
**FOOD STAMP CERTIFICATION
RECERTIFICATIONS
Quarterly Recertifications**

FS 515 Quarterly Recertifications

Change #13-2002

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515.01 QUARTERLY RECERTIFICATIONS

A quarterly recertification is a three-month mail-in recertification. Use this process to recertify food stamp units (FSU's) with fluctuating earned and/or unearned income. Use the DSS-2435-QR, Notice of Expiration Quarterly Recertification Form, for the recertification process. The following FSU's are subject to the quarterly recertification process:

- A. FSU's with fluctuating earned and/or unearned income. (See Section 270, Budgeting Fluctuating Income, for an explanation of fluctuating income.)
- B. FSU's with a member who is temporarily absent from a job but expects to work and receive fluctuating income during the next three months. This may include, but is not limited to a:
 - 1. FSU member in layoff status;
 - 2. FSU member receiving sick pay or disability;
 - 3. FSU member on maternity leave;
 - 4. FSU member on leave without pay;
 - 5. School employee who does not work during the summer months; **and**
 - 6. A FSU member employed by a temporary service agency and between assignments but has confirmation of a future assignment that will begin during the next three months.

Complete a quarterly recertification unless the FSU meets the criteria for a Full Recertification or a Pure SSI Recertification as discussed in Section 505. FSU's that complete Quarterly Recertifications are required to complete a full recertification a minimum of once every 12 months.

515.02 TIMELY QUARTERLY RECERTIFICATIONS

A quarterly recertification is timely if the FSU submits a DSS-2435-QR by the 15th calendar day of the last month of the current certification period. The DSS-2435-QR must be signed by the applicant or an authorized representative, and include the applicant's name and address. The date the signed DSS-2435-QR is received in the agency is the date of application. A timely recertification entitles the FSU to uninterrupted food stamp benefits; therefore, if eligible, benefits must be available to the FSU on their normal issuance date.

EXCEPTION: If a FSU reports a change in situation prior to processing, mail a DSS-8650, Notice of Information Needed, and allow ten calendar days for receipt of the requested information. Do not process the recertification until the change has been verified.

515.03 UNTIMELY RECERTIFICATIONS

A quarterly recertification is untimely if the FSU submits a DSS-2435-QR between the 16th calendar day of the month and the last calendar day of the last month of the certification period. The DSS-2435-QR must be signed by the applicant or an authorized representative and include the applicant's name and address. The date the signed DSS-2435-QR is received in the agency is the date of application. Process the untimely recertification within 30 days from the date of application. See exception in 515.02.

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515.04 PROCEDURES FOR COMPLETING A QUARTERLY RECERTIFICATION

- A. FSIS selects active cases that are subject to quarterly reporting with a certification period that expires the following month. Cases are selected on the 10th calendar day of the month unless it falls on a holiday or weekend. During the second month of the certification period, DSS-2435-QR's are mailed to selected FSU's. The DSS-2435-QR includes the Notice of Expiration. The DSS-2435-QR advises the FSU to return the signed form by the 15th calendar day of the last month of the certification period to be considered a timely recertification. It is necessary to manually send a DSS-2435-QR if a quarterly reporting FSU application is approved later than the 10th calendar day of the second month of the certification period.
- B. Quarterly recertifications are mailed in; therefore, do not schedule interview appointments unless the FSU asks for assistance in completing the DSS-2435-QR.
- C. If the FSU requests assistance in completing the DSS-2435-QR, schedule the appointment for a date prior to the 16th of the last month of the certification period.
- D. Date stamp the signed DSS-2435-QR upon receipt. Date of receipt is the date of application. The DSS-2435-QR is accepted as a filed application if it contains the applicant or authorized representative's signature, and the applicant's name and address are included.
- E. Review the DSS-2435-QR for completeness. The form is complete if:
 - 1. All blocks are checked;
 - 2. The form is signed by applicant or authorized representative;
 - 3. Verification of the FSU's income (earned and unearned) for the base period is attached; **and**
 - 4. Verification of reported changes is attached.
- F. Contact the FSU to complete the information on the DSS-2435-QR if it is incomplete due to unchecked blocks.
- G. Return the DSS-2435-QR for signature if it is unsigned. This is not a filed application.
- H. Send the FSU a DSS-8650, Notice of Information Needed to Complete Your Food Stamp Recertification, if the DSS-2435-QR is incomplete because verification is missing. Give the FSU ten calendar days to return the missing verification. The FSU should also provide verification of child care, medical expenses, and changes in shelter expenses reported on the DSS-2435-QR. Mail a DSS-8650 requesting verification. If the FSU does not provide verification of these expenses, do not allow the deduction. The FSU has waived its right to the deduction.
- I. Determine if the recertification is timely or untimely and process accordingly. Refer to 515.01 and 515.02.

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515.05 PROCESSING A QUARTERLY RECERTIFICATION

See Figure 515-1 for processing time frames.

A. Timely Quarterly Recertifications

Process the application for recertification by the end of the certification period if the recertification is timely and all required verification is provided. Close the case using Transaction Code 6 and Action Code 14 on the last workday of the month if required verification is not received.

If a DSS-2435-QR recertification is closed for failure to provide necessary verification, it may be reopened if the necessary verification is provided within the allowable time frame.

1. If the required verification is provided within the first 30 days from the date of application:
 - a. Reopen the case with a Transaction Code 3 and an Action Code 50.
 - b. Keep the original date of application.
 - c. Do not prorate benefits.

2. If the required verification is provided from the 31st day through the end of the first month after the certification period ends:
 - a. Reopen the case with a Transaction Code 3 and an Action Code 31.
 - b. Use the date the verification is received as the date of application.
 - c. Prorate benefits.
 - d. A new application is required if the verification is provided later than the first month after the certification period ends.

B. Untimely Quarterly Recertification

Process the application for recertification within 30 days from the date the application is filed. Close the case using Transaction Code 6 and Action Code 14 on the 30th day from the date of application if required verification is not received.

If a DSS-2435-QR recertification is closed for failure to provide necessary verification, it may be reopened if the necessary verification is provided within the allowable time frame.

If the required verification is provided from the 31st day through the end of the first month after the current certification period ends:

1. Reopen the case with a Transaction Code 3 and an Action Code 31.
2. Use the date the verification is received as the date of application.
3. Prorate benefits.
4. A new application is required if the verification is provided later than the first month after the certification period ends.

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- C. Do not change the month in field 47-A when processing a quarterly recertification. Enter the month in field 47-A at initial application, full recertification, and reapplication only. The field is used to track when a full recertification must take place for cases that are subject to quarterly recertification. The month entered in field 47-A must represent the first month of the certification period following a face-to-face or telephone interview or a home visit (application, reapplication, full recertification). FSIS generates a DSS-8594, Notice of Expiration, once every 12 months based on this entry. Since a face-to-face recertification is required a minimum of once every 12 months (unless waived), field 47-A must not be changed at quarterly recertification. Keep in mind that the DSS-8590, Client Record turnaround, shows the month in field 47-B instead of field 47-A.

**515.06 QUARTERLY RECERTIFICATIONS RECEIVED AFTER THE CERTIFICATION
PERIOD EXPIRES/REAPPLICATIONS**

It is considered a reapplication if a DSS-2435-QR is received after the certification period ends. **Do not use the DSS-2435-QR as the application form.** The DSS-2435-QR is a Notice of Expiration; therefore, eligibility expires at the end of the certification period. A FSU that fails to return the DSS-2435-QR by the last day of the certification period waives their right to the quarterly recertification process. Evaluate the situation and determine if good cause exists for not submitting the DSS-2435-QR prior to the end of the certification period. Good cause may include a DSS-2435-QR that is postmarked prior to the end of the certification period and received after the certification period ends, or any other determination of good cause as determined by the director or his designee. If good cause is determined, process the DSS-2435-QR. (Do not shift the base period.) If good cause does not exist, the FSU must reapply for food stamp benefits. Refer to application procedures in Section 300. Once the case becomes a reapplication, determine if expedited service is necessary.

It is not necessary to close a case that fails to provide the DSS-2435-QR by the last day of the current certification period. The case will automatically close at the end of the first month after the certification period expires. If the FSU reapplies during this first month, close the case with a Transaction Code 7 and an Action Code 25 and reopen with a Transaction Code 3 and an Action Code 31 in order to track the application.

EXAMPLE: A FSU is quarterly reporting and the certification period is April 2000 through June 2000. The FSU does not return their DSS-2435-QR by June 30, 2000. The FSU comes in to the agency on July 8, 2000. The FSU must complete a reapplication to receive food stamp benefits. Do not use the DSS-2435-QR as the application form. Complete a reapplication and evaluate for expedited service. When taking the reapplication, close the existing case with a TC7/25 and reopen with a TC3/31 to track the application. Approve or deny using the appropriate codes.