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| May 1, 2005 | PROCEDURAL SECTION | FSTL 262 |
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Procedure 9
Procedures for Determining Need For Expedited Service and Issuance of Benefits
(REFERENCE RULE 5101:4-6-09)

1. The application is received by the eligibility worker. Based on the information on the application form and information provided during the interview, it is determined that the AG meets one of the four situations which entitles it to expedited service (and is otherwise eligible for the program). The four situations are:

- The AG has zero net monthly income and liquid resources of \$100 or less;
- The AG has less than \$150 gross monthly income and liquid resources of \$100 or less;
- The AG is a destitute (as defined in rule 5101:4-6-09) migrant or seasonal farmworker AG which has liquid resources of \$100 or less;
- The AG's monthly rent/mortgage plus utility costs exceed the total of its gross monthly income and liquid resources.

2. Verify the identity of the person filing the application. (If an authorized representative [or PIP who is not also the AG name or authorized representative of an AG on the JFS 07200] is filing the application, also verify the identity of the AG name.) If the person filing the application is a mandatory work registrant, require the applicant to register. Verification of identity and compliance with the work registration requirement are all that is required prior to giving expedited service. Verification of all other factors is to be postponed, unless the verification can be provided and the expedited service timeframe met.

3. Benefits shall be provided within 24 hours, or if mitigating circumstances occur, within 72 hours, of the date of application to an AG who has zero income (before or after deductions) and liquid resources of \$100 or less.

An AG qualifying for expedited service by meeting any one of the other four situations shall be issued benefits for the month of application no later than the sixth calendar day following the date of application or be approved for benefits no later than the seventh calendar day following the date of application.

4. Assign certification period.

An AG providing all verification prior to certification shall be assigned a normal certification period.

An AG can be certified for more than two months even though verification is postponed.

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5. All AGs must submit all postponed verification prior to the issuance of a second full month's allotment.

6. Send or give the AG the appropriate notices:

- Notice of Eligibility (ODHS 7401 Action Taken on Your Food Stamp Case or its CRIS-E equivalent) to all AGs.
- Expiration Notice (ODHS 7404 Continuing Your Food Stamps or its CRIS-E equivalent) when needed.
- ODHS 7443 Change Report Form or its CRIS-E equivalent and return envelope to all change reporting AGs.