

is assumed to be authorized to report changes as well. An authorized EBT cardholder is considered to be authorized to report changes as well, but must not be considered authorized to complete an application or redetermination, unless specified by the AG. See item T,3,b,(3) for authorized cardholders for EBT. A recording must be made in case comments regarding the authorized representatives' status.

The AG must be informed that it is responsible for repayment of any overissuance caused by erroneous information provided by the authorized representative.

The RD or CSM may disqualify an authorized representative or authorized cardholder for up to one year, provided there is evidence that the individual has committed any one of the following offenses:

- Misrepresenting an AG's circumstances; or
- Knowingly providing false information about the AG; or
- Using Food Stamp benefits improperly.

The Worker must send written notification to the affected AG and the authorized representative or authorized cardholder 30 days prior to the date of the disqualification. The letter must include: the fact that disqualification of the individual is proposed, the reason for the action, the AG's right to a Fair Hearing, the telephone number of the office and the name of the person to contact for additional information.

This disqualification provision does not apply to drug and alcoholic treatment centers and GLF's which act as authorized representatives, information providers or authorized cardholders for their residents.

F. WHO MUST SIGN

More than one signature is never required for a Food Stamp application.

If an applicant for, or recipient of WV WORKS is applying for Food Stamp benefits, the Food Stamp benefits cannot be denied solely because of the absence of the two signatures that may be required for WV WORKS. The rules governing who must sign are the same as below.

The individual who is interviewed signs the application. If more than one individual is interviewed, both may, but are not required, to sign. Only an AG member or authorized representative may sign the application.

G. CONTENT OF THE INTERVIEW

All Food Stamp applicants must be screened for Expedited Service on the day the application is made, whether the client is applying for Food Stamp benefits only or Food Stamp benefits in combination with any other Program.

NOTE: The applicant may bring any person he chooses to the interview.

In addition to the responsibilities in Section 1.2, the Worker has the following additional responsibilities during the intake interview:

- Explain all aspects of the Food Stamp Program including application processing time limits, expedited service, basis of initial and ongoing issuance, combined issuance, method of issuance, date benefits should be received, how to use Food Stamp benefits and the EBT card.
- **For homeless AGs with shelter costs, explain the option of using the Homeless Shelter Standard Deduction versus actual shelter and SUA costs.**
- Explain the interview options that are available.
- Explain that the receipt of Food Stamp benefits has no effect on time limits for WV WORKS, and Food Stamp benefits may continue even when WV WORKS stops.
- Explain certification periods and specific reporting requirements.
- Explain the Department's employment programs and the requirements for keeping job/training appointments, accepting employment or training, registering for FSE&T and the consequences for failing to comply with the requirements.
- When appropriate, explain the definition of an ABAWD, the time limits, the work requirements, reporting requirements and exemptions. See Sections 2.2,D,7 and 9.1,A.
- Explain the following about EBT:
 - That Food Stamp benefits will be deposited into an EBT account and accessed with an EBT card
 - When the first card and PIN will be received and that the first card must be activated prior to use
 - When the benefits will be available in the account

EXAMPLE: An AG is composed of 2 elderly individuals who have only unearned income. The 24-month certification period is January 2005 through December 2006. On June 2, 2006, the AG adds their 25-year old son, who is not disabled. The Worker notifies the AG that the certification period is being shortened and that they must report for a redetermination in July 2006. When the redetermination is completed, a new 6-month certification period is assigned based upon the AG's new circumstances.

EXAMPLE: An elderly couple with only unearned income is certified for 24 months beginning January 2006. On May 24, 2006, their 12-year old granddaughter moves in with them. They apply for WV WORKS and are approved for benefits beginning May 2005. The FS certification period is not shorted because the new AG member is not an adult. The WV WORKS application does not serve as the FS redetermination.

EXAMPLE: A 1-person AG with no income is certified for 6 months, as the AG member has a pending RSDI disability claim. In the second month of the certification period, the RSDI is awarded and it is determined the AG is still eligible for Food Stamp benefits. The certification period is extended 22 months to equal a total of 24 months, now that all adult AG members are disabled without earnings.

EXAMPLE: An AG composed of 2 elderly adults with earnings and one child is certified for 6 months. In the second month, the AG reports the loss of earned income. Because all of the adult AG members are elderly without earned income, the certification period must be extended to 24 months. The extended certification period starts the month the change is effective.

EXAMPLE: An AG with only excluded earnings is composed of 2 children and 2 disabled adults and is certified for 24 months. In the 19th month, the AG reports the onset of non-excluded earnings. Changes in the benefit are made, and the AG is notified of a redetermination due the month the changes are effective.

O. EXPEDITED PROCESSING

NOTE: It is possible for a client to qualify for Expedited Service at any time during the application process.

Expedited Service is the term used for special procedures in processing applications meeting specific requirements. The requirements and procedures follow.

1. Eligibility Requirements

The following groups of cases are eligible for Expedited Service provided all other eligibility factors are met. They are:

- Those whose monthly gross income is less than \$150 and whose liquid assets do not exceed \$100.
- Migrant and seasonal farm worker AG's which have been determined Destitute, as defined in Chapter 10, and whose liquid assets do not exceed \$100.
- Eligible AG's whose combined monthly gross non-excluded income and liquid assets are less than the AG's monthly paid and unpaid shelter and **the appropriate utility standard, if eligible. The** AG's income and liquid assets must be less than the AG's monthly paid and unpaid shelter costs and the SUA amount for which the AG is eligible.

There is no limit to the number of times an AG may be certified under expedited procedures, as long as, prior to each expedited certification, the AG either completes the verification requirements that were postponed at the last expedited certification, or was certified under normal processing standards since the last expedited certification.

EXAMPLE: Mr. A was due for redetermination in April. He kept his scheduled appointment and continues to be eligible. He is not eligible for Expedited Service because his normal issuance cycle continues.