

PROCEDURES FOR APPLICATION PROCESSING

Step	Process	Food Assistance	Cash
1.	An assistance group requests cash, medical, and/or food assistance.	5101:4-2-01	5101:1-2-01
2.	<p>On the day of the request, the county agency informs the assistance group about same day filing and gives or mails a (see JFS Forms Central):</p> <ul style="list-style-type: none"> (a) JFS 07200; (b) JFS 07217; (c) voter registration form; and (d) JFS 07501. <p>NOTE: If using the 07200 (Rev. 03/2010 or later), then a separate 07217 and voter registration form does not need to be mailed.</p>	<p>5101:4-2-01</p> <p>* If an AG is currently receiving Cash but wants to apply for FA at recertification, the JFS 07204 is considered a FA application.</p>	<p>5101:1-2-01, 5101:1-2-15</p> <p>* If an assistance group is currently receiving FA but wants to apply for cash asst. at recertification, the JFS 07204 is considered a cash application</p>
3.	<p>If the assistance group contacts the wrong county certification office, then provide the address and phone number of the appropriate office for filing and offer to forward the JFS 07200 to the appropriate office.</p> <ul style="list-style-type: none"> • See County Agency Directory for project area certification offices. 	5101:4-2-01	N/A

<p>4.</p>	<p>The assistance group files the JFS 07200 either in person, through an authorized representative, by fax, electronically, or by mail.</p> <ul style="list-style-type: none"> To be a valid application, the JFS 07200 must include a name and signature. Assist the assistance group with completing the application, if requested. 	<p>5101:4-2-01 *An address must be included on the application, unless the individual is homeless, then the application should be marked accordingly.</p>	<p>5101:1-2-01</p>
<p>5.</p>	<p>Immediately date stamp the JFS 07200 and screen for expedited service.</p> <ul style="list-style-type: none"> Also see “Procedure for Determining Need for Expedited Service.” 	<p>5101:4-2-01 5101:4-6-09</p>	<p>5101:1-2-01</p>
<p>6.</p>	<p>Screen all applicants and new household members for an Intentional Program Violation (IPV) immediately upon receipt of application via the electronic disqualified recipient system (eDRS), which is CRIS-E screen DEDRS.</p> <p>The disqualification of an individual for an IPV in one county or state is valid in another county or state. If there is an eDRS match, the originating state must be contacted and allowed twenty days to provide verification of the disqualification.</p> <ul style="list-style-type: none"> See Family Assistance Letter #121 	<p>5101:4-2-7</p>	<p>N/A</p>
<p>7.</p>	<p>Complete an interactive interview the same day or schedule one as soon as possible to ensure that the assistance group receives an opportunity to participate within 30 days after</p>	<p>5101:4-2-01 5101:4-2-07 5101:4-2-11</p>	<p>5101:1-2-01</p>

	<p>the valid application is filed.</p> <p>NOTE: If the assistance group requests a face-to-face interview, then the county agency shall schedule one.</p>		
8.	<p>The interview may be conducted with any responsible adult member of the assistance group or an authorized representative.</p> <ul style="list-style-type: none"> • JFS 01846 shall be completed if CRIS-E is down or a home visit is necessary. 	<p>5101:4-2-07</p> <p>*If the assistance group misses the appointment, then go to step 9. If the assistance group keeps the appointment, then go to step 10.</p>	<p>5101:1-2-01</p>
9.	<p>If the assistance group misses first scheduled interactive interview appointment.</p>	<p>5101:4-2-07</p> <p>Mail a JFS 04218 “Notice of Missed Interview” (NOMI), or the CRIS-E equivalent.</p>	<p>5101:1-2-01</p> <p>Deny the application. There is no 30-day application pending requirement for cash assistance programs. The OWF application can be denied as early as the date of the missed interview appointment.</p>

<p>9a.</p>	<p>If the assistance group does not contact the county agency, then deny the assistance group on the 30th day after the application was first filed.</p>	<p>5101:4-2-07</p>	<p>N/A</p>
<p>9b.</p>	<p>If the assistance group contacts the agency to reschedule a second interview after missing the first appointment but before the 30th day following the application date, then schedule a second interactive interview prior to the 30th day, if possible.</p>	<p>5101:4-2-07 NOTE: Delays caused by the agency may require extensions beyond 30 days (see rule 5101:4-5-07 of the Administrative Code).</p>	<p>N/A</p>
<p>10.</p>	<p>If the assistance group misses the second appointment, then deny the application on the 30th day after the application was filed.</p>	<p>5101:4-5-07</p>	<p>N/A</p>
<p>10a.</p>	<p>If a third interview is requested, then schedule as soon as possible but before 60 days after the application was first filed.</p> <ul style="list-style-type: none"> • See Procedure for Cases Involving Delays. <p>NOTE: The assistance group who caused the delay in application processing loses eligibility for the initial month</p>	<p>5101:4-5-07</p>	<p>N/A</p>

	of application.		
11.	Advise the assistance group of its rights and responsibilities.	5101:4-2-07	5101:1-2-01
12.	Review the information from the interview with the assistance group, including information provided by the assistance group and information provided to the assistance group involving fraud, etc. <ul style="list-style-type: none"> • Attempt to resolve any unclear or questionable information. 	5101:4-2-07	5101:1-2-01
13.	Inform the assistance group if additional verification is needed and offer to help secure it if the assistance group indicates a need for help. <ul style="list-style-type: none"> • Give the assistance group a JFS 07105 “Application/Reapplication Verification Request Checklist” while allowing at least ten days to provide the requested verifications. 	5101:4-2-09	5101:1-2-01 5101:1-2-20
14.	Explain failure to provide necessary information/verification shall result in the denial of the application	5101:4-2-09	5101:1-2-01
14a.	Explain failure to report or verify rent or mortgage payments, utility and/or other shelter costs, medical expenses, dependent care expenses, and legally-obligated child support paid to a non-household member will result in	5101:4-4-23	N/A

	a benefit level determination without using a deduction for the unverified expense.		
15.	Determine if any assistance group member is required to be work registered for the Food Assistance Employment and Training Program (FAET) or is an able-bodied adult without dependents (ABAWD).	5101:4-3-11 5101:4-3-11.2 5101:4-3-20	N/A
16.	<p>Inform the work eligible individual(s), minor head of household and adult member(s) of the OWF assistance group the requirement to be appraised, assessed and enter into a written self-sufficiency contract prior to the authorization of benefits. Failure to do so results in denial of benefits.</p> <p>NOTE: A county may choose to require the work eligible individual to complete a job search and job readiness applicant assignment prior to authorization of benefits.</p>	N/A	5101:1-2-01 5101:1-3-11
17.	If an assistance group member appears to have, or alleges to have a physical or mental condition which may limit the member's ability to work, gather medical documentation and refer the case to the disability determination area (DDA).	N/A	5101:1-5-20

18.	Discuss when, where, and how to obtain and use benefits.	5101:4-2-11	5101:1-2-70 5101:1-2-01 If applicable, provide the JFS 07344 "Direct Deposit Authorization."
19.	<p>Inform the assistance group that time limits and other requirements of the OWF cash program do not apply to food assistance benefits. The assistance group may be eligible for food assistance benefits when there is no eligibility for other programs.</p> <ul style="list-style-type: none"> Refer the assistance group to other program services when appropriate. 	5101:4-2-01 5101:4-2-07	N/A
20.	Explain the assistance group's right to withdraw the application. Deny the application if the assistance group refuses to cooperate with any step necessary for eligibility determination.	5101:4-2-01	5101:1-2-01
21.	<p>Determine cash and food assistance eligibility and, if applicable, the monthly allotment and certification period.</p> <ul style="list-style-type: none"> Send a CRIS-E generated approval notice. Send a CRIS-E generated denial notice. 	5101:4-4-39 5101:4-5-03 5101:6-2-02 5101:6-2-03	5101:1-23-20
22.	Complete running record comments.		