

not required. See Section 1.4,S,4 for instructions on proration due to delayed processing.

- Categorically Eligible AG's, as defined in item R,3, do not require a new form when all of the following conditions are met:
  - There is a WV WORKS application pending; and
  - SNAP benefits were denied; and
  - Subsequent to the denial, they are determined eligible to receive WV WORKS; and
  - The AG is otherwise Categorically Eligible.

The Worker provides benefits using the original application and any other pertinent information provided subsequent to that application. Benefits are paid from the date for which WV WORKS eligibility is established or the date of the original SNAP application, whichever is later. Changes must be recorded in case comments.

**NOTE:** If an active WV WORKS case, also certified for SNAP benefits, is closed and there is enough information to continue the SNAP certification, benefits are continued with no interruption. A new application must not be required. See Chapter 2.

- When an individual's SNAP work requirement penalty expires, or he becomes exempt, he is added to the AG, if otherwise eligible, without having to complete an application, unless he is the sole AG member.
- When a SNAP AG is closed for failure to return the 12-month contact review form, the DFA-SNAP-12, a new application form is not required when the completed DFA-SNAP-12 is returned by the last day of the 13th month. Benefits are prorated from the date the DFA-SNAP-12 is returned.
- When a SNAP AG is included in the face-to-face interview waiver and is closed for failure to return a completed CSLE form, a new application is not required when the completed CSLE is returned by the last day of the month following the end of the certification period. See Section 1.4,S,6,a(1).

## G. CONTENT OF THE INTERVIEW

All SNAP applicants must be screened for Expedited Service on the day the application is made, whether the client is applying for SNAP benefits only or SNAP 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 SNAP 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 SNAP 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 SNAP benefits has no effect on time limits for WV WORKS, and SNAP 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 SNAP E&T and the consequences for failing to comply with the requirements.
- Explain the authorization to receive information and referral services about TANF and other programs offered by the WV DHHR.
- Explain the following about EBT:
  - SNAP benefits will be deposited into an EBT account and accessed with an EBT card
  - When the first card will be received and how to create a PIN.

Individuals who have committed an Intentional Program Violation (IPV) are ineligible for a specified time, determined by the number of previous IPV disqualifications. See Chapter 20.

The Worker must determine if any member(s) of the applicant AG has been disqualified and the length of the disqualification period. See AIIP in RAPIDS.

#### M. BEGINNING DATE OF ELIGIBILITY

The beginning date of eligibility is the date of application when all eligibility criteria are met within 30 days of the date of application or the date that a signed signature page from inROADS is received. Benefits for the initial month are prorated from the date of application, over the number of days remaining in the month. Initial month means the first month following any period of time in which the AG was not participating.

If the AG fails to provide the information requested on a DFA-6, verification checklist, or a signed signature page from inROADS, within the 30-day time limit, but provides it within 60 days of the original application date, the date of eligibility is the date the information was provided. See item A. This only applies at application. See item S,4 for redetermination time frames.

**EXCEPTION:** For migrant and seasonal farm workers, the initial month is the first month following any break in certification of more than 30 days.

If an AG applies in WV, but received SNAP benefits for the same month in another state, the beginning date of eligibility is the first day of the month following the last month of receipt from the other state.

#### N. REDETERMINATION SCHEDULE

The client's certification period must be the longest possible period, but must not exceed 24 months for AG's in which all adult members are elderly or disabled with no earned income or only excluded earned income or 6 months for all other AG's.

- Persons determined eligible, but who receive zero benefits, such as:
  - SSI recipients whose benefits are withheld for repayment
  - Persons whose SSI payments are suspended.
- The presence of any of the following people does not prevent the remaining AG members from being categorically eligible.
  - Ineligible alien
  - Ineligible student
  - Any individual disqualified due to enumeration
  - Any individual disqualified as a drug felon

**NOTE:** An SSI recipient who is convicted of a felony drug offense as described in Section 9.1,A is ineligible to be included in a SNAP AG.

b. Who is not Categorically Eligible

An AG is not categorically eligible only in the following situations

- A person who is normally required to be a member of the AG is disqualified due to an IPV.
- The AG refuses to cooperate in providing information necessary to make an eligibility determination.
- The AG is ineligible due to the striker provisions.
- The AG is in a penalty for transfer of assets.
- The AG does not meet any of the requirements in Section 1.4,R.