Substantial Lottery and Gambling Winnings**  
**Notification of Simplified Reporting Requirement**  
**Acting on Changes**  
**Increase to Benefits**  
**Decrease in Benefits**

### Unclear Information

Unclear information is information about a household's circumstances from which the eligibility worker cannot readily determine the effect on the household's continued eligibility for SNAP or in certain cases the effect on the benefit amount. Unclear information is information that is not verified, or information that is verified but the eligibility worker needs additional information to act on the change appropriately. For example, if a household reports and verifies that a new member has joined the household but does not provide any information regarding the new member's income, the eligibility worker would need to contact the household before the eligibility worker could act to add the individual to the household and change the benefit level.

If the information is verified upon receipt but the eligibility worker needs additional information to act on the change appropriately, then the information would be considered unclear. An example of this would be if the eligibility worker received verified upon receipt information, such as a **participant** statement that another person joined a household but did not know how the household's total monthly income may have changed. The eligibility worker would need further information and verification from the household to make the appropriate changes in benefit allotment, if necessary, to the case.

Eligibility worker must follow up on unclear information if the information:

1. Is fewer than 60 days old and relative to the current month of participation, and
2. Is a mandatory reportable change; or
3. Is significantly conflicting information from what was previously reported by the household.

---

Refer to the online SNAP manual for current policy.

If the unclear information received during the certification period is fewer than 60 days old relative to the current month of participation **and** household should have reported according to simplified reporting rules or appears to significantly conflict with the information provided by the household at the time of certification, the eligibility worker must send a Request for Verification notice. If verification is received, act on the change allowing advance notice, if applicable. If verification is not received, close the case, allowing for advance notice.

**Significantly conflicting information** is any situation in which the agency has just received new information which calls into question whether the information presented at application or recertification was accurate or not. See examples below:

**Example 1:** A household of 1 applies and is approved for benefits. During the recertification, the agency learns that the participant is living with others and had been at the time the application was submitted. It is now unclear what the relationship of these other individuals is to the **head of household**, and whether the household should have been approved as a household of 1 because this new information significantly conflicts with what was reported at the time of application.

**Example 2:** A household of 3 submits a recertification reporting no changes and is reapproved for benefits. During the new certification period, the agency learns that one of the household members is a college student whose semester began prior to the new certification period. It is now unclear if this household member should have been included in the SNAP household because the new information significantly conflicts with the information the agency had when processing the recertification.

If the unclear information is not fewer than 60 days old relative to the current month of participation, was not required to be reported or does not present significantly conflicting information from that used at the time of certification, the State agency shall not act on this information or require the household to provide information until the household's next certification action.

NOTE: When a household reports a change in residence, the eligibility worker must investigate and act on potential changes in shelter costs arising from this reported change by sending the request for verification notice. However, if a household fails to provide information regarding the associated changes in shelter costs within 10 days of the notice, a notice must be sent to the household notifying them that their allotment will be recalculated **without the deduction**.

### Death and Prisoner Match (Unclear Information)

Refer to the online SNAP manual for current policy.

#### 4. Resources – Process and Procedures – New - SNAP Application & Review Processing

### SNAP Application and Review Processing

---

#### SNAP Application Process

1. Complete Interview
2. Request for Verification (RFV) notice sent.
  - o Household has through the **30th day** from the application date to provide verifications. Exception when the 30<sup>th</sup> day is a weekend, state holiday, and meets the following criteria:
    1. Eligible without the non-mandatory expenses
    2. Notice requirements are met- Household has received notice of request for verification and ten days have been allowed based on notice requirements.

#### 30th Day Processing – If Verifications are NOT Provided:

- **ONLY non-mandatory verifications are missing:**
  - o If the household is **eligible** for SNAP without the expenses:
    - o Authorize SNAP without the expenses on:
      - ♣ Day 30, or
      - ♣ The last working day before a weekend or holiday if Day 30 is not a business day.
    - o If the missing verifications are later received before or on Day 30 and result in an increase in benefits, issue an underpayment.
  - If the household is not eligible without the expenses:
    - o Process the case on Day 30 or the next business day.

---

Refer to the online SNAP manual for current policy.

- **MANDATORY verifications + non mandatory verifications are missing**  
→ The system will deny the application on the 30th day for failure to provide information.

If the RFV due date is after the 30th day:

- **If only non-mandatory verifications are missing:**  
→ Workers must manually process the case without the non-mandatory verifications on the RFV due date.
- **If MANDATORY verifications + non mandatory verifications are missing**  
→ SPACES batch will deny the case the day after the RFV due date.

### SNAP Expedite Application Process with waived verifications

#### Received from the 1<sup>st</sup> – 15<sup>th</sup> of the month

1. Complete Interview.
2. System determines application month as Eligible with waived verifications.
3. Ongoing month shows as Pending.
4. SNAP authorized for the application month.
  - o Notice of Eligibility sent with 6- or 12-month review date.
  - o RFV notice sent listing required verifications for ongoing eligibility.

On the Last Calendar Day of the Application Month – Verifications Not Provided:

- **If only non-mandatory verifications are missing:**  
→ Workers must manually process the case without those non-mandatory verifications.
- **If mandatory verifications + non-mandatory verifications are missing:**  
→ The system will close SNAP for the ongoing month for failure to provide information.

#### Received after the 15<sup>th</sup> of the month

1. Complete Interview.
2. System determines application month and second month as Eligible with waived verifications.
3. Ongoing month shows as Pending.
4. SNAP authorized for application month.
  - o Notice of Eligibility sent with 6- or 12-month review date.

---

Refer to the online SNAP manual for current policy.

- o RFV notice sent listing required verifications for ongoing eligibility.

### On the Last Calendar Day of the second Month – Verifications Not Provided:

- **If only non-mandatory verifications are missing:**
  - Workers must manually process the case without the non-mandatory verifications.
- **If mandatory items + non-mandatory verifications are missing:**
  - The system will close SNAP for failure to provide information.

### SNAP Review Processing

1. Mark review as received and initiate.
2. Complete interview (if applicable).
3. Send RFV notice with 10-day due date.

### If RFV Due Date is Before Month-End:

- **If ONLY non-mandatory verifications are missing:**
  - Workers must manually process on the last working day of the review month, excluding non-mandatory verifications.
  - If the last day is a weekend/holiday, process on the prior working day.
- **If mandatory items are missing:**
  - Batch closes the case on the last working day of the month.

### If RFV Due Date is After Month-End:

- **If ONLY non-mandatory verifications are missing:**
  - Workers must manually process without the non-mandatory verifications the day after the RFV due date.
- **If mandatory items are missing:**
  - SPACES batch will deny the case the day after the RFV due date.

### Review Received After Closure for No Review

1. Mark review as received and initiate.
  2. Complete interview (if applicable).
  3. Send RFV notice with 10-day due date.
- If only non-mandatory verifications are missing:
    - Workers must manually process without the non-mandatory verifications the day after the RFV due date.
  - If mandatory items are missing:
    - SPACES closes the case on the night of the RFV due date.
  - If interview is not completed:
    - SPACES closes the case on the night of the NOMI date.

### Expedite Reviews Received After Closure for No Review

- Mark review as received and initiate.
- Complete interview (if applicable).
- Send RFV notice with 10-day due date.
- SNAP authorized for one month.
  - Notice of Eligibility sent with 6- or 12-month review date.
  - RFV notice sent listing required verifications for ongoing eligibility.
  - Verifications will be due on the last day of the month the review is received or the end of the month following when the review was received.

---

### System Limitations & Batch Behavior

- Auto-processing may fail if certain case details interfere with SNAP authorization.
  - Always check assigned work items for manual action needed.

## 5. Resources – Process and Procedures – New - Acting on SNAP Changes

### Acting on SNAP Changes

---

Refer to the online SNAP manual for current policy.

**Overview:**

Below are the steps to take when acting on changes for simplified reporting households.

**Gross Income Limit (GIL) – “Gross Income Limit Reporting Requirement”**

- Households are required to report when their unconverted income exceeds their GIL. The SNAP GIL is the amount of household gross income that renders most households' ineligible for SNAP benefits. The SNAP GIL is based on the household size in existence at the time of certification (initial or recertification), or whenever a household composition changes. All households are required to report all income at the time of review.
- Households determined eligible with gross income at or below 130 percent (%) of the FPL are required to report changes in income when the household's gross income exceeds 130% of the FPL.
- Households certified between 131% and 200% of the FPL are NOT required to make any reports of income. Such households do NOT have a GIL because they have already reported income of over 130%.
- When the household with ineligible non-citizen(s) reports income over the GIL, the EW must calculate the household income based on the gross income of eligible members plus the prorated share of the ineligible non-citizen(s). In cases where this amount exceeds 200% of the FPL, the household's BBCE status must be removed and the removal of BBCE status must be documented in the case record before the case can be terminated for exceeding the gross income limit.
- The chart below contains GIL information based on household type:

| Household Type | SNAP Income at or below 130% | SNAP Income between 131% and at or below 200% | SNAP Non-BBCE due to Sanction |
|----------------|------------------------------|-----------------------------------------------|-------------------------------|
| GIL Level      | 130%                         | No GIL                                        | 130%                          |

**Eligibility Determination when GIL is Reported**

When a SNAP household reports income over the 130% GIL, the EW must take the appropriate action depending on the reasonable anticipation of gross income for the remainder of the certification period.

- When a household reports their income may be over the GIL (i.e., 130% FPL), the EW must ask if the income is expected to continue,
  - If the income is only expected to last for one month and will not continue to exceed its 130% GIL (i.e., the GIL was exceeded due to overtime or extra shifts), the income should not be used.
  - If the household is not reasonably certain that the income will continue or does not know when to expect the income again, the EW must not discontinue the

---

Refer to the online SNAP manual for current policy.

household or decrease the SNAP allotment. However, the household must report if the unexpected income does continue.

- o If the household reports mid-period income exceeds it GIL and the income will continue to exceed 130% of the FPL, the EW must determine if the household's gross income does not exceed 200% of the FPL. If the household has gross income of over 200% of the FPL, the EW must discontinue SNAP, allowing for 10-day notice.
- o The household's statement is sufficient for VUR when the household reports their income is over 130% (for non-BBCE) or 200% (BBCE) of the FPL.
- o If the household expects the increased income to continue and verification is needed to change the SNAP budget (BBCE households only, income between 130 % - 200%), send out the "Request for Verification" to request verification of income.

| If the Reported Income is.....                                                                                                | Then the EW.....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If the income is only expected to last for one month and does not exceed 130% (i.e. GIL was due to overtime or extra shifts), | <ul style="list-style-type: none"> <li>• Must not discontinue the case or reduce the benefit amount.</li> <li>• Narrate all case actions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Uncertain that it will continue to exceed its GIL for the remainder of the certification period,                              | <p>Must discuss the circumstances with the HH to determine if the household will remain eligible and at or below the 200% of FPL.</p> <ul style="list-style-type: none"> <li>• If the household's income cannot be reasonably anticipated, because the household is not reasonably certain that the income will continue or does not know when to expect the income again, Then the EW               <ul style="list-style-type: none"> <li>o Must not discontinue the household or decrease the household's allotment. Income that cannot be reasonably anticipated cannot be prospectively budgeted.</li> <li>o Inform the client that they must report if the unexpected income continues</li> </ul> </li> </ul> |

Refer to the online SNAP manual for current policy.

|                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Expected to exceed 130% and the HH is non-BBCE                                              | <ul style="list-style-type: none"> <li>Discontinue the case whether the information is considered VUR or not.</li> <li>Send a timely and adequate notice for exceeding the gross income limit.</li> </ul> <p><b>Note: If the household contains at least one elderly/disabled individual, the household is not subject to the gross income test for actual program eligibility and the HSZ must determine whether the household is eligible based on net income and resource limit.</b></p> |
| Expected to exceed 130% but below 200% and the HH is BBCE,                                  | <ul style="list-style-type: none"> <li>Adjust the SNAP budget only if the report is VUR,</li> <li>Send a timely NOA and</li> <li>Narrate all case actions.</li> </ul>                                                                                                                                                                                                                                                                                                                       |
| Expected to exceed the income limit for the program that conferred BBCE status (i.e., 200%) | <ul style="list-style-type: none"> <li>Discontinue the case whether the information is consider VUR or not</li> <li>Send a timely and adequate notice exceeding the BBCE income limit.</li> <li>Narrate all case actions</li> </ul>                                                                                                                                                                                                                                                         |

### **New Household Member**

A change in household composition reported by the head of the household is considered VUR. Once the HSZ is made aware of the change in household composition, the household's eligibility will be in question, and further information is needed to determine continuing eligibility. For reports of household composition change by another source, the HSZ must contact the household to verify eligibility.

For SNAP cases, if the person moving into the home has income that, once considered, would result in the household being financially ineligible for SNAP, the EW must take action to change the household's benefits in the current certification.

If the new person is a mandatory household member (see 430-201 for mandatory SNAP HH members), the EW must take action as follows:

- 1. The new income combined with the new household's current income exceeds the GIL or uncertain, then the EW**

---

Refer to the online SNAP manual for current policy.

- o Attempts to verify the income via interfaces or collateral contact, if unable
  - o Send an RFV requesting all required verification for the new member and their income.
    - If the **RFV is not returned** or is returned incomplete, discontinue the household for failing to respond to the RFV.
    - If the **RFV is returned** complete, add the new member and their income to the household.
  - o Narrate all case action.
2. **The new mandatory member does not have income, or their new income does not exceed the GIL, then the EW**
- o Inform the household via telephone or RFI of the action necessary to add the new member and narrate.
    - If the household **does not respond**, the household should be reminded that the change must be reported on the next recertification, whichever comes first, along with the required verification.
      - Note: If the information presented on the next recertification is inconsistent with the original voluntary report, the HSZ must follow up with the household to determine the current circumstances.
    - If the **household responds** with all needed verifications,
      - Add the new member and their income and adjust benefits effective the following month.
  - o Narrate all case action

**Note: If SNAP benefits decrease due to changes in HH composition, a 10-day notice must be sent to the HH**

### **Changes in Address**

SNAP households are only required to report a mid-period address change at recertification. However, if they report the change, the EW must act on whether it results in an increase or decrease in benefits.

When a household reports a change in address during their certification period but does not report their updated shelter costs, the EW must send a Request for Verification, encouraging the household to report any changes in shelter costs.

- If the household responds with the updated shelter cost information, the information must be updated in the case.
- If the household does not respond to the RFV, a notice must be sent to the household notifying them that their SNAP calculation will be recalculated without a shelter deduction.

### **Shelter Cost Changes**

SNAP households are not required to report mid-period changes in shelter costs; however, if they do, the HSZ must act on the change, whether it causes an increase or decrease in benefits.

---

Refer to the online SNAP manual for current policy.

Changes in residence and shelter costs are mandatory reports on the review form. However, when a change in shelter costs are reported mid-period, EWs must act as follows:

1. If a voluntary report of the change in shelter cost is **not questionable (VUR) and results in an increase or decrease in SNAP allotment**, then the EW
  - o Update the case record with the reported changes,
  - o Issues a 10-day NOE if the change results in a decrease in SNAP allotment or an adequate notice if the change results in an increase in benefits and
  - o Narrate all case actions.
2. If a voluntary report of the change in shelter cost is **questionable**,
  - o Update SPACES with the new address if the change in address was reported,
  - o Send the RFV allowing 10 days to return requested verification
  - o Narrate all case actions
    - If the **requested verification is received by the due date and** provides acceptable clarification of the questionable cost, then the EW
      - Updates SPACES with the verified information
      - Issues a 10-day NOE if the change results in a decrease in SNAP allotment or an adequate notice if the change results in an increase in benefits and
      - Narrate all case actions.
    - If the **requested verification is not received**, then the EW
      - Recalculates SNAP benefits without the shelter deduction
      - Issues a 10-day NOE.
      - Narrate all case actions.

### **Household has Moved Out of State**

If the participant reports moving out of state, SNAP benefits must be terminated in mid-period at the end of the month in which an adequate notice can be sent.