

**E. DFA-RFA-1**

The DFA-RFA-1 may be used to protect the date of application for SNAP benefits, WV WORKS, Medicaid and Emergency Assistance. The form is considered complete when it contains, at a minimum, the applicant's name, address and signature. The DFA-RFA-1 may be used to screen for Expedited Service for SNAP benefits, but no action may be taken to approve or deny benefits for any program based on the information provided on the DFA-RFA-1. The DFA-RFA-1 should be used when the client is in the local office and time does not permit conducting an interview on the date the client wishes to apply for benefits. If the applicant does not follow through with the application requirements for the benefits requested, the correct action is withdrawal of the request in RAPIDS. See appropriate program section for requested benefits.

When an application is requested by mail, the DFA-2 or other appropriate program application must be sent. The DFA-RFA-1 must not be mailed to the client.

**F. REAPPLICATIONS NOT REQUIRING A NEW FORM**

**NOTE:** When an application has been made for WV WORKS and/or Medicaid and the application is denied, withdrawn or approved for DCA, the AG must not be required to make an additional application for SNAP benefits. SNAP eligibility must be determined based on the information provided for the other programs.

Even though a new application form is not required, the client must indicate his interest in having the benefit reopened and provide information necessary to determine eligibility. The Worker must record such information in RAPIDS Case Comments.

**1. Medicaid and WV WORKS**

Reapplications do not require completion of a new application form when all of the following conditions are met:

**NOTE:** AG's reopened without completion of an application form must remain in the same redetermination cycle in effect when the case was last closed.

**For Medicaid AGs, when the last case action was a denial due solely to failure to meet spenddown within the application processing time limit, the POC and/or POE is backdated, if appropriate, based on the date the client requests reconsideration of his application.**

- The reapplication occurs no later than the end of the second month following the month of the most recent AG closure.
- The AG was closed for reasons other than failure to complete a redetermination, and a redetermination was not due the effective month of closure.
- The AG, Needs Group and Income Group composition, income and other eligibility factors have not changed significantly.
- The deprivation factor (AFDC or AFDC-Related Medicaid) or category of relatedness (Medicaid) has not changed.
- The information provided by the client is not questionable.
- The latest application form contains the appropriate signatures.

**NOTE:** AFDC and SSI-Related Medicaid AG's which do not have a spenddown, but are closed due to a change in the AG's circumstances which results in a spenddown, are not required to reapply or complete an **DFA-2** for the new POC which follows AG closure. See Section 2.16.

**NOTE:** When the latest application form is a WV-KIDS-1 or DFA-QSQ-1 the AG may only be reopened for a Medicaid coverage group for which such forms are appropriate.

## 2. SNAP Benefits

A new application form may not be required when benefits are approved or reopened after the denial of an application and/or redetermination. See Section 1.4,A for details and time limits.

When the client requests benefits following the denial of an application or redetermination beyond these time limits, a new application form and interview is required.

When benefits are closed due to a change in circumstance, other than a missed redetermination, and the client requests his benefit be reopened within the certification period, no new application form is required when the client has not missed an issuance. When no issuance has been missed, the AG remains in the original certification period.

If the AG has missed an issuance, a new application form and interview is required. If the application is approved, the AG will be assigned a new certification period.