
Interim Policy & Procedure Memorandum

ISD-IPP 15-11

TO: ISD Employees
FROM: *MM* Marilyn Martinez, Director, Income Support Division
RE: SNAP Expedite Processing
DATE: June 12, 2015

The purpose of this IPP is to ensure timely expedite processing and verification standards are met and supplements GI 15-08 Expedite Processing.

1. Screening:

- a. Households must be screened for expedited services on the day they request assistance. 7 CFR 273.2(i)(2)
- b. When screening an application for Expedite SNAP, verify application is valid with minimum requirements:
 - Applicant's Name;
 - Mailing address; and
 - Signature of the applicant or Authorized Representative.
- c. If expedited services are denied, the ISD worker will inform the applicant at the time of the interview that they were denied and they have the right to speak to a supervisor to discuss expedite determination. The meeting will be held within 2 days of the applicants request unless the household asks for a later date. 7 CFR 273.15(d), 8.139.110.16(B)(7)

In situations when the applicant is not present when the screening is completed, the expedite denial must be documented in the case narrative. The caseworker shall inform the applicant of the expedite denial and their right to meet with the supervisor when they conduct the cold call to schedule the interview. The caseworker must document whether or not, they offered the agency conference in ASPEN case notes. If the cold call results in the inability to inform the

applicant via conversation or by leaving a message, the caseworker will inform the applicant at their interview.

2. Expedite Processing:

- a. Applications determined eligible for expedite processing must be processed no later than the 6th calendar day to ensure the household receives benefits no later than the 7th calendar day after the date of application . 7 CFR 273.2(i)(3)(iii) and 8.139.110.16B(1) NMAC

Applications screened as eligible for expedited services are to be processed within 24 hours of determining the household is eligible.

3. Postponed Interview:

ISD has a waiver of the requirement that applicants determined expedite eligible, must have an interview prior to processing the expedite application.

If applicant is eligible for expedite and not in the office, the caseworker must attempt to contact the head of household to complete the expedite interview. If the cold call is not successful, process the case using the postponed interview requirements found in IPP 11-10 to ensure the correct procedure is followed.

4. Verification Requirements:

- a. In order to be approved for Expedite SNAP, applicants must only prove their identity. Applicants shall be approved for expedite food stamps based on their word about other eligibility factors, such as income and family circumstance. 7 CFR § 273.2(i)(4)(i)(A) and (B)

Before requesting verification of identity, review the ECF and electronic data sources (SOLQ) to determine if the verification already exists. If identity cannot be verified, a request for one of the following documents may be used. If these sources of verification are not readily available, a collateral contact or sworn statement may be used.

- i. photo ID; including driver's license;
- ii. birth certificate;
- iii. school record;
- iv. church record;
- v. hospital or insurance card;
- vi. letter from community resources;
- vii. voter registration card;

- viii. work ID;
 - ix. ID for another assistance or social service program;
 - x. wage stubs;
- b. For households entitled to expedite service, benefits shall not be delayed solely because eligibility factors have not been verified. 7 CFR § 273.2(i)(4)(i)(B) and Decree, p. 10.

This includes income, citizenship or immigration status, and student status.