

not required. See Section on Application and Redetermination Variations for instructions on proration due to delayed processing.

- Categorically Eligible AG's, as defined in Special Considerations of this section, 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 complete the interim contact form, a new application is not required when the form is returned by the last day of the 13th month for households certified for 24 months. For households certified for 12 months, the form must be returned by the last day of the 7th month. Benefits are prorated from the date the interim contract form is returned. If the form is not returned, a new application must be completed.
- 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 on Application/Redetermination Variations.

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.

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, an electronic signature or a signed signature page from inROADS, within the 30-day processing 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 Application Forms in this section. This only applies at application. See Application/Redetermination Variations in this Section 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 12 months for all other AG's.

1. Establishing The Certification Period

a. The redetermination schedule is based on the following guidelines:

- One Month: Expedited Service cases which apply prior to the 16th of the month and do not provide the necessary verifications prior to approval. If verifications are provided within the time limit given, the certification period is extended an additional 5 or 23 months based on the AG's reporting requirements.
- 2 Months: AG's eligible for Expedited Service who apply on or after the 16th of the month and have verification postponed. See Combined Issuance below. If verifications are provided within the time limit given, the certification period is extended an additional 4 or 22 months, based on the AG's composition and income.
- 12 Months: All AG's except those described below for 24 months.
- 24 Months: All AG's in which there is no earned income or only excluded earned income and all adult AG members are:
 - At least age 60, and/or
 - Disabled

NOTE: These AG's may include individuals under age 18 as long as all adults are disabled and/or elderly.

b. Interim Contact Report

- A contact report must also be made **midpoint of certification** however no interview is required for this report. The **Interim Contact Report** is automatically mailed to the AG by RAPIDS. The client may choose to complete the **Interim Contact Report** and return it by mail, complete the form through inroads, or they may complete the contact by calling their Worker in the local office or the Customer Service Center.

2. Adjusting The Certification Period

a. Extending a Certification Period

Once a 12-month certification period is established, the Worker may extend it to a total of 24 months only when all adult AG members are elderly or disabled and the AG has no earnings or only excluded earnings. No certification period may exceed a total of 24 months.

b. Shortening a Certification Period

Once a 24-month certification period is established, the Worker may shorten it only in the following situations and advance notice must be given. AG's certified for less than 24 months may not have their certification period shortened for any reason except ineligibility.

An AG with a 24-month certification period must be shortened when the AG experiences one or more of the following:

- The AG has an onset of non-excluded earned income;
- The AG is joined by an individual with non-excluded earned income;
- The AG is joined by an adult who is not elderly or disabled.

When the AG no longer qualifies for a 24-month certification period, the Worker must complete a redetermination when the advance notice period ends and assign a new certification period based on the AG's current circumstances.

EXCEPTION: When an adult who is not elderly or disabled joins the AG and the AG is approved for WV WORKS, the Worker must give advance notice that the SNAP certification period was shortened. No additional SNAP redetermination is required at this time. The WV WORKS application serves as the SNAP redetermination in this instance only.

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 12-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 SNAP certification period is not shorted because the new AG member is not an adult. The WV WORKS application does not serve as the SNAP redetermination.

EXAMPLE: A 1-person AG with no income is certified for 12 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 SNAP 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 12 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.

1. Redetermination Cycle

When a case is redetermined and found eligible, a new redetermination date is entered. See Redetermination Schedule in this section.

2. Scheduling Interviews

A face-to-face interview is required unless certain exceptions are met. See below. The same individual(s) who may be interviewed and sign the application may be interviewed and sign a redetermination.

EXCEPTIONS:

- The interview was completed by SSA. See Interview Required in this section.
- AG's that meet the criteria to have the face-to-face interview waived. See Interview Required in this section.
- AGs that are included in the SNAP waiver of the face-to-face interview. See SNAP Waiver of the Face-to-Face Interview in this section.

The interview must take place the same day it is received via inROADS or a scheduled interview notice is required. When the application is submitted and e-signed through inROADS after business hours, the filing date is considered the same day.

b. Face-to-Face Interview Waiver Redetermination Process

AGs included in the SNAP waiver of the face-to-face interview must complete a redetermination by the end of the **last** month of eligibility. Under no circumstances are benefits continued beyond the last month of the certification period, unless the redetermination process has been completed and the AG is determined eligible. AGs that complete a redetermination in a timely manner, as specified in this section, must receive uninterrupted benefits or have lost benefits restored if the Department's delay causes an interruption in benefits.

(1) Redetermination Forms

RAPIDS form CSLE/**CSLR** or inROADS is used. The CSLE/**CSLR** inROADS redetermination or the DFA-2 and DFA-RR-1 or DFA-SNAP-1 may be used for a redetermination. RAPIDS automatically mails the CSLE in the **last** month of the certification period. The form must be completed and returned prior to the scheduled telephone interview date specified on the CSLE/**CSLR**. The form is considered complete when signed and dated by the client or his authorized representative or completed and submitted by inROADS.

If the CSLE/**CSLR** is not completed and returned by the end of the certification period, benefits are stopped. Notice of closure is required, but advance notice is not required. If the CSLE is returned in the month after the end of the certification period, no DFA-2 or DFA-SNAP-1 is required for reapplication. The CSLE/**CSLR** is used as the application form and benefits are prorated from the date the application is received in that month.

NOTE: If the CSLE/**CSLR** is used as an application form, an interview is required.

(2) Redetermination Interview

An interview is required regardless of the method by which the redetermination is completed. A telephone interview is conducted unless one or more of the following criteria is met:

- The client or his authorized representative requests a face-to-face interview. The Worker must schedule the appointment; or
- The Department determines that a telephone interview is not appropriate due to questionable circumstances. The criteria stated in Section 4.1 for questionable circumstances for verifications, also apply to and serve as guidance for scheduling face-to-face interviews due to questionable circumstances. Supervisory approval and case documentation is required when scheduling a face-to-face interview due to questionable circumstances.

When an AG submits a completed CSLE/**CSLR** or inROADS redetermination prior to the scheduled telephone interview date, the Worker must contact the AG at the specified time to conduct the telephone interview. The Worker must make a reasonable attempt to contact the AG to conduct the telephone interview. If an AG does not answer the Worker's call, the Worker must document in case comments the reasonable attempt(s) made prior to a determination that the appointment was missed. The AG is notified of the missed interview and the responsibility to reschedule. The notice of missed interview is included in the RAPIDS notice of closure and/or denial.

When an AG submits a completed CSLE/**CSLR** or inROADS redetermination after the originally scheduled interview date, the Worker must schedule another telephone interview appointment. The telephone interview appointment must be scheduled within a reasonable amount of time to permit notice to the client and to conduct the interview.

NOTE: All interviews must be scheduled using current RAPIDS procedures.

T. THE BENEFIT

USDA is responsible for authorizing business establishments to accept SNAP benefits. SNAP benefits may be used to purchase food for home preparation, seeds and plants which produce food for home consumption. SNAP benefits cannot be used to buy hot foods that are ready to eat or foods that may be eaten in the store.

NOTE: The Food and Nutrition Act of 2008 de-obligated coupons on June 17, 2009. All Food Stamp Coupons expired on that date. They are no longer accepted by retailers or businesses that are authorized to accept SNAP benefits. Food Stamp Coupons cannot be redeemed for food or exchanged for EBT benefits. Food Stamp Coupons cannot be used as payment toward outstanding claims against a SNAP account regardless of the length of time the account has been outstanding.