

PROCEDURES FOR CASES INVOLVING DELAYS

Food Assistance rule 5101:4-5-07

| Assistance Group Caused Delay | County Agency Caused Delay |
|---|--|
| <p>The assistance group causes the delay by not completing a required action¹ by the 30th day.</p> <p>STEPS and ACTIONS:</p> <ol style="list-style-type: none"> 1. Deny food assistance on the 30th day. 2. Issue a CRIS-E generated denial notice. | <p>The county agency causes the delay in application processing on day 30 and no action is needed by the assistance group.</p> <p>STEPS and ACTIONS:</p> <ol style="list-style-type: none"> 1. Send a notice of pending status (JFS 07401) on the 30th day. 2. Determine food assistance eligibility as soon as possible, but no later than the 60th day. 3. If eligible, open food assistance from the date of application. 4. Issue a CRIS-E generated approval notice. |
| <p>The assistance group causes the delay in application processing and a CRIS-E generated denial notice was mailed on the 30th day; however, the assistance group completes the required action(s)¹ by day 60.</p> <p>STEPS and ACTIONS:</p> <ol style="list-style-type: none"> 1. Do not require a new application if the required action¹ is completed in the second 30 days. 2. Determine food assistance eligibility as soon as possible, but no later than the 60th day. 3. If eligible, open food assistance effective the first of the month after the month of application. 4. Issue a CRIS-E generated approval notice. | <p>The county agency causes the delay in application processing on day 30, but a required action¹ is necessary by the assistance group. The assistance group completes the required action¹ by day 60.</p> <p>STEPS and ACTIONS:</p> <ol style="list-style-type: none"> 1. Send a notice of pending status (JFS 07401) on the 30th day. 2. Determine food assistance eligibility as soon as possible, but no later than the 60th day. 3. If eligible, open food assistance from the date of application. 4. Issue a CRIS-E generated approval notice. |

¹Required actions specifically include: (a) completing the application, (b) completing an interview, and (c) providing requested verifications.

The assistance group causes the delay in application processing and a CRIS-E generated denial notice was mailed on the 30th day; however, the assistance group completes the required action(s)¹ by day 60, but the county agency does not determine food assistance eligibility by the 60th day.

STEPS and ACTIONS:

1. Do not require a new application if the required action(s)¹ is completed in the second 30 days.
2. Continue processing the application until a food assistance eligibility determination is reached.
3. If eligible, open food assistance effective the first of the month following the month of application.
4. Issue a CRIS-E generated approval notice.

The county agency causes the delay in application processing on day 30, but a required action¹ is needed by the assistance group. The assistance group completes the required action by day 60, but the county agency does not determine food assistance eligibility by the 60th day.

STEPS and ACTIONS:

1. Send a notice of pending status (JFS 07401) on the 30th day.
2. Continue processing the application until a food assistance eligibility determination is reached.
3. If eligible, open food assistance from the date of application.
4. Issue a CRIS-E generated approval notice.

The assistance group causes the delay in application processing and a CRIS-E generated denial notice was mailed on the 30th day. The assistance group cooperates with the required action, but not until after 60 days have passed following the date of application.

STEPS and ACTIONS:

1. A CRIS-E generated notice is not necessary.
2. Require that the assistance group complete a new application and restart the application process.

The county agency causes the delay in application processing on day 30, but a required action¹ is needed by the assistance group. The assistance group does not complete the required action¹ by day 60.

STEPS and ACTIONS:

1. Send a notice of pending status (JFS 07401) on the 30th day.
2. Deny food assistance on the 60th day.
3. Issue a CRIS-E generated denial notice.

¹Required actions specifically include: (a) completing the application, (b) completing an interview, and (c) providing requested verifications.