
Application/Redetermination Process

- If the AG does not already have an EBT card and/or PIN, the EBT card is mailed the day after entry of information in RAPIDS and the PIN is mailed within two days after the card.
- The client must receive benefits no later than 7 calendar days after the date of application, **including** weekends **and** holidays.
- If eligibility is overlooked on the date of application or the client subsequently becomes eligible, data system action must be taken on the same date the Worker discovers the client is eligible.
- The intention of the Expedited Service policy is to provide assistance quickly. When an uncontrollable situation forces a delay, the application must be processed as soon as possible. A recording must substantiate the reason any expedited approval was not confirmed timely.

c. Combined Issuance

When a Food Stamp applicant meets all the following criteria, his first prorated benefit and first full benefit must be issued at the same time.

- The client applies for an initial month's benefits. Initial month is defined as the first month for which the AG is certified for Food Stamp benefits following any period of time during which the AG was not certified.
- Application is made on or after the 16th of the month.
- The client is eligible for the initial month and the next subsequent month.
- The client is eligible for Expedited Service.

To reduce the time period between the receipt of the Combined Issuance and the third month's issuance, the approval must be confirmed by the first working day of the third month if the client continues to be eligible.

The policy regarding Combined Issuance applies when the applicant is also a WV WORKS applicant. The procedures used to accomplish the Combined Issuance must not delay the processing of WV WORKS AG's.

The client must be told during the intake interview that his Combined Issuance must last until his next issuance is available and the date his next issuance will be available. He must also be told that no additional Food Stamp benefits are available should he use them all prior to receipt of the next issuance.

RAPIDS notifies each client who receives a Combined Issuance.

P. CLIENT NOTIFICATION

See Chapter 6.

Q. DATA SYSTEM ACTION

Each application requires data system action to approve, deny or withdraw and a recording in case comments to support the action.

R. SPECIAL CONSIDERATIONS

Special considerations are outlined below.

1. Joint SSI/FS Application/Redetermination Process

SSA offices accept Food Stamp applications for pure SSI AG's and forward them to the local office.

The work requirements in Section 13.2 are waived for individuals who complete the joint SSI/FS application process until eligibility for SSI is determined.