

not required. See Section on Application and Redetermination Variations for instructions on proration due to delayed processing.

- Categorically Eligible AGs, as defined in Special Considerations of this section, do not require a new form when all of the following conditions are met:
 - There is a WV WORKS application pending; and
 - SNAP benefits were denied; and
 - Subsequent to the denial, they are determined eligible to receive WV WORKS; and
 - The AG is otherwise Categorically Eligible.

The Worker provides benefits using the original application and any other pertinent information provided subsequent to that application. Benefits are paid from the date for which WV WORKS eligibility is established or the date of the original SNAP application, whichever is later. Changes must be recorded in case comments.

NOTE: If an active WV WORKS case, also certified for SNAP benefits, is closed and there is enough information to continue the SNAP certification, benefits are continued with no interruption. A new application must not be required. See Chapter 2.

- When an individual's SNAP work requirement penalty expires, or he becomes exempt, he is added to the AG, if otherwise eligible, without having to complete an application, unless he is the sole AG member.
- When a SNAP AG is closed for failure to complete the interim contact form, a new application is not required when the form is returned by the last day of the 13th month for households certified for 24 months. For households certified for 12 months, the form must be returned by the last day of the 7th month. Benefits are prorated from the date the interim contract form is returned. If the form is not returned, a new application must be completed.

Application/Redetermination Process

- When an ineligible ABAWD becomes exempt, the county he resides in becomes exempt, the county he resides in becomes a Non-Issuance Limited County (NILC) or the State of West Virginia begins a new 36-month tracking period unless he is the sole AG member.
- When a SNAP AG is included in the face-to-face interview waiver and is closed for failure to return a completed CSLE form, a new application is not required when the completed CSLE is returned by the last day of the month following the end of the certification period. See Section on Application/Redetermination Variations.
- A SNAP AG can be reinstated from the date the household provides the information and or necessary verification without a new application when they meet the following conditions:
 - The SNAP benefits must be in closed status,
 - The SNAP AG has at least one full month remaining in the certification period after the last month benefits are received,
 - The SNAP AG must report and verify a change in circumstances during the 30 days following the last month benefits are received, and
 - The SNAP AG must be eligible for SNAP benefits during the reinstatement month and the remaining months of the certification period.

B. COMPLETE APPLICATION

When the applicant signs a DFA-2 or DFA-SNAP-1 which contains, at a minimum, his name and address, his application is complete, and must be acted upon. When the applicant submits his application by inROADS, the application is considered complete when the application is signed electronically or signed signature page is received. An interview must be scheduled. See Sections 1.2 and 1.4 for mail-in and Special Considerations of this Section inROADS applications. See Section D, Interview Required, below.

NOTE: The DFA-5 is used only in conjunction with an application completed in RAPIDS when the DFA-2 cannot be printed for signature. Completion of the form, with no corresponding application in RAPIDS, does not protect the date of application.

The AG must be informed that it is responsible for repayment of any overissuance caused by erroneous information provided by the authorized representative.

The RD or CSM may disqualify an authorized representative or authorized cardholder for up to one year, provided there is evidence that the individual has committed any one of the following offenses:

- Misrepresenting an AG's circumstances; or
- Knowingly providing false information about the AG; or
- Using SNAP benefits improperly.

The Worker must send written notification to the affected AG and the authorized representative or authorized cardholder 30 days prior to the date of the disqualification. The letter must include: the fact that disqualification of the individual is proposed, the reason for the action, the AG's right to a Fair Hearing, the telephone number of the office and the name of the person to contact for additional information.

This disqualification provision does not apply to drug and alcoholic treatment centers and GLFs which act as authorized representatives, information providers or authorized cardholders for their residents.

F. WHO MUST SIGN

More than one signature is never required for a SNAP application.

If an applicant for, or recipient of WV WORKS is applying for SNAP benefits, the SNAP benefits cannot be denied solely because of the absence of the two signatures that may be required for WV WORKS. The rules governing who must sign are the same as below.

The individual who is interviewed signs the application. If more than one individual is interviewed, both may, but are not required, to sign. Only an AG member or authorized representative may sign the application.

G. CONTENT OF THE INTERVIEW

All SNAP applicants must be screened for Expedited Service on the day the application is made, whether the client is applying for SNAP benefits only or SNAP benefits in combination with any other Program.

NOTE: The applicant may bring any person he chooses to the interview.

In addition to the responsibilities in Section 1.2, the Worker has the following additional responsibilities during the intake interview:

- Explain all aspects of the SNAP Program including application processing time limits, expedited service, basis of initial and ongoing issuance, combined issuance, method of issuance, date benefits should be received, how to use SNAP benefits and the EBT card.
- For homeless AGs with shelter costs, explain the option of using the Homeless Shelter Standard Deduction versus actual shelter and SUA costs.
- Explain the interview options that are available.
- Explain that the receipt of SNAP benefits has no effect on time limits for WV WORKS, and SNAP benefits may continue even when WV WORKS stops.
- Explain certification periods and specific reporting requirements.
- Explain the Department's employment programs and the requirements for keeping job/training appointments, accepting employment or training, registering for SNAP E&T and the consequences for failing to comply with the requirements.
- **When appropriate, explain the definition of an ABAWD, the time limits, the work requirements, and exemptions.**
- Explain the authorization to receive information and referral services about TANF and other programs offered by the WV DHHR.
- Explain the following about EBT:
 - SNAP benefits will be deposited into an EBT account and accessed with an EBT card
 - When the first card will be received and how to create a PIN.

2. Penalties

Individuals who have not complied with a SNAP work requirement may be ineligible for a specified time. The Worker must determine if any AG member is still subject to a penalty. See Chapter 13.

Individuals who have committed an Intentional Program Violation (IPV) are ineligible for a specified time, determined by the number of previous IPV disqualifications. See Chapter 20.

The Worker must determine if any member(s) of the applicant AG has been disqualified and the length of the disqualification period.

M. BEGINNING DATE OF ELIGIBILITY

The beginning date of eligibility is the date of application when all eligibility criteria are met within 30 days of the date of application or the date that a signed signature page from inROADS is received. Benefits for the initial month are prorated from the date of application, over the number of days remaining in the month. Initial month means the first month following any period of time in which the AG was not participating.

NOTE: A sole AG who is an ABAWD that loses eligibility for failure to meet ABAWD requirements and then becomes eligible to participate after case closure must reapply. SNAP benefits are prorated from the date of application. If the customer is not eligible to participate as of the date of application, the application must be denied.

If the AG fails to provide the information requested on a DFA-6, verification checklist, an electronic signature or a signed signature page from inROADS, within the 30-day processing time limit, but provides it within 60 days of the original application date, the date of eligibility is the date the information was provided. See Application Forms in this section. This only applies at application. See Application/Redetermination Variations in this Section for redetermination time frames.

EXCEPTION: For migrant and seasonal farm workers, the initial month is the first month following any break in certification of more than 30 days.

If an AG applies in WV, but received SNAP benefits for the same month in another state, the beginning date of eligibility is the first day of the month following the last month of receipt from the other state.

N. REDETERMINATION SCHEDULE

The client's certification period must be the longest possible period, but must not exceed 24 months for AGs in which all adult members are elderly or disabled with no earned income or only excluded earned income or 12 months for all other AGs.

1. Establishing The Certification Period

a. The redetermination schedule is based on the following guidelines:

- One Month: Expedited Service cases which apply prior to the 16th of the month and do not provide the necessary verifications prior to approval. If verifications are provided within the time limit given, the certification period is extended an additional 5 or 23 months based on the AG's reporting requirements.
- 2 Months: AG's eligible for Expedited Service who apply on or after the 16th of the month and have verification postponed. See Combined Issuance below. If verifications are provided within the time limit given, the certification period is extended an additional 4 or 22 months, based on the AG's composition and income.
- 12 Months: All AGs except those described below for 24 months.
- 24 Months: All AGs in which there is no earned income or only excluded earned income and all adult AG members are:
 - At least age 60, and/or
 - Disabled

NOTE: These AG's may include individuals under age 18 as long as all adults are disabled and/or elderly.

b. Interim Contact Report

- A contact report must also be made midpoint of certification however no interview is required for this report. The Interim Contact Report is automatically mailed to the AG by eRAPIDS. The client must complete the Interim Contact Report and return it to the local office.