
**FOOD STAMP CERTIFICATION
CASE ASSIGNMENT AND MAINTENANCE
Semi-Annual Recertification Category**

**FS 450 Semi-Annual Recertification Category
Change #1-2006
April 1, 2006**

450.01 SEMI-ANNUAL RECERTIFICATION (SR) CATEGORY

- A. The Semi-Annual Recertification (SR) Category applies to all food stamp units (FSU s) with income except for:
1. A FSU that contains a migrant or seasonal farmworker.
 2. A FSU that contains only homeless individuals.
 3. A FSU that contains a participating compliant or non-compliant Able-Bodied Adult Without a Dependent (ABAWD).
 4. A FSU whose only members are elderly and or disabled and the only income is stable Social Security Administration (SSA) and/or SSI.
 5. A FSU whose only member(s) is/are SSI applicant and/or recipients who do not have any types of fluctuating income.
- B. FSU s subject to SR s are identified in Field 13 of the DSS-8590. They are coded as follows:
- Code R : FSIS populates Field 13 with Code R if the FSU is in the SR Category. The FSU will receive an automated DSS-2435SR, Semi-Annual Recertification Form, in the fifth month of the certification period.
- C. Certify Semi-Annual Recertification cases for 6 months.

450.02 SR CATEGORY ELIGIBILITY

The FSU remains in the SR Category as long as the FSU remains eligible, receives income, and is not excluded based on one of the exceptions listed in 450.01, A. The FSU no longer meets the criteria for the SR Category if:

- A. The FSU stops receiving income.
- B. A FSU member becomes a migrant/seasonal farmworker, homeless, or an ABAWD.
- C. The FSU becomes a Simplified FSU because the only members are elderly and or disabled and the only income is stable SSA and/or SSI.
- D. The FSU becomes a Simplified FSU because the only income is SSI or SSI and other stable income.

NOTE: The FSU transfers to either the Standard Recertification Category or the Simplified Recertification Category if one of the above changes occur.

- E. The FSU becomes eligible for Transitional Food Stamp benefits.

450.03 SR CATEGORY CHANGE REPORTING REQUIREMENTS

- A. The only change FSU s subject to SR s are required to report during the certification period is an increase in the original FSU s income that causes the FSU to exceed the maximum allowable gross income limit for its size. Do not consider ineligible or disqualified persons in determining the FSU size.

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NOTE: This is the only change the FSU is required to report during the certification period.

- B. The FSU is required to report the increased income by the tenth calendar day of the month following the month of change.

450.04 COUNTY RESPONSIBILITIES

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

- A. Give the FSU a DSS-8550SR, Change Report Form, at certification and recertification. Explain the income reporting requirement for the appropriate FSU size and identify the maximum income amount on the DSS-8550SR. Provide the FSU with a new DSS-8550SR if the FSU returns a DSS-8550SR during the certification period.

- B. 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, e-mail, or fax in the same manner as those reported on the DSS-8550SR, 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. If multiple changes are reported on the same day, determine the cumulative effect and act accordingly.

- C. If the agency becomes aware of an income change that terminates benefits and fails to act on the change within the required time frame, determine if an overissuance occurred. Establish an Administrative Error (AE) claim if there is an overissuance. Refer to Food Stamp Manual Section 800, Claims.

450.05 CHANGES DURING THE CERTIFICATION PERIOD

- A. React to the following changes during the certification period:

1. Income exceeds the Food Stamp Program s gross income limit for the FSU size (130% of the poverty level);
2. A change that results in increased food stamp benefits; including deduction changes that were reported but could not be acted on while in Standard or Simplified recertification categories.
3. A change in a WFFA payment amount. This includes new payments, changes in payments,or the removal of payments.
4. The FSU requests termination; this request can be verbal or in writing. Refer to Section 635.06, Confirmation Of Voluntary Terminations Of Benefits (DSS-8632), when a FSU provides a verbal request for termination of benefits.
5. Removal of a FSU member if the FSU member has applied for separate food stamp benefits or needs to be added to another food stamp case.
6. A change that results in no eligible individual in the home due to the institutionalization or death of all FSU members.

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7. Action to prevent overissuances as a result of an agency or client error.
8. A change that is considered **verified upon receipt**.

Verified upon receipt means that information:

- a. Is not questionable, **and**
- b. The provider is the primary source of the information, as indicated in the examples that follow:
 - (1) BENDEX, from the SSA;
 - (2) SDX, from the SSA;

NOTE: Do not react to information on Bendex and SDX unless SSA is the Primary Source of the information. (ie, VA benefits, earned income, etc.) SOLQ is not considered verified upon receipt since this is an inquiry.

 - (3) SAVE, from the Immigration and Naturalization Service;
 - (4) Employment and Training (E&T) compliance information, received from ESC;
 - (5) Intentional Program Disqualifications (IPV s), received from Program Integrity staff.
- c. If the information is questionable, the information is not considered verified upon receipt and should not be acted upon.

9. The household no longer resides in North Carolina.

NOTE: The EBT Out of State Activity Report is not verification that a household has moved out of state.

- B. Do not react to any other changes in situation.

450.06 REACTING TO CHANGES

React to all changes listed in 450.05 within ten 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.

EXCEPTION: See Section 605 for BENDEX/SDX time frames.

- 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 effects eligibility or benefits.

NOTE: When a household reports a change in household composition, only react if the benefits will increase. SR policy overrides policy in Section 210.03, Individuals Who Must Be Included In The Same FSU.

- C. Follow procedures in Sections 450.07 through 450.14 when reacting to changes.

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- 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.

- F. Continue to react to reported changes using SR policy until the category is considered changed.

450.07 NO CHANGE IN ELIGIBILITY OR BENEFIT

- A. Obtain the necessary 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 allotment. If the FSU did not report the change (for example, the change was reported by the Work First Unit), a notice to the household is not required.

450.08 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.

- 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 terminate the benefits. Follow instructions in Section 705, Fair Hearings.

450.09 DECREASE IN BENEFITS

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

- A. Issue a Notice of Adverse Action, DSS-8553, to reduce benefits within ten calendar days of the change being reported.
- B. Do not require verification.

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- C. Reduce benefits effective the month following the month in which the Notice of Adverse Action expires.
- D. Obtain required verification no later than the next recertification. Refer to the appropriate manual section for verifications needed to process the change.
- E. 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.

450.10 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.
- 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.
 - 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.
 - 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.

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450.11 SITUATIONS WHEN BENEFITS CAN NOT BE INCREASED

An increase in food stamp benefits is prohibited 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 should 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.

- 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 payment is reduced due to a client responsible overpayment, do not increase the households 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.

NOTE: The FSU is not required to report changes in the WFFA payment or cost-of-living increases (mass changes) in SSA or SSI income. Mass change instructions are issued via administrative letters.

450.12 CHANGES WITH UNKNOWN EFFECT

If the FSU provides information during the certification period about changes in their household s circumstances, attempt to determine the effect of the change on the FSU s eligibility. Determine if the change is increased income that exceeds 130% of the federal poverty guideline. If this 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 sufficient information 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.

NOTE: If the change does not relate to increased income that could exceed the 130% limit, disregard the change.

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450.13 CHANGES REPORTED TO WFFA

A WFFA recipient who reports a change to the WFFA Section 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. If the WFFA payment is reduced or terminated, the family is issued a 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.

450.14 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. Determine if the information is a reportable change according to the guidelines in 450.05. Do the following if the change is reportable:
 - 1. If the new information is different from what the FSU last reported, contact the FSU by phone, and give them the opportunity to resolve the discrepancy.
 - 2. If it is determined, as a result of this call, that the third party information is not valid, take no further action.
 - 3. 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.
 - 4. 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.
 - 5. 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.

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- 6. 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.
 - 7. Refer to Section 605, Automated Inquiry and Match Procedures, for changes due to the Income Eligibility Verification System (IEVS) requirement.
- B. Do not react to the change unless the change is a reportable change per 450.05.

450.15 FAILURE TO REPORT

- A. If the FSU fails to report income that exceeds 130% of the federal poverty level 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 the 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 resulted in 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.

450.16 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, so does the FSU's ability to 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. If not waived, 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.

450.17 SEMI-ANNUAL RECERTIFICATION PROCEDURES

SRs apply to most FSUs with income. SRs are the recertification process for all FSUs subject to the semi-annual reporting requirements. The following FSUs are excluded from SRs:

- A. FSUs with no income;
- B. FSUs that contain a migrant or seasonal farmworker;

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- C. FSU s that contain only homeless individuals;
- D. FSU s that contain a participating compliant or non-compliant ABAWD;
- E. FSU s whose only member(s) is/are SSI applicants or recipients who do not receive any type of fluctuating income;
- F. FSU s whose only members are elderly and/or disabled and whose only income is stable Social Security Income (SSA) and/or SSI;
- G. FSU s receiving Transitional Food Stamp benefits.

Complete a SR unless the FSU is excluded as discussed above.

450.18 SR INTERVIEW PROCEDURES

FSU s subject to SR complete two mail-in recertifications per year. A face-to-face interview is not required unless the household requests an interview.

- A. SR Mail-In Procedures
 - 1. The Food Stamp Information System (FSIS) will generate and mail the FSU a DSS-2435SR, Food Stamp Notice of Expiration Semi-Annual Recertification Form, in the fifth month of the certification period.
 - 2. Do not schedule interview appointments for SR Mail-Ins unless the FSU asks for assistance in completing the DSS-2435SR. If the FSU requests assistance in completing the DSS-2435SR, schedule the appointment for a date prior to the 16th of the last month of the certification period.
 - 3. Do not complete telephone interviews for SR Mail-Ins.
 - 4. Faxed SR Mail-Ins are acceptable.
- B. SR Face-to-Face Interview Procedures
 - 1. Conduct a face-to-face interview only if the household requests an interview. Document case file with reason for conducting a face-to-face interview.
 - 2. Conduct the face-to-face interview for a SR at one of the following locations:
 - a. The department of social services (DSS) agency; **or**
 - b. The FSU s residence; **or**
 - c. Any other mutually acceptable location.

450.19 TIMELY SR's

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.

- A. A SR Mail-In is timely if the FSU submits a DSS-2435SR by the 15th calendar day of the last month of the current certification period. The DSS-2435SR must be completed and signed by the applicant or an authorized representative, and include the applicant s name and address. The date the signed DSS-2435SR is received in the agency is the date of application.

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- B. Determine eligibility by the end of the current certification period.

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.

450.20 UNTIMELY SR's

- A. A SR Mail-In is untimely if the FSU submits a DSS-2435SR between the 16th calendar day of the month and the last calendar day of the last month of the certification period. The DSS-2435SR must be completed and signed by the applicant or an authorized representative and include the applicant's name and address. The date the signed DSS-2435SR is received in the agency is the date of application. Process the untimely recertification within 30 days from the date of application. See the exception in 450.19.
- B. 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.

450.21 LATE SR's

A Mail-In SR 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 timeframes in 320.03. If ineligible for expedited benefits, process the case by the 30th day from the date of application. Prorate benefits from the date application for recertification is filed, or the date the mail-in SR is received, if good cause is not established.

450.22 PROCEDURES FOR SCHEDULING AND COMPLETING A MAIL-IN SR

- A. FSIS selects active cases that are subject to SR with a certification period that expires the following month. Cases are selected on the tenth calendar day of the month unless it falls on a holiday or weekend. During the fifth month of the certification period, DSS-2435SRs are mailed to FSUs coded **R** in Field 13 of the DSS-8590. The DSS-2435SR includes the Notice of Expiration. The DSS-2435SR 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.
- B. The FSIS selection criteria for SRs includes FSUs with income and none of the following are present:
1. FSUs in which one member is coded **Z** in Field 80-K of the DSS-8590; **or**
 2. FSUs coded **E** or **H** in Field 13 of the DSS-8590; **or**
 3. FSUs coded **S** or **P** in Field 39-C.
- C. If the FSU requests assistance in completing the DSS-2435SR, schedule the appointment for a date prior to the 16th of the last month of the certification period.
- D. Date stamp the signed DSS-2435SR upon receipt. Date of receipt is the date of application. The DSS-2435SR 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.

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- E. Review the DSS-2435SR for completeness in a timeframe that will allow for timely issuance of benefits. 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-2435SR if it is incomplete due to unchecked blocks.
- G. Return the 2435SR for signature if it is unsigned. This is not a filed recertification.
- H. Send the FSU a DSS-8650, Notice of Information Needed to Complete Your Food Stamp Recertification, if the DSS-2435SR 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-2435SR. 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, untimely, or late and process accordingly. For late recertifications, evaluate for good cause and expedited benefits. If good cause is determined, do not prorate benefits.

450.23 PROCESSING A SR

A. Timely SR s

Process the timely SR by the end of the certification period if all required verification is provided. Close the case on the last workday of the month if required verification is not received. If a 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 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 from the date of application:
 - a. Reopen the case; **and**
 - b. Change the date of application to the date final verification is received; **and**
 - c. Prorate benefits.

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B. Untimely SR s

Process the SR within 30 days from the date the application is filed. Close the case on the 30th day from the date of application if required verification is not received. If a SR case 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 to the 60th day from the date of application:

1. Reopen the case; **and**
2. Change the date of application to the date final verification is received; **and**
3. Prorate benefits.

C. Late SR s

A late SR occurs when the FSU returns a recertification form or 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. Prorate benefits from the date application for recertification is filed, or the date the mail-in SR is received, if good cause is not established. Refer to Exceptions in 450.19.

1. Take the following action if the FSU returns a recertification form or 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.

3. Assign a six-month certification period 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 provided necessary verification and required verification is provided after the 30th day, the FSU must reapply for benefits.