



August 12, 2021

**Food Assistance Transmittal Letter No. 420
(Five-Year Review)**

TO: All Food Assistance Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Five-Year Review: categorically eligible assistance groups and verification procedure.

In accordance with section 106.03 of the Ohio Revised Code (ORC), each state agency is required to review each of its rules in the Ohio Administrative Code a minimum of once every five years. The intent of the review is to ensure that Administrative Code rules are clearly written and that program requirements are accurate, up-to-date and clearly expressed. To the extent possible, unnecessary paperwork will be eliminated, local agencies will be given increased flexibility, and any adverse impact on businesses will be eliminated or reduced. As a result of the review, the agency may amend the rule; rescind the rule; or continue the rule without amendment.

The Office of Family Assistance (OFA) has completed a review of the following rules and these rules have been subject to a review by the Joint Committee on Agency Rule Review (JCARR). The changes will become effective on 9/01/2021.

Chapter 2000

5101:4-2-02 "Food assistance: categorically eligible assistance groups."

This rule describes which assistance groups are considered categorically eligible and what eligibility factors are waived as a result of being categorically eligible. Changes to the rule include:

- All references of food assistance have been updated to supplemental nutrition assistance program (SNAP);
- All references to Disability Financial Assistance (DFA) have been removed due to the program being obsolete. Paragraph (B) was stricken and the paragraph order was reorganized;

- All references to the Ohio benefit bank were removed and replaced with the Ohio careline;
- Language removed from new paragraph (D)(1)(d) and placed in paragraph (D)(2)(c) because it was incorrectly listed under paragraph (D)(1);
- Paragraph (F) was stricken and reordered due to the DFA program being obsolete; and
- Minor grammatical and date changes for clarity.

5101:4-2-09 "Food assistance: verification procedure."

This rule describes the verification procedure for the supplemental nutrition assistance program (SNAP). Changes to the rule include:

- The term "food assistance" was replaced with "Supplemental Nutrition Assistance Program (SNAP)";
- Paragraph (D)(10) was amended for clarity;
- Removed the reference to Disability Financial Assistance (DFA) in paragraph (E)(1) due to the program being obsolete;
- Removed the reference to the Ohio benefit bank in paragraph (E)(2) and replaced it with the Ohio careline;
- The term "reapplication" was replaced with "recertification";
- Paragraphs (K)(1) and (K)(3) were amended to align with federal regulations; and
- Minor grammatical changes for clarity.

5101:4-2-02

Food assistance: categorically eligible assistance groups.

There are assistance groups that have eligibility factors waived due to receiving specific public benefits or services. These assistance groups are considered categorically eligible for the ~~food assistance~~ supplemental nutrition assistance program (SNAP) program. When each assistance group member receives or is authorized to receive Ohio works first (OWF), supplemental security income (SSI), ~~disability financial assistance (DFA)~~ or a temporary assistance to needy families (TANF) funded service as defined in this rule, or any combination of these benefits the assistance group is categorically eligible.

(A) Who is considered an OWF or SSI recipient?

An OWF or SSI recipient is any person:

- (1) Who receives an OWF or SSI money payment;
- (2) Whose entire grant is being recouped;
- (3) Whose grant is in suspended status;
- (4) Who is eligible for the benefit but is not receiving it because the monthly grant is below a minimum amount for a check to be issued; or
- (5) Whose OWF or SSI has been authorized and the individual has been notified of the decision but payment has yet to be received.

~~(B) Who is considered a DFA recipient?~~

~~A person is considered to be in receipt of DFA benefits if:~~

- ~~(1) The person receives a money payment;~~
- ~~(2) The person's entire DFA grant is suspended or recouped; or~~
- ~~(3) The person has been authorized for DFA and has been notified of the decision but has yet to receive benefits.~~

~~(C)~~(B) Who is considered an assistance group receiving a TANF-funded service or benefit?**(1) Ohio ~~benefit bank~~ careline:**

- (a) An assistance group in which any member has been provided information of the services available through the Ohio ~~benefit bank~~ careline is categorically eligible for the ~~food assistance program~~ SNAP. The Ohio ~~benefit bank~~ careline is an emotional support call service that offers

~~application assistance and outreach for low and moderate income Ohioans for existing benefits and services, including cash assistance, food assistance, medicaid, child care, income tax credits, student financial aid, and fatherhood programs~~confidential support to individuals or families in crisis by trained, licensed clinicians. When individuals need additional services, they will receive assistance and connection to local clinicians.

- (b) Assistance groups without an elderly or disabled member shall pass the gross income test as defined in rule 5101:4-4-11 of the Administrative Code to be authorized to receive information about Ohio ~~benefit bank~~careline services. The gross income of assistance groups with an elderly or disabled member, as defined in rule 5101:4-1-03 of the Administrative Code, shall be at or below two hundred per cent of the federal poverty level according to their assistance group size to be authorized to receive information about Ohio ~~benefit bank~~careline services.
- (c) All applicants and recipients are provided information about the Ohio ~~benefit bank~~careline services on approval notices received at application and ~~reapplication~~recertification. The approval notice includes information about the services offered and how they can access those services.

(2) Prevention, retention, and contingency (PRC) benefits:

- (a) An assistance group in which any member is authorized to receive or is receiving benefits or services under the PRC program is categorically eligible for ~~the food assistance program~~SNAP. An assistance group is considered authorized to receive PRC as of the date of approval and/or notification of approval.
- (b) An assistance group that is authorized to receive or receiving PRC benefits or services shall be categorically eligible for ~~food assistance~~SNAP benefits only for the number of months any member of the assistance group is authorized to receive or is receiving PRC benefits or services. Certification periods for ~~food assistance~~SNAP benefits shall continue to be assigned in accordance with rule 5101:4-5-03 of the Administrative Code.
- (c) An ineligible member of the assistance group authorized to receive or receiving PRC benefits or services cannot be included in the assistance group size when determining the benefit amount. The income and resources of the ineligible member shall be determined in accordance with rules 5101:4-6-13 and 5101:4-6-15 of the Administrative Code.

(3) Other TANF-funded services:

- (a) TANF funds transferred to Title XX or child care development block grant (CCDBG) for child care services are not considered funded under Title IV-A of the Social Security Act of 1935 as amended (SSA), and are thus not subject to categorical eligibility.
- (b) All other TANF funds are considered funded under Title IV-A of the SSA, regardless of which agency administers the funds and may grant categorical eligibility to assistance groups receiving benefits or services from these agencies.

~~(D)~~(C) What eligibility factors are waived for assistance groups determined categorically eligible?

- (1) For an assistance group determined categorically eligible because of receipt of OWF, SSI, or PRC ~~or DFA~~ the following factors are waived and do not require verification as described in rule 5101:4-2-09 of the Administrative Code:
 - (a) Resources;
 - (b) Gross and net income limits;
 - (c) Social security number;
 - (d) Sponsored alien information; and
 - (e) Residency.
- (2) For an assistance group determined categorically eligible because of the notification of the Ohio ~~benefit bank~~ careline services the following factors are waived and do not require verification as described in rule 5101:4-2-09 of the Administrative Code:
 - (a) Resources; and
 - (b) Net income limit.
- (3) Any other required verification such as allowable expenses and factors that are questionable shall be verified in accordance with rule 5101:4-2-09 of the Administrative Code.

~~(E)~~(D) What are the exceptions to categorical eligibility for OWF, SSI, PRC and Ohio ~~benefit bank~~ careline assistance groups?

- (1) No person shall be included as a member in an assistance group ~~which~~that is otherwise categorically eligible when that person is:
- (a) An ineligible alien as defined in rule 5101:4-3-07 of the Administrative Code;
 - (b) An ineligible student as defined in rule 5101:4-6-04 of the Administrative Code;
 - (c) Institutionalized in a non-exempt facility as defined in rule 5101:4-2-03 of the Administrative Code; or
 - ~~(c) Ineligible because of violating a condition of probation or parole or fleeing to avoid prosecution, custody or confinement as defined in rule 5101:4-2-03 of the Administrative Code; or~~
 - ~~(e)~~(d) Ineligible under the able-bodied adults without dependents provisions in rule 5101:4-3-20 of the Administrative Code.
- (2) Under no circumstances shall an assistance group be considered categorically eligible when:
- (a) Any member of the assistance group is disqualified for an intentional program violation in accordance with division 5101:6 of the Administrative Code;
 - (b) Any member of the assistance group is ineligible because of a failure to comply with ~~an employment and training~~ requirement of rules 5101:4-3-11.1, ~~and 5101:4-3-19 of the Administrative Code and the requirements of rule~~ and 5101:4-3-09 of the Administrative Code;
 - (c) Any member of the assistance group is ineligible because of violating a condition of probation or parole or fleeing to avoid prosecution, custody or confinement, or for having a conviction of certain crimes and are out of compliance with their sentence as defined in rule 5101:4-2-03 of the Administrative Code; or
 - ~~(e)~~(d) The assistance groups defined in ~~paragraphs~~paragraph ~~(F)(2)(a)(D)(2)(a) and to (F)(2)(b)(D)(2)(c)~~ of this rule are subject to all ~~food~~ SNAP eligibility requirements and cannot be reinstated in the program on the basis of categorical eligibility.

~~(F) What are the exceptions to categorical eligibility for DFA assistance groups?~~

- ~~(1) No person shall be included as a member of an otherwise categorically eligible assistance group when that person is:~~
- ~~(a) An ineligible alien as defined in rule 5101:4-3-07 of the Administrative Code;~~
 - ~~(b) An ineligible student as defined in rule 5101:4-6-04 of the Administrative Code;~~
 - ~~(c) Disqualified for failure to provide or apply for a social security number as required by rule 5101:4-3-22 of the Administrative Code;~~
 - ~~(d) An assistance group member disqualified for failure to comply with a work requirement as described in rules 5101:4-3-09, 5101:4-3-11 and 5101:4-3-19 of the Administrative Code;~~
 - ~~(e) Disqualified for an intentional program violation as required by division 5101:6 of the Administrative Code;~~
 - ~~(f) An individual who is institutionalized in a nonexempt facility as defined in rule 5101:4-2-03 of the Administrative Code;~~
 - ~~(g) Ineligible because of violating a condition of probation or parole or fleeing to avoid prosecution, custody or confinement as defined in rule 5101:4-2-03 of the Administrative Code; or~~
 - ~~(h) Ineligible under the able-bodied adults without dependents provisions in rule 5101:4-3-20 of the Administrative Code.~~
- ~~(2) Under no circumstances shall an assistance group be considered categorically eligible when:~~
- ~~(a) The assistance group refuses to cooperate in providing information to the county agency that is necessary for making a determination of its eligibility or for completing any subsequent review of its eligibility as described in rule 5101:4-2-01 of the Administrative Code;~~
 - ~~(b) The assistance group is ineligible under the striker provisions of rules 5101:4-2-03 and 5101:4-6-07 of the Administrative Code;~~
 - ~~(c) The assistance group is ineligible because it knowingly transferred resources for the purpose of qualifying or attempting to qualify for the program as provided in rule 5101:4-4-09 of the Administrative Code.~~

~~(G)~~(E) How is the monthly benefit determined?

Categorically eligible assistance groups shall have their level of benefits calculated using the method described in paragraphs (A) and (B) of rule 5101:4-4-39 of the Administrative Code using the assistance group's net monthly income.

~~(H)~~(F) How is a potentially categorically eligible assistance group handled?

An assistance group is considered to have potential categorical eligibility when all members of the assistance group have applied for benefits that would make the assistance group categorically eligible.

- (1) When all the assistance group members have applied for benefits that will make the assistance group categorically eligible and the county agency determines that the assistance group is ineligible for ~~food assistance~~SNAP benefits because it does not meet the gross or net income tests, or exceeds the resource limits, the county agency shall pend the assistance group until it is established that all assistance group members have gained categorical eligibility. When categorical eligibility has not been established by the thirtieth day from the date of application, the county agency shall deny the assistance group the following day.
- (2) When the assistance group establishes categorical eligibility within the thirty days from the date of application, the agency shall determine the level of benefits from the date of application. When the assistance group's net income is high enough to result in ineligibility for a monthly allotment, the county agency shall indicate on the denial notice that the net income exceeds the level at which benefits are issued.

~~(H)~~(G) What happens when a potentially categorically eligible assistance group is denied ~~food assistance~~SNAP benefits?

- (1) A potentially categorically eligible assistance group shall be informed on the denial notice that its application can be reopened when it gains categorical eligibility. The assistance group shall be provided a change reporting form in accordance with rule 5101:4-7-01 of the Administrative Code.
- (2) When the application of a potentially categorical eligible assistance group was denied because of failure to meet the gross or net income test, or being over resources, and the assistance group later reports that all assistance group members have become recipients of benefits ~~which~~that make the assistance group categorically eligible the county agency shall have the assistance group update their application. The assistance group shall provide any required

verification or information on the change since the previous application was completed and have the application signed again by an assistance group member or authorized representative.

- (3) When the application was made via an interactive interview and there are open public assistance benefits with the ~~food assistance~~ SNAP benefit being denied, the county agency shall enter the reported changes on the appropriate statewide automated eligibility system screens and determine eligibility using the date the assistance group gained categorical eligibility as the signature date. A new interactive interview or JFS 07200 "~~Request Application~~ for Cash, Food, and Medical Assistance" (~~rev. 9/2014~~) may be requested when deemed necessary ~~by the eligibility worker but~~ is not a requirement.
- (4) When an assistance group gains categorical eligibility status, restored benefits shall be paid from the date the assistance group was authorized to receive OWF, SSI, ~~DEA~~, or TANF-funded services or benefits (e.g. Ohio ~~benefit bank~~ careline or PRC) or the date of the ~~food assistance~~ SNAP application whichever is later. See rule 5101:4-4-23 of the Administrative Code regarding SSI recipients who may be eligible for use of excess medical expenses and the uncapped shelter deduction in determining restored benefits. The county agency shall issue restored benefits within ten days, if necessary, and begin regular issuances. A certification period shall be established as described in rule 5101:4-5-03 of the Administrative Code.
- (5) When the assistance group has not complied with the requirements listed in paragraphs ~~(H)(G)~~(1) to ~~(H)(G)~~(4) of this rule, the county agency shall issue a denial notice on the day after the assistance group was to have complied, and issue a new change report form ~~if~~ when necessary.
- (6) When an assistance group reports a change which results in the assistance group becoming eligible for ~~food assistance~~ SNAP, but the change does not result in categorical eligibility, the assistance group shall be advised it must file a new application before benefits can be approved.
- ~~(H)~~(H) What happens when an assistance group is approved for benefits while awaiting a determination of categorical eligibility?

When an assistance group is approved for ~~food assistance~~ SNAP benefits within the thirty-day processing time and later gains categorical eligibility, the assistance group may be eligible for restored benefits in a situation where an SSI recipient incurs excess medical expenses and/or shelter expenses. Restored benefits shall be paid from the beginning of the period for which SSI benefits are paid or the original ~~food assistance~~ SNAP application date, whichever is later.

Effective: 9/1/2021
Five Year Review (FYR) Dates: 5/27/2021 and 09/01/2026

CERTIFIED ELECTRONICALLY

Certification

08/10/2021

Date

Promulgated Under: 111.15
Statutory Authority: 5101.54
Rule Amplifies: 329.04, 329.042, 5101.54
Prior Effective Dates: 01/16/1987 (Emer.), 04/06/1987, 01/01/1988 (Emer.),
02/26/1988, 01/05/1990 (Emer.), 03/22/1990,
01/01/1991, 07/01/1992, 08/01/1992 (Emer.),
10/30/1992, 05/01/1995, 08/01/1995 (Emer.),
10/13/1995, 02/01/1997 (Emer.), 04/13/1997,
05/02/1998, 07/15/1999, 10/09/2000, 09/30/2001
(Emer.), 11/16/2001, 07/01/2003 (Emer.), 07/10/2003,
12/01/2004, 11/01/2008, 03/01/2010, 03/01/2011,
02/01/2013, 06/01/2015

5101:4-2-09

Food assistance: verification procedure.

(A) What is verification?

Verification is used to support and document what was reported on the JFS 07200, "Request Application for Cash, Food, and/or Medical Assistance" (~~rev. 9/2014~~) during the application process and to provide clarification on any questionable information. The county agency shall allow assistance groups at least ten days to provide required verification.

(B) Whose responsibility is it to provide verification?

- (1) The assistance group has primary responsibility for providing verification to support its statements on the application and resolve any questionable information. An assistance group may supply verification in person, through the mail, by fax, electronically, or through an authorized representative. The county agency shall not require the assistance group to present verification in person.
- (2) The county agency shall assist the assistance group in obtaining verification provided the assistance group has not refused to cooperate as specified in rule 5101:4-2-01 of the Administrative Code. If it would be difficult or impossible for the assistance group to obtain verification in a timely manner, or the county agency can obtain the verification faster, the county agency shall offer assistance in obtaining the verification.
- (3) The county agency is not required to assist an assistance group in obtaining verification of alien status except when the documentation is unclear and the county agency receives the applicant's permission to contact the U.S. citizenship and immigration service (USCIS). The county agency is also not required to assist the assistance group in obtaining verification of shelter costs for an unoccupied home ~~if~~when verification would have to be obtained from sources outside of the county.

(C) What are the mandatory verifications for expedited service certifications?

- (1) Identity is the only verification required prior to the authorization of expedited benefits. All other verifications can be postponed ~~if~~when they cannot be submitted within the expedited timeframe. When an authorized representative applies on behalf of the assistance group, the identity of both the authorized representative and the assistance group name shall be verified.
- (2) The county agency shall require the applicant to register for work when an exemption is not met. The agency may attempt to register other assistance group

members, but it shall not prevent the authorization of an eligible expedited assistance group.

(D) What verification is necessary for normal application processing?

Assistance groups certified under normal processing standards (as opposed to expedited processing standards) shall provide verification of all the following items:

- (1) Gross income.
- (2) Rent or mortgage payment. Homeless assistance groups claiming shelter expenses shall provide verification of their shelter expense to qualify for the homeless shelter deduction. When a homeless assistance group has difficulty in obtaining traditional types of verification of shelter costs, the county agency shall obtain alternate types of verification that accurately verify the expense.
- (3) Utility and shelter expenses.
- (4) Non-reimbursable medical expenses. Non-reimbursable medical expenses only apply to assistance group members who are age sixty or over, or who meet the definition of disabled as defined in rule 5101:4-1-03 of the Administrative Code.
- (5) Dependent care expenses.
- (6) Eligible alien status as defined in rule 5101:4-3-07 of the Administrative Code.
- (7) Social security numbers (SSN). Providing a ~~social security number~~ SSN for each assistance group member is voluntary. However, failure to provide a SSN will result in the denial of ~~food assistance~~ supplemental nutrition assistance program (SNAP) benefits for that individual. SSNs provided will be used in accordance with rule 5101:4-3-22 of the Administrative Code. When a SSN has been verified, the county agency shall document the information in the assistance group's file to prevent the unnecessary re-verification of the SSN in the future. The county agency shall accept that a SSN is verified ~~if~~ when it was already verified through the OWF or medicaid programs. A verified SSN shall be re-verified only ~~if~~ when the identity of the individual or the SSN becomes questionable.
- (8) Residency. Residency shall be verified except in unusual cases such as homeless assistance groups, some migrant farm worker assistance groups, or an assistance group just moving into the county where verification of residency cannot reasonably be provided.

- (9) Identity. Identity applies to the person making the application. Where an authorized representative applies on behalf of an assistance group, the identity of both the authorized representative and the assistance group name shall be verified. Identity may be verified through readily available documentary evidence or, when unavailable, through a collateral contact. Any documents reasonably establishing the applicant's identity must be accepted, and no requirement for a specific type of document may be imposed.
- (10) Disability. The county agency shall verify an assistance group member is disabled as defined in rule 5101:4-1-03 of the Administrative Code.
- (11) Student income. Student income shall be verified in accordance with rule 5101:4-4-13 of the Administrative Code.
- (12) Physical or mental disability: student exemption. When a person claims to be physically or mentally unfit for purposes of the student exemption contained in paragraph (B)(2) of rule 5101:4-6-04 of the Administrative Code, verification may be required. Appropriate verification may consist of receipt of temporary or permanent disability benefits issued by governmental or private sources, or a statement from a physician or licensed or certified psychologist. If the individual's physical or mental disability is evident to the county worker verification is not required but the disability should be noted in the case record.
- (13) Child support payments. The county agency shall obtain verification of the assistance group's legal obligation to pay child support, the amount of the obligation, and the monthly amount of child support the assistance group actually pays. Documents accepted as verification of the assistance group's legal obligation to pay child support shall not be accepted as verification of the assistance group's actual monthly child support payments. County agencies are strongly encouraged to obtain information regarding an assistance group member's child support obligation and payments from child support enforcement agency files. The county agency shall give the assistance group an opportunity to resolve any discrepancy between assistance group verification and child support enforcement agency records.
- (14) Able-bodied adults without dependents (ABAWDs): hours worked. For individuals subject to the ~~food assistance~~ SNAP time limit in rule 5101:4-3-20 of the Administrative Code who are satisfying the work requirement by working, by combining work and participation in a work program, or by participating in a work program that is not operated or supervised by the state or county agency, the individuals' work hours shall be verified.

- (15) ABAWDs: countable months in another state. For individuals subject to the ~~food assistance~~ SNAP time limit of rule 5101:4-3-20 of the Administrative Code, the county agency must verify the number of countable months an individual has used in another state ~~if~~ when there is an indication the individual participated in that state as defined in rule 5101:4-3-20 of the Administrative Code. The normal processing standards of paragraph (A) of rule 5101:4-2-11 of the Administrative Code apply. The county agency may accept another state agency's assertion as to the number of countable months an individual has used in another state.
- (16) Assistance group composition: the county agency shall verify factors affecting the composition of an assistance group only ~~if~~ when questionable.
- (E) What is the standard verification for categorically eligible assistance groups?
- (1) For an assistance group determined categorically eligible because of receipt of Ohio works first (OWF), supplemental security income (SSI), ~~or~~ prevention retention contingency (PRC), ~~or disability financial assistance (DFA)~~ the following factors are waived and do not require verification as described in paragraph (D) of this rule (gross and net income are waived factors for benefit determination but still must be verified):
- (a) Resources;
 - (b) Social security number;
 - (c) Sponsored alien information; and
 - (d) Residency.
- (2) For an assistance group determined categorically eligible because of the notification of the Ohio ~~benefit bank~~ careline services resources are waived from the benefit determination and do not require verification as described in paragraph (D) of this rule. Net income is a waived factor for benefit determination but still must be verified.
- (F) When may an application be approved without verification?

The county agency shall not delay the certification for benefit issuance beyond thirty days:

- (1) To an otherwise eligible assistance group to only verify the SSN of an assistance group member.

- (2) To verify a claimed but unverified expense as described in paragraph (J) of rule 5101:4-4-23 of the Administrative Code. As soon as all other steps necessary to certify an assistance group are completed, the county agency shall certify the benefits.

(G) What should be done when questionable information is received?

- (1) ~~If~~When the applicant provides information that is questionable and may affect the eligibility or benefit level, the county agency shall require verification. The information may be determined to be questionable ~~if~~when what is reported on the JFS 07200 is different from what the applicant reported during the interview, different from the information the agency had already obtained, or different from what may have been reported on a previous JFS 07200.
- (2) An example of something that may be determined questionable is ~~if~~when the applicant's expenses exceed the assistance group's income. The county agency shall request additional verification to determine how the expenses are being met. ~~If~~When the applicant does not submit supporting documentation on how the expenses are being met, that alone is not grounds to deny the application. The county agency shall then explore if the applicant receives any additional income or if there are resources from which they may be paying the expense. The agency shall verify how long the applicant has been managing their finances in this manner and then document the verification in the case file.

(H) What type of verification shall be documented in the case file?

The county agency shall include all information in the case file documenting and supporting the actions taken in determining eligibility. All requests for additional verification shall be documented in the case file. Any actions taken because of the additional verification shall also be included.

(I) What are acceptable forms of verification?

There are four types of verification: documentary evidence, collateral contacts, client statements and home visits. When documentary evidence is not able to be obtained a collateral contact should be acceptable ~~if~~when available. In the event a collateral contact is not available a client statement or home visit may be used. A client statement or home visit should be a county agency's last option; however, when determining benefits the best available information should be used. Further information explaining each verification is below:

- (1) Documentary evidence

- (a) Documentary evidence can be used as a primary source of verification. Documentary evidence consists of a written confirmation of the applicant's circumstances. Examples of documentary evidence include but are not limited to: pay stubs, rent receipts, utility bills, etc. ~~If~~ When the agency uses pay stubs and they are not included in the case file, the agency must include the name, address, dates, and gross amounts listed on the pay stubs in the case file.
- (b) Although documentary evidence shall be a primary source of verification, acceptable verification shall not be limited to any single type of document. The verification may be obtained through the applicant or another source. When documentary evidence cannot be obtained or when what was obtained is insufficient to be able to make a determination, the county agency shall pursue a collateral contact.

(2) Collateral contact

- (a) A collateral contact is an oral confirmation of the assistance group's circumstance by a person not included in the assistance group. The confirmation could be made in person or over the phone. The contact cannot be limited to any one particular person but may be anyone who can provide an accurate third-party verification.

Examples of acceptable collateral contacts include but are not limited to: employers, community action groups, migrant service agencies, landlords, social services agencies, neighbors of the applicant, or other persons not included in the assistance group.

- (b) When the county agency is attempting to obtain information from a collateral contact they shall only disclose the necessary information in order to obtain the verification without disclosing the applicant has applied for ~~food assistance~~ SNAP. The agency cannot disclose any information the applicant provided nor can there be any information provided to the collateral contact suggesting that the applicant provided any incorrect information.
- (c) The county agency shall rely on the applicant to provide the name for a collateral contact. The county agency may select a collateral contact ~~if~~ when the applicant fails to select one. A signed release is not required. The applicant may request assistance in selecting a collateral contact. The county agency is not required to use the collateral contact provided by the applicant if there is reason to believe they will be unable to provide accurate third party verification. The county agency may request

an alternate collateral contact from the applicant, select an alternate collateral contact themselves, use another method in obtaining the necessary verification, or conduct a home visit.

(3) Client statement

- (a) On a case-by-case basis client statement may be acceptable verification when no other verification is available.
- (b) When client statement is used as verification, it must be documented in the case record.

(4) Home visits

- (a) Home visits may be used on a case-by-case basis as verification only when documentary evidence is insufficient, a collateral contact is unavailable and the client statement is insufficient or questionable.
- (b) The home visit must be scheduled in advance with the applicant.
- (c) When the assistance group's circumstances appear to be error prone, that alone does not mean a home visit is the most appropriate method of verification.

(J) How are discrepancies in information handled?

- (1) When the agency receives unverified information from a source other than the assistance group, the agency shall allow the assistance group a reasonable opportunity to resolve the discrepancy prior to taking any action on the case.
- (2) The county agency may attempt to verify the information with a third party and contact the assistance group only when the agency cannot obtain the verification.
- (3) When the county agency is notified of information by the income eligibility verification system, the county agency may obtain verification from a third party as specified in rule 5101:4-7-09 of the Administrative Code.

(K) What verification is required at ~~reapplication~~ recertification?

At ~~reapplication~~ recertification the county agency does not have to verify unchanged information unless the information is questionable. The county agency shall verify:

- (1) Income when the source has changed or the amount has changed by more than fifty dollars ~~or more~~;
 - (2) Utility expenses when they were not verified previously;
 - (3) Medical expenses when they were not reported and verified previously, or when the amount changed by more than twenty-five dollars ~~or more~~. The county agency is not required to verify medical expenses ~~if~~when the source has not changed and the amount has changed by twenty-five dollars or less since the last time they were verified;
 - (4) Newly obtained social security numbers;
 - (5) Any changes in the legal obligation to pay child support, the obligated amount, and the amount of legally obligated child support a household member is ordered to pay to a non-household member;
 - (6) Work hours for individuals subject to the ~~food assistance~~SNAP time limit of rule 5101:4-3-20 of the Administrative Code who are satisfying the work requirement by working, by combining work and participation in a work program, or by participating in a work program that is not operated or supervised by a state or county agency.
- (L) What verification is needed for reported changes?

Changes reported during the certification period shall be subject to the same verification procedures that apply at initial certification.

Effective: 9/1/2021
 Five Year Review (FYR) Dates: 5/27/2021 and 09/01/2026

CERTIFIED ELECTRONICALLY

Certification

08/10/2021

Date

Promulgated Under: 111.15
 Statutory Authority: 5101.54
 Rule Amplifies: 329.04, 329.042, 5101.54
 Prior Effective Dates: 06/02/1980, 04/01/1981, 06/18/1981, 10/01/1981,
 01/22/1982, 02/01/1982, 05/01/1982, 01/01/1983,
 05/20/1983, 06/01/1983, 09/24/1983 (Temp.),
 11/11/1983, 02/01/1984 (Temp.), 04/01/1984,
 10/01/1984 (Emer.), 11/17/1984, 08/16/1985 (Emer.),
 11/01/1985 (Emer.), 01/01/1986, 04/06/1986,
 05/01/1986 (Emer.), 06/15/1986 (Emer.), 08/01/1986
 (Emer.), 08/20/1986 (Emer.), 10/22/1986 (Emer.),
 10/30/1986, 11/15/1986, 11/28/1986, 01/16/1987
 (Emer.), 04/10/1987 (Emer.), 06/22/1987, 08/01/1987
 (Emer.), 10/25/1987 (Emer.), 10/29/1987 (Emer.),
 01/22/1988, 03/24/1988 (Emer.), 06/18/1988,
 09/01/1988 (Emer.), 11/22/1988, 10/01/1989 (Emer.),
 12/21/1989, 01/05/1990 (Emer.), 03/22/1990,
 10/01/1990 (Emer.), 11/08/1990, 05/01/1991 (Emer.),
 06/01/1991, 10/01/1991 (Emer.), 12/01/1991,
 12/20/1991, 07/01/1992, 08/01/1992 (Emer.),
 10/01/1992 (Emer.), 10/30/1992, 06/01/1993,
 10/01/1993, 11/15/1993, 07/01/1994, 09/01/1994,
 09/01/1994 (Emer.), 10/01/1994, 12/01/1994 (Emer.),
 01/01/1995, 05/01/1995, 08/01/1995, 02/01/1996,
 07/01/1996 (Emer.), 08/25/1996, 09/22/1996 (Emer.),
 12/21/1996, 04/01/1997 (Emer.), 06/06/1997,
 10/01/1997, 03/01/1998 (Emer.), 06/01/1998,

06/01/2001 (Emer.), 08/27/2001, 05/01/2003,
11/01/2003, 07/01/2006, 08/01/2010, 03/01/2011,
09/01/2012, 10/01/2015

Categorical Eligibility Desk Aid

Eligibility Standards & Requirements	Categorical Eligibility	Expanded Categorical Eligibility			
		AGs with no elderly or disabled member.		AG containing an elderly (60+) or disabled member.	
130% Gross test	Waive	Apply		Waive	
		If under 130% gross income test, AG passes for expanded categorical eligibility and qualifies for Ohio Careline services	If over 130% gross income test, AG fails. Deny or Terminate		
200% Gross test	N/A	N/A		Apply	
				If under 200% gross income test, AG passes for expanded categorical eligibility and qualifies for Ohio Careline services	If over 200% gross income test, AG fails for expanded categorical eligibility
Net Income Test	Waive	Waive		Waive	Apply
Resource Test	Waive	Waive		Waive	Apply
Verification of Residency, SSN, & Sponsored Alien Information	Waive	Apply		Apply	Apply