
**FOOD STAMP CERTIFICATION
CASE ASSIGNMENT AND MAINTENANCE
Standard Recertification Category**

**FS 400 Standard Recertification Category
Change #1-2006
April 1, 2006**

400.01 STANDARD RECERTIFICATION CATEGORY

- A. The Standard Recertification Category applies to the following types of food stamp units (FSU s):
1. A FSU with no income.
 2. A FSU that contain a migrant or seasonal farmworker.
 3. A FSU that contains only homeless individuals.
 4. A FSU that contains a participating Able-Bodied Adult Without a Dependent (ABAWD). This includes both compliant and non-compliant ABAWDs. Refer to Section 245.00 for definition of compliant and non-compliant ABAWD s.
- B. The above FSU s are identified in Field 13 of the DSS-8590. They are coded as follows:
1. Code X : FSIS populates Field 13 with Code X if the FSU has no income.
 2. Code X : FSIS populates Field 13 with Code X if the FSU contains a participating ABAWD coded Z in Field 80K.
 3. Code E : Manually enter Code E in Field 13 if the FSU contains a migrant or seasonal farmworker.
 4. Code H : Manually enter Code H in Field 13 if the FSU contains only homeless individuals.

400.02 STANDARD RECERTIFICATION CATEGORY ELIGIBILITY

The FSU remains in the Standard Recertification Category as long as at least one of the conditions in Section 400.01 exist. The FSU no longer meets the criteria for the Standard Recertification Category if:

- A. The FSU receives income and no FSU member is a migrant/seasonal farmworker, homeless or an ABAWD. The FSU would transfer to either the Semi-Annual Recertification Category or the Simplified Recertification Category.
- B. The FSU becomes eligible for Transitional Food Stamp benefits.

400.03 STANDARD RECERTIFICATION CATEGORY CHANGE REPORTING REQUIREMENTS

The change reporting requirements for all FSU s subject to Standard Recertifications are as follows:

- A. Changes in a source of income. This includes receipt of new income or loss of existing income. The FSU is not required to report receipt or loss of Work First Family Assistance (WFFA) since this information is considered known to the agency.
- B. Changes in the amount of gross monthly unearned income of more than \$100. The FSU is not required to report changes in the amount of WFFA since this information is considered known to the agency.

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- C. Changes in the amount of gross monthly earned income of more than \$100.
- D. Changes in the FSU size and household composition. This includes changes in the status of ineligible household members, such as students, ABAWDS, and disqualified persons;
- E. Changes in residence within the same county, and the resulting changes in shelter costs, including utilities;
- F. Moving to another county or state;
- G. Purchase or receipt of a licensed vehicle;
- H. When cash on hand, stocks, bonds, and money in a bank account or savings institution reach or exceed a total of \$2,000 or \$3,000 if the FSU contains an elderly (age 60 or over) or disabled member;
- I. Changes in the legal obligation to pay child support; **and**
- J. ABAWDS are required to report when their number of countable work hours fall below 20 hours per week (averaged at 80 hours per month).

NOTE: The FSU is not required to report changes in the WFFA payment or cost-of-living increases (mass changes) in Social Security Administration (SSA) or Supplemental Security Income (SSI) income. Mass change instructions are issued via administrative letters. The FSU has 10 calendar days from the date they learn of the reportable change to report the change.

400.04 COUNTY RESPONSIBILITIES

The county agency has the following responsibilities regarding changes that occur to Standard Recertification FSU s:

- A. Give the FSU a Change Report form at certification and recertification. Provide the FSU with a new DSS-8550 if the FSU returns a DSS-8550 during the certification period.
- B. Take action on reported changes listed in 400.03 within ten calendar days of the date of the report. **See exceptions in 400.05.** This includes changes of \$100 or less in earned and changes of \$100 or less in unearned gross monthly income. Changes are considered reported on:
 - 1. The date the Change Report is received; **or**
 - 2. The date the change is reported by telephone, email, or fax; **or**
 - 3. The date of the office visit to report the change; **or**
 - 4. The date the change is reported to WFFA.

NOTE: React to changes reported in person, by telephone, email or fax in the same manner as those reported on the DSS-8550, Change Report. The FSU is not required to confirm a verbal report in writing. Determine if the change effects the FSU s eligibility or benefits.

- C. If the agency becomes aware of a change and fails to act on the change within the required time frame, determine if an overissuance or underissuance occurred. **See exceptions in 400.05.** Establish an Administrative Error (AE) claim if there is an overissuance. Refer to Food Stamp Manual Section 800, Claims. Restore benefits if there is an underissuance. Refer to Food Stamp Manual Section 905, Restoration of Lost Benefits.

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400.05 CHANGES IN DEDUCTIONS DURING THE CERTIFICATION PERIOD

- A. Unless the change is associated with a new residence or earned income, **do not** react to changes involving the following types of deductions during the certification period:
1. Dependent care deductions;
 2. Shelter deductions;
 3. Utility deductions;
 4. Medical deductions;
 5. Legally obligated child support deductions. The FSU is responsible for reporting changes in the legal obligation to pay child support but do not react to the change until the next recertification.
- B. Evaluate the deduction change and determine if the change is associated with a new residence or earned income. If the change is not associated with a new residence or earned income, document the reported change. Evaluate the change at the next recertification.

NOTE: Refer to Section 400.06 if it is necessary to react to the change.

400.06 REACTING TO CHANGES

React to all changes listed in 400.03 within 10 calendar days of the reported change. Households completing a recertification that incur changes prior to disposition of the recertification are required to report changes within 10 calendar days from the receipt of the Notice of Eligibility.

Note exceptions in Section 400.05.

- A. Document the change in the case file stating how and when it was reported. Initial and date the change.
- B. Determine if the change affects eligibility or benefits.
- C. Follow procedures in Sections 400.07 through 400.14 when reacting to changes.
- D. Send the FSU the appropriate Change Report Form (DSS-8550 or DSS-8550SR) when reacting to a change that affects the category of recertification.

The category is considered changed:

1. The month benefits are affected; or
 2. The month following the month the RECERT STAT code changes in Field 13 of the DSS-8590 if benefits are not affected.
- E. Mail the Change Report Form for the new category of recertification prior to the month the category changes. Continue to act on reported changes based on standard policy until the category is considered changed.
- F. Evaluate previously reported deduction changes when the category becomes SR. React to those that will increase benefits.

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400.07 NO CHANGE IN ELIGIBILITY OR BENEFIT

- A. Obtain the required verifications. Refer to the appropriate manual section for verifications needed to process the change.
- B. If the change does not effect the FSU s eligibility or benefits, use the Effect of Change Notice, DSS-8562, to notify the FSU that the change did not affect the benefit amount. If the FSU did not report the change (for example, the change was reported by the Work First Unit), no notice to the household is required.

400.08 TERMINATION OF BENEFITS

If the change will terminate eligibility and benefits, take the following actions.

- A. Issue a Notice of Adverse Action, DSS-8553, within ten calendar days of the change being reported.

NOTE: Refer to Section 635.04, Exceptions To Notice Of Adverse Action, for procedure to use when a termination does not require a Notice of Adverse Action (NOAA).

- B. Verification of the change is not required prior to issuing the notice.
- C. Terminate the benefits effective the month following the month in which the Notice of Adverse Action expires. Key the case termination in FSIS.

NOTE: Terminations not requiring a Notice of Adverse Action (NOAA) are effective the month the termination is keyed.

If the FSU requests a fair hearing and continuation of benefits prior to the expiration date of the Notice of Adverse Action, do not terminate the benefits. Follow instructions in Section 705, Fair Hearings.

400.09 DECREASE IN BENEFITS

If the change decreases the benefits, take the following actions.

- A. Issue a Notice of Adverse Action, DSS-8553, within ten calendar days of the change being reported. Verification of the change is not required prior to issuing the notice.
- B. Reduce benefits effective the month following the month in which the Notice of Adverse Action expires.
- C. Obtain required verification no later than the next recertification. Refer to the appropriate manual section for verifications needed to process the change.
- D. If the FSU requests a fair hearing and continuation of benefits prior to the expiration date of the Notice of Adverse Action, do not decrease the benefits. Follow instructions in Section 705, Fair Hearings.

400.10 INCREASE IN BENEFITS

If the change increases the benefits, take the following actions.

- A. Obtain the required verifications. Refer to the appropriate manual section for verifications needed to process the change.

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- B. If the required verifications are not readily available, give or mail the Notice of Information Needed, DSS-8650, to the FSU. Allow ten calendar days for the FSU to provide the requested verification.
1. If the FSU provides verification within the allowed time period, take action on the change to provide benefits effective with the time standards in 400.10, C.
 2. If the FSU fails to provide the required verification within the allowed time period but does provide the verification at a later date, the time frame for acting on the change will run from the date verification is provided rather than from the date the change is reported. If the FSU subsequently provides verification, take action on the change to provide benefits effective with the time standards in 400.10, D.
 3. If a FSU reports a change that results in an increase in benefits but fails to provide the requested verification, **do not terminate the case for failure to provide verification.** Take no action to increase the allotment. Document in the case file the reason the reported change was not processed.
- C. When verification is provided timely, make the change effective the month following the month the change is reported to the county.
- EXAMPLE:** A FSU reports their income decreased by \$30 on May 15 and provides verification on May 25. The caseworker increases the FSU's June allotment.
- EXAMPLE:** A \$50 decrease in income is reported and verified on May 28, increase the FSU's June benefits. If the change is acted on after May 31, use the Transaction Authorization, DSS-8593, to issue June benefits.
- D. When verification is not provided timely, delay the increase in benefits. If verification is subsequently provided, make the change effective the month following the month in which the verification is provided.
- EXAMPLE:** A FSU reports their income decreased on May 15; the verification is provided on June 25. Increase the FSU's July allotment.
- E. If there is not a sufficient amount of time to increase the benefits, issue a supplement for the amount of the increase by the tenth of the following month. Issue a supplement via a Transaction Authorization, DSS-8593. Refer to Section 905, Restoration of Lost Benefits.
- F. Notify the FSU of the new benefit amount via the DSS-8562, Effect of Change.

400.11 SITUATIONS WHEN BENEFITS CAN NOT BE INCREASED

Do not increase food stamp benefits when a FSU's countable income is reduced because of a Work First sanction for failure to perform a required action. Use the following criteria to determine if the gross or net amount of the WFFA check must be counted.

- A. If the WFFA check is terminated due to a sanction and the sanction is imposed during the certification period, continue to count the gross payment amount for the full sanction period. If a sanction is in place at reapplication/recertification, determine if it is the same sanction or a new sanction. Continue to count the gross payment amount if it is the same sanction. If it is a new sanction, determine when the sanction was imposed. If the WFFA check is terminated due to a sanction imposed effective the month of application/reapplication or in a non-certified month, no WFFA payment amount will be budgeted. Budget the gross payment amount if the sanction was imposed while the case was certified to receive food stamp benefits.

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- B. If the WFFA check is terminated due to a sanction imposed effective the month of application/reapplication or in a non-certified month do not count the WFFA payment amount when determining benefits. If a sanction is in place at reapplication/recertification, determine if it is the same sanction or a new sanction. If it is a new sanction, determine when the sanction was imposed. If the WFFA check is terminated due to a sanction imposed effective the month of application/reapplication or in a non-certified month, no WFFA payment amount will be budgeted. Budget the gross payment amount if the sanction was imposed while the case was certified to receive food stamp benefits.
- C. If a WFFA or TANF check is reduced due to a client responsible overpayment, do not increase the household's food stamp allotment as a result of the decrease in WFFA or TANF payment. Count the gross amount of the WFFA or TANF payment as unearned income.

400.12 CHANGES WITH UNKNOWN EFFECT

If the FSU reports a change during the certification period, attempt to determine the effect of the change on the FSU's benefit amount. If eligibility or benefit level cannot be determined, take the following actions.

- A. Give or mail the Notice of Information Needed, DSS-8650, to the FSU. Allow ten calendar days for the FSU to provide the requested verification.
- B. If the FSU responds to the Notice of Information Needed, DSS-8650, but refuses to provide information needed to determine eligibility or benefit level, issue a Notice of Adverse Action, DSS-8553, to close the case.
- C. If the FSU fails to respond to the Notice of Information Needed, DSS-8650, issue a Notice of Adverse Action, DSS-8553, to close the case.

400.13 CHANGES REPORTED TO WFFA

A WFFA recipient who reports a change to WFFA is considered to have reported the change for food stamp purposes.

- A. When a change is reported, the WFFA caseworker immediately forwards an Income Maintenance Transmittal Form, DSS-8194, to the food stamp caseworker.
- B. When the WFFA caseworker changes the WFFA payment to reflect the reported change, the caseworker forwards another DSS-8194 to the food stamp caseworker.
- C. Determine how the change affects the food stamp benefits within ten calendar days of the date the change was reported to WFFA.
- D. When the WFFA payment is reduced or terminated, WFFA issues an adverse action notice. Do not take action to increase the FSU's food stamp benefits until the family decides if it will request a hearing and continued benefits pending the hearing.
 - 1. If the family requests a hearing and the WFFA payment is continued, do not change the food stamp benefits until after the hearing process is completed.
 - 2. If the family does not request a hearing, process the change based on the date the WFFA notice expires. Follow the instructions in Food Stamp Manual Section 550 to evaluate the case for Transitional Food Stamp benefits if the WFFA terminates.

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400.14 CHANGES REPORTED BY A THIRD PARTY SOURCE

When unverified information is received from a third party source, such as through a Quality Control alert or an anonymous caller, take the following actions.

- A. If the new information is different from what the FSU last reported, contact the FSU by phone, and give the FSU an opportunity to resolve the discrepancy.
- B. If it is determined, as a result of this call, that the third party information is not valid, take no further action.
- C. If the caseworker is unable to reach the FSU by making at least two phone calls (or if the FSU does not have a phone or message contact number), or the discrepancy was not resolved during a phone conversation, determine whether additional information is needed or if verification is required. If information or verification is needed, send the FSU a Notice of Information Needed, DSS-8650.
- D. Give or mail the Notice of Information Needed, DSS-8650, to the FSU. List the information that was reported, and give the FSU a chance to resolve the discrepancy by submitting the verification. Do not restrict the FSU to provide any specific type of verification. Allow the FSU to provide any reasonable documentary evidence or collateral contact. Allow ten calendar days for the FSU to provide the requested verification.
- E. If the FSU responds to the Notice of Information Needed, DSS-8650, but refuses to provide sufficient information to determine eligibility or benefit level, issue a Notice of Adverse Action, DSS-8553, to close the case.
- F. If the FSU fails to respond to the Notice of Information Needed, DSS-8650, issue a Notice of Adverse Action, DSS-8553, to close the case.
- G. Refer to Section 605, Automated Inquiry and Match Procedures, for changes due to the Income Eligibility Verification System (IEVS) requirement.

400.15 FAILURE TO REPORT

- A. If the FSU fails to report a change timely that results in the FSU receiving an overissuance, establish a claim against the FSU. See Section 800, Claims. (Do not establish a claim if the change is not required to be reported.)
- B. If the caseworker learns that a FSU failed to report a change timely within the certification period, the FSU is entitled to a Notice of Adverse Action, DSS-8553, before reducing benefits.
- C. Do not disqualify an individual for failing to report a change unless the individual is disqualified according to instructions in Section 710, Administrative Disqualification Hearings, and Section 800, Claims.
- D. If the FSU fails to report a change timely that would have increased benefits, do **not** restore those benefits.
- E. Restore benefits when the agency fails to act timely in processing an increase in benefits. Refer to Section 905, Restoration of Lost Benefits.

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400.16 FAIR HEARING REQUESTS AND CONTINUED BENEFITS

If the FSU requests a fair hearing during the advance notice period and its certification period has not expired, do not take action to reduce or terminate benefits. Continue benefits at the same benefit level authorized immediately prior to the Notice of Adverse Action. Once the Notice of Adverse Action expires, the FSU cannot request continued benefits.

- A. Explain to the FSU that continued benefits may be waived. If the FSU agrees to waive continued benefits, process the change to reduce or terminate benefits before the fair hearing.
- B. Explain that any continued benefits received may have to be repaid depending on the outcome of the fair hearing.
- C. When termination of benefits is due to non-compliance with work requirements, explain that the disqualification may be imposed following the hearing decision.
- D. Refer to Section 705, Fair Hearings.

400.17 STANDARD RECERTIFICATION PROCEDURES

- A. A standard recertification is a face-to-face or telephone recertification for:
 - 1. FSU s with no income.
 - 2. FSU s that contain a migrant or seasonal farm worker.
 - 3. FSU s that contain only homeless individuals.
 - 4. FSU s that contain a participating compliant or non-compliant ABAWD.
- B. The certification period must not exceed six months.

400.18 STANDARD RECERTIFICATION INTERVIEW PROCEDURES

- A. Conduct the interview for a standard recertification at one of the following locations:
 - 1. The DSS agency; or
 - 2. The FSU s residence; or
 - 3. Any other mutually acceptable location; or
 - 4. By telephone. There are two options when conducting telephone interviews.
 - a. Complete the interview by telephone and mail the recertification form to the FSU for signature. Mail the recertification form, along with a DSS-8227, Immigrant Access Notice (Figure 310-1), within one business day. Ensure that there is adequate mailing time for the recertification to be considered timely. The date of recertification is the date the signed recertification form is received in the DSS agency. Faxed applications are acceptable.
 - b. Mail the recertification form, along with the DSS-8227, Immigrant Access Notice (Figure 310-1), to the FSU for completion and follow up with a telephone interview upon receipt of the recertification form. The date of recertification is the date the signed recertification form is received in the DSS agency. Faxed applications are acceptable.

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SUGGESTION FOR TELEPHONE INTERVIEWS: Mail the recertification form along with the DSS-8594, Notice of Expiration. Assign a telephone interview appointment time. Instruct the FSU to mail the completed Recertification Form and all verifications to the agency prior to the scheduled telephone interview appointment time given on the DSS-8594. Consider the time frames for timely recertifications when scheduling telephone interviews.

NOTE: You must grant a face-to-face interview to any household that requests one.

- B. A telephone interview does not satisfy the requirement for the annual face-to-face interview unless the telephone interview is a waiver of the face-to-face interview. See 400.19, Waiver of the Face-to-Face Interview.
- C. Mail-in recertifications are not acceptable for FSU s subject to Standard Recertifications unless a telephone interview is part of the recertification process.
- D. Do not require a face-to-face interview during an ongoing certification period. A worker may request that a household member come into the agency to discuss the case during the certification period, but the case may not be closed based on the client's failure to attend the scheduled interview.

NOTE: A signed DSS-8207 is not required unless it is needed to protect the Date of Application for a walk-in when the interview cannot be conducted.

400.19 WAIVER OF THE FACE-TO-FACE INTERVIEW

The annual face-to-face interview may be waived on a case-by-case basis. Document the reason a request for a waiver was granted or denied.

- A. Waive the face-to-face interview on a case-by-case basis for any household that is unable to appoint an authorized representative and has no household members able to come to the food stamp office because of transportation difficulties or similar hardships that the agency determines acceptable. These hardships include, but are not limited to:
 - 1. Illness;
 - 2. Care of a household member;
 - 3. Hardships due to residency in a rural area;
 - 4. Prolonged severe weather; **or**
 - 5. Work or training hours which prevent the household from participating in an in-office interview.
- B. Use the following procedures if it is determined that the face-to-face interview should be waived:
 - 1. Conduct a telephone interview.
 - 2. Waiver of the face-to-face interview does not exempt the FSU from the verification requirements. Special procedures may be used to permit the household to provide verification and obtain benefits in a timely manner.

EXAMPLE: Substitute a collateral contact in cases where documentary evidence would normally be provided.

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400.20 TIMELY STANDARD RECERTIFICATIONS

A standard face-to-face recertification is timely if the FSU signs the recertification form by the 15th calendar day of the last month of the current certification period. A standard telephone recertification is timely if the signed recertification form is returned to the DSS agency by the 15th calendar day of the last month of the current certification period. Determine eligibility by the end of the current certification period. A timely recertification entitles the FSU to uninterrupted food stamp benefits; therefore, benefits must be available to the FSU on their normal date of issuance if the FSU is determined eligible.

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 to provide the required verification information. Verify the change and process the recertification by the end of the current certification period if time frames allow. If time frames do not allow completion in the last month of the current certification period, process the change within five days of receipt of the information and do not prorate benefits.

400.21 UNTIMELY STANDARD RECERTIFICATIONS

A standard recertification is untimely if the FSU signs the application between the 16th calendar day and the last calendar day of the last month of the current certification period. A standard telephone recertification is untimely if the signed recertification form is returned to the DSS agency between the 16th calendar day and the last calendar day of the last month of the current certification period. Determine eligibility within 30 days from the date the recertification was signed or received in the agency for telephone interviews. **(Note the exception in 400.20.)** If the FSU is eligible for benefits, the benefits must be available by the 30th day. An untimely recertification does not guarantee uninterrupted food stamp benefits.

400.22 LATE STANDARD RECERTIFICATIONS

A standard face-to-face recertification is late if the FSU completes the recertification in the month following the last month of the certification period. Evaluate for good cause. If good cause is determined, do not prorate the benefits. A standard telephone recertification is late if the signed recertification form is returned to the DSS agency in the month following the last month of the certification period. Evaluate for expedited benefits, if eligible for expedited benefits, follow time frames in 320.03. If ineligible for expedited benefits, determine eligibility within 30 days of receipt of the completed recertification form. Prorate benefits from the date the recertification is considered signed, or, in the case of telephone interviews, prorate benefits from the date the application for recertification is received by the agency.

400.23 PROCEDURES FOR SCHEDULING AND COMPLETING A STANDARD RECERTIFICATION

- A. The Food Stamp Information System (FSIS) selects active cases with certification periods that will expire the following month. Cases are selected on the 10th calendar day of every month unless the 10th falls on a weekend or holiday. If the 10th falls on a weekend or holiday, cases are selected on the last workday prior to the 10th. Once the cases are selected, a DSS-8594, Notice of Expiration, is printed for each case, and DSS-8594 s are mailed to the appropriate county. A Redeterminations Due report is generated monthly for tracking recertifications. See Section 605, Automated Inquiry and Match Procedures.
- B. The FSIS selection criteria for standard recertifications includes:
 - 1. FSU s with no income; **or**

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2. FSU s in which one member is coded Z in Field 80-K of the DSS-8590; **or**
 3. FSU s coded E or H in Field 13 of the DSS-8590.
- C. Complete and mail the DSS-8594 to each FSU in a timely manner. The FSU must receive a DSS-8594 no later than the first day of the month that the certification period ends. Complete and mail a manual DSS-2435, Notice of Expiration for any case in which an automated notice was not produced by FSIS. This can happen if a case was not active in FSIS at the time cases were selected.
- D. Schedule the interview for a date prior to the 16th of the last month of the certification period. Interviews may be scheduled for the month prior to the last month of the certification period, but a case cannot be closed prior to the end of the certification period for failing to appear for the interview.
- E. Complete the interview and use a state-approved recertification form to document all necessary information. All eligibility factors must be addressed. Use the DSS-8650, Notice of Information Needed to Complete Your Food Stamp Recertification, to request needed verification. Give all households a DSS-8227, Immigrant Access Notice (Figure 310-1).
- F. Determine if the recertification is timely, untimely, or late and process accordingly.

400.24 PROCESSING A STANDARD RECERTIFICATION

A. Timely Standard Recertifications

Process the timely recertification by the end of the certification period if all required verification is provided. Close the case if required verification is not received by the last workday of the certification period. If a recertification is denied 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 30 days from the date of application:
 - a. Reopen the case; **and**
 - b. Keep the original date of application; **and**
 - c. Do not prorate benefits.
2. If the required verification is provided from the 31st to the 60th day:
 - a. Reopen the case; **and**
 - b. Change the date of application to the date verification is received; **and**
 - c. Prorate benefits.
3. Procedures for FSU s Assigned A One or Two-Month Certification Period
 - a. Mail the FSU a DSS-2435, manual Notice of Expiration, if the FSU is assigned a one-month certification period or a two-month certification period during the second month of the certification period. The deadline for filing a timely recertification is the 15th calendar day from the date the FSU receives the DSS-2435. Allow the standard three days mailing time.

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- b. Determine eligibility by the end of the last month of the certification period. If time frames do not allow (i.e., the FSU received the Notice of Expiration in the last ten days of the month) allow ten calendar days for the FSU to complete the interview process and submit all required verification:
 - (1) Issue uninterrupted benefits.
 - (2) Do not prorate benefits.

- c. If the case is denied at the end of the ten days and the FSU completes the recertification process and provides the required verifications within thirty days from the date of application:
 - (1) Reopen the case. Do not complete a new application and do not prorate benefits.
 - (2) Make benefits available to the FSU or deny the application within 30 days from the date of application or within five workdays if the time frame cannot be met due to the time period allowed for submitting verification.

- d. If the FSU completes a recertification and provides the required verifications from the 31st to the 60th day:
 - (1) Reopen the case using the date the required verification is received as the date of application.
 - (2) Prorate benefits from the new date of recertification.

B. Untimely Standard Recertifications

A standard recertification is untimely if the FSU completes a recertification between the 16th calendar day and the last day of the last month of the current certification period. If all required verifications have been provided, the FSU must be able to use its benefits by the 30th day from the date of recertification. Do not prorate benefits. If the FSU fails to provide required verification within 30 days from the date of application, deny the application for recertification.

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 is verified.

If an application for recertification is denied 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 to the 60th day:

- 1. Reopen the case; **and**
- 2. Change the date of application to the date the final verification is received; **and**
- 3. Prorate benefits.
- 4. Households With A One or Two-Month Certification Period

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- a. Mail the FSU a DSS-2435, manual Notice of Expiration, if the FSU is assigned a one-month certification period or a two-month certification period during the second month of the certification period. The deadline for filing a timely application is the 15th calendar day from the date the FSU receives the DSS-2435. Allow the standard three days mailing time.
- b. If the FSU files an application for recertification after the 15th day from the date the FSU received the DSS-2435, the recertification is untimely. Approve the recertification so the FSU can purchase food within 30 calendar days from the date the application is filed if the FSU completes the interview process and submits all required verification. If the time frame cannot be met due to the time period allowed for submitting verification, the approval or denial must be processed within five workdays. Do not prorate benefits.
- c. Deny the application on the 30th calendar day if the FSU fails to be interviewed and/or provide required verifications.
- d. If an application for recertification is denied for failure to provide required verification, it may be reopened if all verifications are provided by the last day of the month following the end of the certification period.
- e. If the FSU files an application for recertification and provides the required verifications from the 31st to the 60th day.
 - (1) Reopen the case using the date the required verification is received as the date of application; **and**
 - (2) Prorate benefits.

C. Late Standard Recertifications

A late standard recertification occurs when the FSU files the application for recertification in the month following the last month of the certification period. Evaluate for expedited service. Process the recertification within 30 days unless the FSU is eligible for expedited service. Refer to Exceptions in 400.04.

1. Take the following action if the FSU files the application for recertification in the month following the last month of the certification period.
 - a. Use the DSS-8650 to request required verification.
 - b. Allow the FSU ten calendar days to return verification.
 - c. Offer the FSU assistance in obtaining the verification.
 - d. Resolve any discrepancies prior to certifying the case.
2. Prorate benefits from the date of application.

Example: Certification period ends in March. FSU comes in for recertification on April 15. Complete a DSS-8207 and evaluate for expedited food stamp benefits. Worker determines that FSU is not eligible for expedited benefits. FSU returns all necessary verifications on May 8. Prorate food stamp benefits from the date of application, April 15.

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3. Assign a certification period not to exceed six months if the FSU is eligible.
4. If the FSU fails to provide the required verification, deny the recertification 30 days from the date the application is filed.
5. If an application for recertification is denied for failure to provide necessary verification and required verification is provided after the 30th day, the FSU must reapply for benefits.

D. Special Procedures for Migrant and Seasonal Farmworkers

It is considered a late recertification if the Migrant/Seasonal Farmworker FSU fails to submit an application for recertification prior to the last day of the current certification period. Migrant and Seasonal Farmworker FSU s are not subject to proration of benefits following a break in certification. As long as the Migrant/Seasonal Farmworker FSU provides required verification by the last day of the month following the end of the certification period, do not prorate benefits.