



September 22, 2023

Food Assistance Transmittal Letter No. 443

TO: All Food Assistance Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Food assistance: initial application process, determining eligibility of supplemental security income assistance groups, and recertification.

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 based on regulations from the United States Department of Agriculture Food and Nutrition Services (FNS) 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 JFS 07501 “Program Enrollment and Benefit Information” has been redesigned through human centered design (HCD) with a cross-agency review including the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Medicaid (ODM) for all programs to provide pertinent information about each program. The JFS 07501 was compared with other forms and notices such as approval, denial, benefit change notices, employability plans, and information given verbally during interviews. Duplicative information was removed from the JFS 07501, and the redesigned version is now an informational pamphlet that can be available at the county agency or community partners, and/or given to individuals if they would like additional program information. As a result, Ohio Administrative Code rules 5101:4-2-01, 5101:4-6-19, and 5101:4-7-07 have been amended to remove the requirement for county agencies to send the JFS 07501 “Program Enrollment and Benefit Information” at application and upon request at recertification.

Ohio Administrative Code rule 5101:4-7-01 requires the JFS 04196 “Food Assistance Change Reporting” to be sent to the assistance group at application, recertification upon request, and whenever the assistance group returns a change report form. The JFS 04196 was included with the JFS 07501 but was removed through the redesign process. The requirement to provide the JFS 04196 will be met with an upcoming Ohio Benefits (OB) Integrated Eligibility System update to be bundled with approval notices.

The Office of Family Assistance (OFA) has taken the actions described below. These rules have been subject to a review by the Joint Committee on Agency Rule Review (JCARR). The changes will become effective on 10/01/2023.



Chapter 2000

5101:4-2-01 "Food assistance: initial application process."

This rule describes the process of initial applications for the supplemental nutrition assistance program (SNAP). Paragraph (A)(1)(c) was removed to eliminate the requirement to send the JFS 07501 "Program Enrollment and Benefit Information".

Chapter 6000

5101:4-6-19 "Food assistance: determining eligibility of supplemental security income assistance groups."

This rule describes the process for determining eligibility of supplemental security income assistance groups. Changes to the rule include:

- Language was added to reference the definition of social security income (SSI);
- Paragraph (A) was amended to align with federal regulations regarding eligibility criteria for SSI assistance groups as it pertains to categorical eligibility;
- Paragraph (B)(1) was amended to update the title of the JFS 07200;
- Paragraph (B)(2) was amended to reflect that the JFS 01846 is completed during a telephone interview;
- Paragraph (B)(3) was removed to eliminate the requirement to send the JFS 07501 "Program Enrollment and Benefit Information";
- Paragraph (C) was broken out into sub paragraphs for clarity;
- Language was moved from paragraphs (F)(1), (F)(2), and (F)(3) to new paragraph (C)(2) for clarity;
- Language was moved from paragraph (D)(4) to new paragraph (D)(1) for clarity;
- Language was added to paragraph (D)(4) to include the responsibility of the social security administration to send information to SSI assistance groups;
- Duplicative language was removed from paragraph (E)(2); and
- Other minor changes for clarity.

Chapter 7000

5101:4-7-07 "Food assistance: recertification."

This rule describes the process for recertification of SNAP. Paragraph (D)(4) was amended to eliminate the requirement to send the JFS 07501 "Program Enrollment and Benefit Information".

5101:4-2-01

Food assistance: initial application process.

(A) How does an individual apply for supplemental nutrition assistance program (SNAP) benefits?

(1) The application process begins with a request for SNAP. Upon request to apply, the county agency shall provide the individual or authorized representative with all of the following forms:

(a) A JFS 07200, "Application for Supplemental Nutrition Assistance Program (SNAP), Cash Assistance, Medical Assistance or Child Care Assistance"; and

(b) A JFS 07217 "Voter Registration Notice of Rights and Declination" and a voter registration form (for requirements and procedures of the National Voter Registration Act of 1993 refer to rule 5101:1-2-15 of the Administrative Code); ~~and.~~

~~(c) A JFS 07501 "Program Enrollment and Benefit Information."~~

(2) Assistance groups wishing to participate in the program shall file a complete application.

For purposes of division 5101:4 of the Administrative Code:

(a) An "application" is a JFS 07200 or its telephonic or electronic equivalent; and

(b) Except as outlined in paragraph (A)(2)(c) of this rule, a "complete application" is an application that includes, at a minimum, the name, address and signature of the person completing the application.

(c) A complete telephonic application includes, at a minimum:

(i) A name, and address;

(ii) A completed interview in accordance with rule 5101:4-2-07 of the Administrative Code; and

(iii) A telephonic signature of the person completing the application. A telephonic signature is an audio recording of the assistance group's verbal assent and a summary of the information to which the assistance group assents.

- (3) The county agency shall assist an assistance group in the completion of its application and offer to provide a copy of a completed application to the assistance group. The county agency shall provide an electronic copy of the completed application when the applicant requests an electronic copy. When the application is signed with a telephonic signature the county agency is to provide the assistance group a written copy of the JFS 07008 "Benefit Application Summary" or its electronic equivalent of the information attested to during the interview.
- (4) The county agency shall provide a means for the applicant to immediately begin the application process whether the process is paper, electronic, or telephonic.

(B) What are the methods for filing an application?

- (1) An assistance group may submit an application to the county agency:
 - (a) In person;
 - (b) Through an authorized representative;
 - (c) By fax;
 - (d) By electronic transmission;
 - (e) By mail; or
 - (f) By telephone.
- (2) Assistance groups shall have the right to apply for SNAP in writing. The county agency shall make the JFS 7200 readily accessible and available even if the county agency accepts applications using other means as described in paragraph (B)(1) of this rule.
- (3) Pure supplemental security income (SSI) assistance groups, in which all members are applicants for or recipients of SSI, may apply at either the social security administration (SSA) district office or the county agency.
- (4) Individuals scheduled for release from a public institution who are applying for SSI benefits will also be permitted to apply for SNAP in accordance with rule 5101:4-6-19 of the Administrative Code.

(C) Who shall sign the application?

- (1) The application shall be signed by:

- (a) A member of the assistance group;
 - (b) An authorized representative when the designation has been made in accordance to rule 5101:4-2-05 of the Administrative Code; or
 - (c) An unaccompanied homeless minor as defined in rule 5101:4-2-03 of the Administrative Code.
- (2) The types of signatures include:
- (a) Handwritten signatures (including handwritten signatures that are transmitted by facsimile or other electronic submission). When the signatory cannot sign with a name, an 'X' is a valid signature. The county agency may require a witness to attest to an 'X' signature. An employee of the county agency may serve as a witness.
 - (b) Electronic signatures which include the following:
 - (i) A digital signature;
 - (ii) A handwritten signature input on electronic signature pad or display screen; or
 - (iii) A digitized image of a handwritten signature that is attached to an electronic record or a typed name on an online application. This excludes telephonic signatures as described in paragraph (C)(2) of this rule.
 - (c) Telephonic signatures obtained in accordance with procedures approved by the Ohio department of job and family services (ODJFS).
- (3) A handwritten signature shall not be required when there is an electronic or telephonic signature. Electronic and telephonic signatures shall have the same legal effect and are enforced in the same way as a handwritten signature.
- (4) When an application is not signed by the necessary individuals then the application for benefits for that assistance group is considered incomplete. The county agency shall contact the individuals listed and attempt to obtain a valid signature. The county agency shall not certify an assistance group without a signed application.
- (5) The signature on the application certifies, under penalty of perjury, the truth of the information contained on the application, including the information concerning citizenship and alien status of the members applying for benefits.

(D) When can an application be filed?

- (1) An assistance group shall be advised of the right to file an application on the same day it contacts the county agency during office hours. The county agency:
 - (a) Shall encourage an assistance group to file an application the same day the assistance group or its representative contacts the county agency and expresses interest in obtaining SNAP or expresses concerns that indicate food insecurity.
 - (b) Shall post signs that explain the application processing standards and the right to file an application on the day of initial contact.
 - (c) Shall include information about same-day filing in outreach materials.
- (2) Except for application filed telephonically, the assistance group shall also be advised that it does not have to be interviewed before filing an application and that it may file an application as long as the application contains the applicant's name, address, and the signature of the appropriate individuals as defined in paragraph (C)(1) of this rule.

(E) Where shall an application be filed?

An application shall be filed with the county agency that serves the county in which an applicant resides.

- (1) When an application is filed with a county agency that does not serve the county where an applicant resides, the following shall occur:
 - (a) When the application is filed in person, the county agency shall provide the applicant with the address and telephone number of the county agency that serves the county in which the applicant resides and shall offer to forward the application to the county agency that same day. The county agency shall forward the application on the same day or forward it the next day by any means that ensures the application arrives at the county agency the same day it is forwarded.
 - (b) When the application is filed by mail or electronically, the county agency shall mail, fax or electronically send the application to the appropriate county agency on the same day or forward it the next day by any means that ensures the application arrives at the county agency the same day it is forwarded.

- (2) When an individual contacts a county agency and declines to go to the county agency to file an application that same day and instead prefers to receive an application by mail, the county agency shall mail an application on the same day the request is received. The county agency shall include with the application the name and address of the county agency where the application shall be filed (when known) and remind the applicant eligibility for benefits is based on the date the application is received.

(F) What is the date of application?

- (1) The date of application is the date the agency receives the completed application. For telephonic applications, the date of application is the date the telephonic application process is completed. When the completed application is received after business hours, the date of the application shall be the next business day. When an assistance group is determined eligible, benefits shall be provided from the date of application to the end of the month.
- (2) County agencies shall document the date the application was received by recording the date of receipt on the application.
- (3) The filing date of the application to be recorded by the county agency is the date of release of the applicant from the institution when a resident of an institution is applying for SNAP benefits prior to leaving the institution. When a resident of an institution is jointly applying for SSI and SNAP benefits prior to leaving the institution, the date of release of the applicant from the institution will be considered the date of application.

(G) How many applications can be filed by a household?

- (1) One application can be submitted for all assistance groups within a household when the individual signing the application has been designated as an authorized representative for all assistance groups.
- (2) When more than one assistance group resides in a household, each assistance group is to complete its own separate application with a signature as described in paragraph (C) of this rule. Rule 5101:4-2-03 of the Administrative Code shall be followed to determine the composition of assistance groups within the residence.
- (3) The household shall not be required to complete more than one application when it is indicated that the household is applying for medicaid, cash and/or SNAP simultaneously.

(H) What happens when an assistance group refuses to cooperate with the application process?

- (1) When the assistance group refuses to cooperate with the county agency in completing any part of the application process, the application shall be denied at the time of refusal. For a determination of refusal to be made, the assistance group must be able to cooperate, but clearly demonstrate it will not take the actions required to complete the application process. For example, to be denied for refusal to cooperate, an assistance group must refuse to be interviewed, not merely fail to appear for the interview.
- (2) When there is any question as to whether the assistance group has merely failed to cooperate, as opposed to refused to cooperate, the assistance group shall not be denied, and the agency shall provide assistance in obtaining required verification.
- (3) The assistance group shall also be determined ineligible when it refuses to cooperate in any subsequent review of eligibility, including reviews generated by reported changes and recertifications.
- (4) Once denied or terminated for refusal to cooperate, the assistance group may reapply but shall not be determined eligible until it cooperates with the county agency.
- (5) The county agency shall not determine the assistance group ineligible when a person outside the assistance group fails to cooperate with a request for verification. The county agency shall not consider individuals identified as non-assistance group members under rule 5101:4-2-03 of the Administrative Code as individuals outside the assistance group.

(I) How are assistance groups handled when they reapply after refusing to cooperate with a quality control review?

- (1) When the assistance group refused to cooperate with a state quality control reviewer and reapplies within one hundred twenty-five days after the annual review period ended, the assistance group shall cooperate with the quality control reviewer before being determined eligible.
- (2) When the assistance group refused to cooperate with a state quality control reviewer and reapplies after one hundred twenty-five days of the annual review period, the assistance group shall provide verification as required in rule 5101:4-2-09 of the Administrative Code prior to being determined eligible to participate.

- (3) When the assistance group refused to cooperate with a federal quality control reviewer and reapplies within nine months after the annual review period, the assistance group shall cooperate with the quality control reviewer before being determined eligible.
- (4) When the assistance group refused to cooperate with a federal quality control reviewer and reapplies after nine months of the annual review period, the assistance group shall provide verification as mandated in rule 5101:4-2-09 of the Administrative Code prior to being determined eligible to participate.

(J) What is the time limit for processing an application?

- (1) The assistance group shall be given an opportunity to participate no later than thirty days after the application is filed. Expedited service shall be available to assistance groups in immediate need in accordance with rule 5101:4-6-09 of the Administrative Code.
- (2) The county agency shall determine the eligibility and benefit amount within the first thirty days based on the circumstances for the entire month. Even when the application is filed late in the month, the assistance group's circumstances for the entire month shall be considered.

(K) How is a voluntary withdrawal of an application processed?

An assistance group may voluntarily withdraw the application at any time before the county agency determines it to be eligible. "Voluntary withdrawal" means the assistance group, on its own initiative, has contacted the county agency, either orally or in writing, and requested that the application not be processed any further. The county agency shall document in the case file the reason for withdrawal, if given, and that contact was made with the assistance group to confirm the withdrawal. The county agency shall advise the assistance group of its right to reapply at any time and shall notify the assistance group via a statewide automated eligibility system generated notice of the denial of benefits due to voluntary withdrawal.

(L) How is an application for SNAP processed when the assistance group is applying for other benefits?

- (1) All SNAP applications, regardless of whether they are joint applications or separate applications, shall be processed in accordance with SNAP procedural timeliness standards, notice requirements, and fair hearing requirements specified in Chapters 5101:4-2, 5101:4-5, 5101:4-6, and 5101:6-2 of the Administrative Code. No assistance group shall have SNAP benefits denied solely on the basis that an application to participate in another program has

been denied or benefits under another program have been terminated without a separate determination that the assistance group failed to satisfy a SNAP eligibility requirement.

- (2) An assistance group that simultaneously requests SNAP and another program and is denied benefits for the other program shall not be required to resubmit another application for SNAP but shall have SNAP eligibility determined in accordance with the SNAP processing time frames from the date the joint application was initially accepted by the county agency.
 - (3) To facilitate participation in the program, the county agency shall notify assistance groups in which members are applying for other types of assistance that they may file a separate application for SNAP benefits independent of the application for benefits for any other program.
- (M) When is an application considered an inquiry?
- (1) An application is considered an inquiry when it is signed by one assistance group containing multiple potential assistance groups and the individual signing the application is not the authorized representative for all assistance groups; or
 - (2) A telephonic application is considered an inquiry when the telephonic process is not complete as outlined in paragraph (A)(2)(c) of this rule.

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CERTIFIED ELECTRONICALLY

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5101:4-6-19

Food assistance: determining eligibility of supplemental security income assistance groups.

Supplemental security income (SSI) assistance groups are those in which all members are applicants for, or recipients of SSI as defined in rule 5101:4-2-03 of the Administrative Code. SSI assistance groups, and who are not certified for supplemental nutrition assistance program (SNAP) benefits, have not applied for SNAP benefits during the previous thirty days, and ~~which~~ do not have an application for SNAP pending. ~~These assistance groups~~ have the option of applying for SNAP benefits at their local social security administration district office or at the local county agency. The county agency shall not require persons potentially eligible for SSI to make application for SSI benefits as a condition of SNAP eligibility.

(A) What are the eligibility standards for SSI assistance groups?

~~If all members of the SSI assistance group groups applying simultaneously for receive SSI and SNAP benefits are subject to SNAP eligibility criteria until the assistance group is considered categorically eligible. However, when each assistance group member receives or is authorized to receive Ohio works first (OWF), SSI, or a temporary assistance to needy families (TANF) funded service, or any combination of these benefits, the assistance group is categorically eligible as described in rule 5101:4-2-02 of the Administrative Code.~~

- ~~(1) The gross income test and the net income test are not used in determining eligibility;~~
- ~~(2) The SNAP resource limits do not apply to the assistance group; and~~
- ~~(3) The assistance group must meet the nonfinancial eligibility criteria.~~

(B) What forms are required for SSI assistance groups?

The following forms are required:

- (1) JFS 07200, "Request Application for Supplemental Nutrition Assistance Program (SNAP), Cash Assistance, Food and Medical Assistance or Child Care Assistance" (rev. 10/2016).
- (2) JFS 01846, "Case Worksheet-Cash, Food ~~Stamp~~Stamps, and Medical Assistance Interview" (~~5/2005~~) shall be completed by the social security administration ~~if~~ when a home visit telephone interview is needed completed.
- ~~(3) The JFS 07501, "Program Enrollment and Benefit Information" (rev. 4/2018).~~

(C) How are applications for individuals participating in the social security administration's prerelease program processed?

~~An assistance group that consists of a resident or residents of a public institution(s) that applies for SSI under the social security administration's prerelease program for the institutionalized shall be allowed to apply for SNAP benefits jointly with their application for SSI prior to their release from the institution. These applications will be forwarded to the county agency by the social security administration. The application documents used for prerelease applicants will be the JFS 07200 and the JFS 07501, to be followed by an interactive interview.~~

(1) An assistance group that consists of a resident or residents of a public institution(s) that applies for SSI under the social security administration's prerelease program for the institutionalized is allowed to apply for SNAP benefits jointly with their application for SSI prior to their release from the institution. These applications will be forwarded to the county agency by the social security administration. The application used for prerelease applicants will be the JFS 07200, to be followed by an interactive interview.

(2) The county agency is to make an eligibility determination and issue SNAP benefits to a resident of a public institution who applies jointly for SSI and SNAP within thirty days following the date of the applicant's release from the institution. Expedited processing time standards for an applicant who has applied for SNAP and SSI prior to release is to begin on the date of the applicant's release from the institution. In addition, if, for any reason, the county agency is not notified on a timely basis of an applicant's release date from a public institution, the county agency is to restore benefits.

(D) What is the social security administration's responsibility?

In accordance with 7 C.F.R. 273.2 ~~(3/2018)~~(3/2023), the social security administration is required to:

(1) Inform an applicant for or recipient of social security benefits under Title II of the Social Security Act of 1935 or SSI of the availability of benefits under the SNAP program and the availability of a SNAP application at the social security administration office.

~~(1)~~(2) Accept all SNAP applications received at the social security administration office from SSI assistance groups and forward them within one working day after receipt of a signed application to the county agency. The social security administration is to also forward to the county agency a transmittal form. The prerelease applications will be forwarded to the county agency consistent with

the above timeframe. The social security administration will later notify the county agency of the applicant's impending release date. Note: counties are required to keep local social security administration offices supplied with the JFS 07200, and the JFS 01846 and the JFS 07501.

~~(2)~~(3) Prescreen all applications for entitlement to expedited services on the day the application is received at the social security administration and shall mark "Expedited Processing" on the first page of all applications that appear to be entitled to such processing. The social security administration will inform assistance groups that appear to meet the criteria for expedited service that benefits may be issued a few days sooner if the assistance group applies directly at the county agency. The assistance group may take the application to the county agency for screening, an interview, and processing of the application.

~~(3)~~(4) Inform an applicant for or recipient of social security benefits under Title II of the Social Security Act of 1935 or SSI of the availability of benefits under the SNAP program and the availability of a SNAP application at the social security administration office. Send information to SSI assistance groups redetermined for SSI by mail of their right to file a SNAP application at the social security administration or at their local SNAP office.

(E) What are the interview requirements for SSI assistance groups when the interview is completed at the social security administration?

(1) In accordance with 7 C.F.R. 273.2(k), when the social security administration completes an interactive interview for SNAP on the telephone ~~from~~ with a member of an SSI assistance group, the social security administration is required to complete a JFS 01846 during the telephone interview. In these cases, the JFS 07200 ~~and JFS 07501 are~~ is required to be mailed to the claimant for signature and returned to the social security administration or county agency. The social security administration is required to forward any SNAP applications it receives to the county agency within one working day.

(2) ~~An assistance group who completes an interactive interview for SNAP at the social security administration office shall not be required to also see a county eligibility worker or otherwise be subjected to an additional interview unless they request one.~~ The social security administration will provide the county with documentation (i.e., photocopies) of items that must be verified (e.g., income) if the applicant is in possession of such documents at the time of the interview.

- (3) The county agency shall not require the assistance group to be interviewed again and it shall not contact the assistance group further in order to obtain additional information unless:
 - (a) The application is improperly completed;
 - (b) Mandatory verification is missing; or
 - (c) Certain information is questionable.
- (4) In accordance with rule 5101:4-2-09 of the Administrative Code, the county agency shall obtain the needed documentation for verification purposes. County agencies have the option of verifying SSI benefit payments through the state data exchange (SDX) and the beneficiary data exchange (BENDEX). For prerelease applications the county agency should obtain whatever additional information is available from the social security administration at the time of release or if necessary contact the applicant/institution to obtain needed information.

(F) What is the county agency's responsibility?

The county agency shall:

- (1) In accordance with rule 5101:4-2-07 of the Administrative Code, the county agency shall conduct an interactive interview with the applicant upon receipt of a JFS 07200, unless one was already completed by the social security administration as described in paragraph (E)(3) of this rule. The county agency shall make an eligibility determination and issue SNAP benefits to eligible SSI assistance groups within thirty days following the date the application was received by the social security administration. Applications shall be considered filed for normal processing purposes when the signed application is received by the social security administration. ~~The county agency shall make an eligibility determination and issue SNAP benefits to a resident of a public institution who applies jointly for SSI and SNAP within thirty days following the date of the applicant's release from the institution.~~
- (2) Prescreen all applications received from the social security administration for entitlement to expedited service on the day the application is received. All SSI assistance groups entitled to expedited service shall be certified in accordance with applicable regulations except that the expedited processing time standard shall begin on the date the application is received at the correct county agency office. ~~Expedited processing time standards for an applicant who has applied~~

~~for SNAP and SSI prior to release shall begin on the date of the applicant's release from the institution.~~

- (3) Restore benefits to an assistance group that were lost because of an error by the county agency or by the social security administration through joint processing. Such an error shall include, but not be limited to, the loss of an applicant's application after it has been filed with social security administration. ~~In addition, if, for any reason, the county agency is not notified on a timely basis of an applicant's release date from a public institution, the county agency shall restore benefits.~~

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07/01/1994, 05/01/1996, 10/01/1996, 05/01/1997,
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03/01/2011, 07/01/2011, 02/01/2013, 06/01/2013,
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5101:4-7-07

Food assistance: recertification.**(A) What is the recertification process?**

- (1) In accordance with rule 5101:4-5-03 of the Administrative Code, all supplemental nutrition assistance program (SNAP) assistance groups are assigned a certification period for which they are eligible. An assistance group may not participate beyond the expiration of its assigned certification period without a determination of eligibility for a new period. Assistance groups must apply for recertification and comply with interview and verification requirements.
- (2) The county agency shall collect sufficient information and necessary verifications to ensure an accurate determination of eligibility and benefits as described in rule 5101:4-2-09 of the Administrative Code.
- (3) Assistance groups are to receive the statewide automated eligibility system generated approval that contains websites that provide employment and training services when the assistance group:
 - (a) Contains a member that is subject to the work requirements;
 - (b) Contains at least one adult member;
 - (c) Contains no elderly or disabled members; and
 - (d) Has no earned income.
- (4) Assistance groups are to receive a written notice and an oral explanation of the specific work requirements each assistance group member is subject to in accordance with rule 5101:4-2-07 of the Administrative Code.
- (5) The recertification process shall only be utilized for an assistance group that applies for recertification prior to the end of its current certification period, except for delayed applications as specified in paragraphs (H)(5) and (H)(6) of this rule.
- (6) The county agency shall not recertify an assistance group without a signed application for recertification.

(B) How is an assistance group notified it is time for a recertification?

- (1) The county agency shall provide an assistance group certified for expedited benefits a notice of expiration at the time of certification.

- (2) All other certified assistance groups shall receive the statewide automated eligibility system generated notice of expiration between the first and last day of the month prior to the month the certification period ends.
- (C) What shall the assistance group provide to the county agency in order to establish an application date for recertification?
- (1) When the assistance group indicates that it wishes to establish a filing date for its recertification prior to its interview, the assistance group shall be provided a JFS 07200, "Application for Cash, Food, or Medical Assistance" or JFS 07204, "Application to Reapply for Cash and/or Food Assistance" and instructions to complete and submit the form. The assistance group shall be advised that the date of application for recertification will be established when the form is submitted with a name, address, and signature.
 - (2) The assistance group shall file an application for recertification using the JFS 07200, the JFS 07204, the electronic equivalent of the JFS 07200 or JFS 07204, or the telephonic equivalent of the JFS 07200 or JFS 07204.
 - (3) The assistance group shall be advised that the date of application for recertification will be established when the application is submitted with the minimum requirements of name, address, and signature as described in rule 5101:4-2-01 of the Administrative Code. When the completed application is received after business hours, the date of application shall be the next business day.
 - (4) When the statewide automated eligibility system is unavailable or a home visit is necessary, the county agency shall complete the JFS 01846, "Case Worksheet: Cash, Food Stamps and Medical Assistance Interview."
 - (5) When an interactive interview is conducted or a JFS 01846 was completed, the application date is established when the JFS 07200 or the JFS 07204 contains a name, address, and signature from an assistance group member or its authorized representative, and is received by the county agency.
- (D) Is an interview required at the time of recertification?
- (1) As part of the recertification process, the county agency shall conduct an interview with a member of the assistance group or its authorized representative. The standard interview practices in rule 5101:4-2-07 of the Administrative Code also apply to interviews for recertification.
 - (2) The county agency shall conduct a face-to-face interview or the telephonic equivalent. Telephone interviews may be conducted in lieu of a face-to-face interview unless the agency has determined the assistance group's situation

requires a face-to-face interview or the assistance group requests a face-to-face interview. The county agency shall grant a telephone interview to any assistance group that requests one.

- (3) When an interview is conducted but the assistance group does not submit an application for recertification, the county agency is to deny the recertification at that time or at the end of the certification period.
 - (4) Upon request, the county agency shall provide the assistance group with the ~~JFS 07501, "Program Enrollment and Benefit Information"~~ and the JFS 04196, "Food Assistance Change Reporting."
 - (5) The county agency is to notify the assistance group of the date the verification is to be returned. The assistance group is to be allowed a minimum of ten days to provide required verification information.
 - (6) County agencies shall schedule interviews so that the assistance group has at least ten days after the interview in which to provide verification before the certification period expires. When an assistance group misses its scheduled interview, the county agency shall send the assistance group a JFS 04218, "Notice Of Missed Interview."
 - (a) When an assistance group misses its scheduled interview and requests another interview, the county agency is to schedule a second interview as described in rule 5101:4-2-07 of the Administrative Code.
 - (b) When an assistance group does not request to reschedule the interview but has submitted an application for recertification, the county agency is to deny the recertification thirty days following the date the application is received.
- (E) What shall be verified at recertification?
- (1) Information provided by the assistance group shall be verified in accordance with rule 5101:4-2-09 of the Administrative Code.
 - (2) Any assistance group whose eligibility is not determined by the end of its current certification period due to the time period allowed for submitting any missing verification shall receive an opportunity to participate, when eligible, within five working days after the assistance group submits the missing verification. Benefits shall not be prorated.
- (F) When is an application for recertification considered timely?

- (1) An assistance group certified for expedited benefits shall have fifteen days from the date the notice of expiration is received to file for recertification timely.
- (2) Assistance groups, except those certified for expedited benefits, that submit an application for recertification by the fifteenth day of the last month of the certification period shall be considered to have made a timely application for recertification.
- (3) For assistance groups consisting of applicants or recipients of supplemental security income (SSI) that apply for SNAP recertification at the social security administration (SSA) office, the application shall be considered filed for normal processing purposes when the signed application is received by the SSA by the fifteenth day of the last month of the certification period.

(G) What are the processing timeframes for timely recertifications?

Assistance groups certified under normal processing standards are to be provided an opportunity to participate by the assistance group's normal issuance cycle in the month following the end of its current certification period. Assistance groups are to be notified of their eligibility or ineligibility by the end of their current certification period.

(H) What is delayed processing?

- (1) When an eligible assistance group files an application before the end of the certification period, but the recertification process cannot be completed within thirty days after the date of the application because of the county agency, the county agency must continue to process the case and provide a full month's allotment for the first month of the new certification period.
- (2) When an assistance group files an application before the end of the certification period, but fails to take a required action, the county agency may deny the case at that time, at the end of the certification period, or at the end of thirty days. Although the county agency may have the right to issue a denial prior to the end of the certification period, the assistance group has thirty days after the end of the certification period to complete the process and have its application treated as an application for recertification.
- (3) When the assistance group takes the required action before the end of the certification period, the county agency shall reopen the case and provide a full month's benefit for the initial month of the new certification period.
- (4) When the assistance group takes the required action after the end of the certification period, but within thirty days after the end of the certification

period, the county agency shall reopen the case and provide retroactive benefits to the date the assistance group took the required action.

- (5) When an assistance group files an application within thirty days after the end of the certification period, the application shall be considered an application for recertification; however, benefits shall be prorated in accordance with rule 5101:4-4-27 of the Administrative Code and the application shall be processed within timeframes for processing initial applications as described in paragraph (J) of rule 5101:4-2-01 of the Administrative Code.
- (6) When an assistance group's application for recertification is delayed beyond the first of the month of what would have been its new certification period through the fault of the county agency, the county agency shall provide restored benefits back to the date the assistance group's certification period should have begun.
- (7) The county agency shall determine cause for any delay in processing an application for recertification in accordance with the provisions of rule 5101:4-5-07 of the Administrative Code.

(I) Do the expedited service provisions apply at recertification?

- (1) The expedited service provisions of rule 5101:4-6-09 of the Administrative Code are not applicable when the assistance group applies for recertification before the end of its current certification period.
- (2) When the date of application for recertification is after the certification period has expired, the assistance group may be entitled to expedited services when the assistance group's circumstances fall within the expedited criteria in accordance with rule 5101:4-6-09 of the Administrative Code.
- (3) Assistance groups that are certified for expedited benefits are to be notified of their eligibility within twenty-four hours or seven days depending on the expedited services for which they qualify.

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