

PROCEDURES FOR REAPPLICATION PROCESSING

Step	Process	Food Assistance	Cash Assistance
1.	The assistance group is notified of the certification period ending via the CRIS-E notice of expiration. The notice of expiration is sent to the assistance group during the next to last month of the certification period.	5101:4-7-07	N/A
2.	<p>An interview is scheduled for the assistance group using CRIS-E client scheduling or another county process. If CRIS-E client scheduling is used, JFS 7204 “Request to Reapply for Cash and Food Assistance” will be sent with the appointment notice if the assistance group is scheduled for a telephone interview.</p> <ul style="list-style-type: none"> ▪ If the assistance group misses an appointment for an interview, go to step 3. ▪ If the assistance group keeps the appointment, go to step 6. 	5101:4-7-07	5101:1-2-10
3.	If the assistance group misses an appointment for an interview.	<p>5101:4-7-07</p> <p>Send a JFS 04218, “Notice of Missed Interview” (NOMI) or its CRIS-E equivalent. The county agency is <u>not</u> required to schedule a second interview unless the assistance group makes a request. If the assistance group misses the second interview appointment, go to step 4. If the assistance group keeps this appointment, go to step 6.</p>	<p>5101:1-3-14</p> <p>Terminate the benefits.</p>

4.	If the assistance group misses the second interview and has filed an application, deny the application.	5101:4-7-07	N/A
5.	If the assistance group requests an interview and it cannot be scheduled until after the end of the certification period.	5101:4-7-07 Benefits should be prorated based on the date the assistance group completes the interview.	5101:1-2-10 The assistance group must submit a new application. Benefits are prorated based on the application sign date A new application is not required if the assistance group previously submitted a JFS 07204 or JFS 07200, and the AG completes the reapplication within 30 days from the termination effective date. See step 9.
6.	When the assistance group keeps the scheduled appointment, complete the interview. If the county agency has not received a valid application for recertification, then provide the assistance group with the JFS 07204 or JFS 07200 (see JFS Forms Central).	5101:4-7-07	5101:1-2-10
7.	Review the application with the assistance group and request verification where needed. Provide the assistance group with a notice which contains examples of the types of verification documents the assistance group may provide. Use the JFS 7105 "Application/Reapplication Verification Checklist" and explain to the assistance group the date by which verification must be received. Offer assistance in obtaining verification if needed. If verification is obtained or is not necessary, go to step 8a.	5101:4-2-09	5101:1-2-10

8.	If verifications are not obtained timely, terminate the assistance.	5101:4-7-07	5101:1-2-10
8a.	If verifications are obtained timely, document case information in CRIS-E or the JFS 01846. If ineligible, deny/terminate. If eligible, go to step 10.	5101:4-7-07	5101:1-2-10
9.	If an interview is not completed or verifications are not obtained timely but are completed and/or submitted within 30 days of certification period, the county agency shall reopen the case and provide retroactive benefits to the date the assistance group took the required action.	5101:4-7-07	5101:1-2-10
10.	For food assistance, determine monthly allotment and certification period. For cash assistance, determine ongoing benefit amount and month of next reapplication.	5101:4-4-39 5101:4-5-03	5101:1-23-40 5101:1-5-50 5101:1-23-20
11.	Recertify the assistance group and authorize issuance in order to meet the required timeliness standard. The assistance group should be provided an opportunity to participate following their normal issuance cycle.	5101:4-7-07	N/A
12.	Complete running record comments.		