

PROCEDURE # 2

PROCEDURES FOR REAPPLICATION PROCESSING

Reference Section

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| 5101:4-7-07 | 1. Eligibility worker notifies the AG that its certification period is ending via the notice of expiration. |
| 5101:4-7-07 | 2. AG receives the notice of expiration at least one day before the first day of the last month, but no earlier than the first day of the next- to- the- last month of the certification period. (Receives at time of certification if certified for one month or if certified for two months in the second month of certification.) |
| 5101:4-7-07 | <p>3. Eligibility worker schedules an interview for the AG by using one of the following:</p> <ul style="list-style-type: none"> • Indicating the appointment date and time on the notice of expiration. • Setting a date and time with the AG when it contacts the local office. • Contacting the AG upon receipt of its timely application for reapplication. <p>If the AG misses an appointment for an interview scheduled before receipt of its timely reapplication, go to step 4. If the AG misses an appointment for an interview scheduled after receipt of its timely reapplication, go to step 5. If the AG keeps the appointment, go to step 6.</p> |
| 5101:4-7-07 | 4. If the AG misses an appointment for an interview scheduled before receipt of its timely reapplication, send a JFS 04218, "Notice of Missed Interview" (NOMI). The county agency is <u>not</u> required to schedule a second interview unless the AG makes a request. If the AG misses this appointment, go to step 5. If the AG keeps this appointment, go to step 6. |
| 5101:4-7-07 | 5. If the AG missed the second interview, treat the application as an initial application (see APPLICATION PROCEDURES) and inform the AG that it has lost its rights to uninterrupted benefits. |
| 5101:4-7-07 | 6. When the AG keeps the scheduled appointment, complete the interview. Go to step 7. |
| 5101:4-7-07 | 7. Review the application with the AG and request verification where needed. Provide the AG with a notice which contains examples of the types of verification documents the AG may provide. Use the Food Stamp Verification Checklist (see APPLICATION PROCEDURES) and explain to the AG 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 8. If needed verification is not obtained by the end of the certification period, go to step 9. |
| 5101:4-7-07 | 8. If verification is obtained by the end of the certification period, go to step 9, and provide uninterrupted benefits. Benefits cannot be prorated if the time period for providing requested verification extends beyond the end of the certification period. |

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| 5101:4-7-07 | 9. Documentation is gathered in CRIS-E or the JFS 01846. (If not, complete the Application Worksheet JFS 07402WS). If ineligible, go to step 10. If eligible, go to step 11. |
| 5101:4-7-071 | 10. Send denial letter (JFS 07401 Action Taken on Your Food Stamp Case, JFS 07334 Notice of Denial of Application for Assistance or its CRIS-E equivalent) in accordance with the provision chosen by your county. |
| 5101:4-5-01 &
5101:4-5-03 | 11. Determine monthly allotment and certification period. |
| 5101:4-7-07 | 12. Recertify the AG and authorize issuance in order to meet the required timeliness standard. |
| 5101:4-5-03 | 13. Send or give the AG the appropriate notices: <ul style="list-style-type: none">• Notice of eligibility JFS 07401 (Action Taken on Your Food Stamp Case or its CRIS-E equivalent).• Notice of expiration JFS 07401 (Continuing Your Food Stamps or its CRIS-E equivalent, Notice of Expiration of Food Stamp Benefits) if certified for one month.• JFS 07443 Change Report form and return envelope. |

REAPPLICATION TIMELINESS STANDARDS

ACTION	NORMAL CERTIFICATION PERIOD	SHORT CERTIFICATION PERIODS*
Provide Notice of Expiration	Next to last month of AG's current certification period.	At the time of certification
Filing a Timely Application for Reapplication	15th day of last month of the AG's current certification period.	15 days from date notice provided
County Agency's Determination	Approve or deny timely application by the end of the AG's current certification period and notify AG of determination.	Approved or deny timely application, notify AG and provide opportunity to participate within 30 days of last opportunity to participate.
Opportunity to Participate	Normal issuance cycle.	No later than 30 days after the AG's last opportunity to participate.

* One month certification period or two-month periods if AG not certified until second month of certification.