

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	C – Case Processing
	Section No./Name	C-200-FITAP-SNAP Clearances
	Document No./Name	C-220-SNAP Clearance Summary
	Effective Date	July 1, 2024

I. STATEMENT OF POLICY

C-220-SNAP - PO CLEARANCE SUMMARY

THE CLEARANCE SUMMARY CONSISTS OF A CLEARANCE SUMMARY SCREEN AND A CLEARANCE SUMMARY POP-UP SCREEN. THE CLEARANCE SUMMARY POP-UP SCREEN IS THE INITIAL SOURCE FOR ALL CLEARANCES ON THE INITIAL SCREEN IN DATA COLLECTION DURING INTAKE, REDETERMINATION, AND SIMPLIFIED REPORT CASE MODES. THE CLEARANCE SUMMARY SCREEN IS USED TO VIEW HISTORICAL DATA BY INDIVIDUALS WHO ARE CONDUCTING A CASE REVIEW. IT ALSO ALLOWS FOR CHANGES TO THE CLEARANCE SUMMARY STATUS. CLEARANCES HELP DETECT UNREPORTED INFORMATION AND SERVES AS VERIFICATION FOR CERTAIN INCOME.

THE CLEARANCE SUMMARY IS RUN AUTOMATICALLY AT APPLICATION, SIMPLIFIED REPORT, AND REDETERMINATION.

- THE CLEARANCE SUMMARY POP-UP SCREEN IS AVAILABLE AND ACCESSED BY SELECTING THE CLEARANCE SUMMARY ICON ON THE RIGHT HAND NAVIGATION PANEL AT THE BEGINNING OF THE DATA COLLECTION - INDIVIDUAL INFORMATION MODULE. THE CLEARANCE SUMMARY POP-UP SCREEN ALLOWS USERS TO VERIFY THE INFORMATION RECEIVED FROM OTHER INTERFACE SOURCES WHILE ALLOWING THE WORKER TO NAVIGATE THROUGH THE DRIVER FLOW TO COLLECT THE NECESSARY DATA.
- AT APPLICATION OR REDETERMINATION, IF THE CLEARANCE SUMMARY POP-UP SCREEN IS VIEWED BEFORE THE COMPLETION OF THE DATA COLLECTION - INDIVIDUAL INFORMATION MODULE, NO CLEARANCES WILL BE PRESENT ON THE POP-UP SCREEN. THE CLEARANCE SUMMARY POP-UP SCREEN IS TRIGGERED AFTER THE WORKER COMPLETES THE PROGRAM REQUEST SCREEN AND AVAILABLE DURING THE DATA COLLECTION- HOUSEHOLD INFORMATION MODULE.
- THE CLEARANCE SUMMARY POP-UP SCREEN, WHEN TRIGGERED AT ELIGIBILITY-WRAP UP WILL BE USED TO UPDATE THE CLEARANCE SUMMARY STATUS. THE CLEARANCE SUMMARY POP-UP SCREEN ALLOWS THE USER TO MARK THE STATUS OF THE CLEARANCES ASSOCIATED WITH THE CASE AS EITHER “CLEARED”, “REJECTED” OR “CLOSED”. THIS IS DETERMINED BY THE WORKER BASED ON THE ELIGIBILITY RESULTS.
- THE CLEARANCE SUMMARY- POP-UP WILL BE IN THE ‘VIEW ONLY’ MODE UNTIL THE WORKER NAVIGATES TO THE ELIGIBILITY WRAP UP SCREEN. ONCE THE WORKER NAVIGATES TO THE ELIGIBILITY WRAP UP SCREEN, THE CLEARANCE SUMMARY STATUS CAN BE UPDATED.
- IF THE ‘VIEW ONLY’ CLEARANCE SUMMARY POP-UP SCREEN IS OPENED WHEN THE WORKER NAVIGATES TO THE ELIGIBILITY WRAP UP SCREEN, THE WORKER MUST

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CLOSE THE CLEARANCE SUMMARY - POP-UP SCREEN AND CLICK THE CLEARANCE SUMMARY ICON ON THE RIGHT HAND NAVIGATION PANEL AGAIN TO ALLOW THE WORKER TO UPDATE THE CLEARANCE STATUS.

- WHEN COMPLETING A CHANGE REPORT, THE CLEARANCE SUMMARY POP-UP SCREEN IS ON DEMAND. IF THE CLEARANCE SUMMARY POP-UP SCREEN IS NOT AVAILABLE, THE WORKER CAN USE THE ON DEMAND ICONS ON THE RIGHT HAND NAVIGATION PANEL THROUGHOUT THE DIFFERENT MODULES WITHIN THE CASE.

STAFF MUST CLEAR ALL HITS DISCOVERED BEFORE COMPLETING THE CASE ACTION. It is not necessary to wait for the interface status in the Clearance Summary to change to 'Complete' prior to processing an expedited application.

II. PROCEDURES

C-220-SNAP-PR CLEARANCE SUMMARY

WHEN THE CLEARANCE SUMMARY INTERFACE STATUS CHANGES TO 'COMPLETE', CLEAR ALL HITS AS FOLLOWS:

- SOCIAL SECURITY

USE INFORMATION FOUND ON THE CLEARANCE SUMMARY.

- SSI

IF AN SSI BENEFIT AMOUNT IS DISPLAYED, USE INFORMATION FOUND ON THE CLEARANCE SUMMARY. IF THE 'UNEARNED INCOME PANEL' ON THE CLEARANCE SUMMARY INDICATES 'YES' FOR RECEIPT OF SSI AND NO SSI BENEFIT AMOUNT IS DISPLAYED ON THE 'SSI DETAILS PANEL' ON THE CLEARANCE SUMMARY, RUN SOLQ TO OBTAIN VERIFICATION OF THE BENEFIT AMOUNT.

- LOUISIANA QUARTERLY WAGE

- EARNINGS MUST BE VERIFIED IF EARNINGS ARE DISPLAYED IN THE MOST RECENT QUARTER OR THE SECOND TO LAST QUARTER FROM THE ACQUISITION DATE DISPLAYED ON THE LWC PANEL OF THE CLEARANCE SUMMARY, OR
- TOTAL EARNINGS EXCEED \$500 PER QUARTER ARE DISPLAYED FOR ANY OTHER QUARTER IN WHICH THE APPLICANT RECEIVED BENEFITS, UNLESS PREVIOUSLY VERIFIED.

EXAMPLE: CLEARANCE SUMMARY DATE OF ACQUISITION IS ON JUNE 1 (SECOND QUARTER OF THE CALENDAR YEAR) AND DISPLAYS EARNINGS IN THE QUARTER ENDING MARCH 2022 (FIRST QUARTER OF THE CALENDAR YEAR), THE HIT MUST BE CLEARED SINCE IS THE MOST RECENT QUARTER.

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Date of Acquisition 6/1/2022	<table border="1"> <thead> <tr> <th>Quarter Ending Date</th> <th>Wages (\$)</th> </tr> </thead> <tbody> <tr> <td>3/31/2022</td> <td>5191</td> </tr> <tr> <td>12/31/2021</td> <td>0</td> </tr> <tr> <td>9/30/2021</td> <td>0</td> </tr> <tr> <td>6/30/2021</td> <td>0</td> </tr> </tbody> </table>	Quarter Ending Date	Wages (\$)	3/31/2022	5191	12/31/2021	0	9/30/2021	0	6/30/2021	0
Quarter Ending Date	Wages (\$)										
3/31/2022	5191										
12/31/2021	0										
9/30/2021	0										
6/30/2021	0										

EXAMPLE: CLEARANCE SUMMARY DATE OF ACQUISITION DISPLAYED IS AUGUST 1 (THIRD QUARTER OF THE CALENDAR YEAR) AND DISPLAYS EARNINGS IN THE QUARTER THAT ENDED MARCH 2021 (FIRST QUARTER OF THE CALENDAR YEAR), THE HIT MUST BE CLEARED SINCE THIS IS THE SECOND TO LAST QUARTER.

Date of Acquisition 8/1/2022	<table border="1"> <thead> <tr> <th>Quarter Ending Date</th> <th>Wages (\$)</th> </tr> </thead> <tbody> <tr> <td>6/30/2022</td> <td>0</td> </tr> <tr> <td>3/31/2022</td> <td>1713</td> </tr> <tr> <td>12/31/2021</td> <td>0</td> </tr> <tr> <td>9/30/2021</td> <td>0</td> </tr> </tbody> </table>	Quarter Ending Date	Wages (\$)	6/30/2022	0	3/31/2022	1713	12/31/2021	0	9/30/2021	0
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USE VERIFICATION RECEIVED TO DETERMINE IF THE APPLICANT IS STILL EMPLOYED WITH THE EMPLOYER DISPLAYED OR TO VERIFY TERMINATION OF EMPLOYMENT AND EXPLORE VOLUNTARY QUIT.

IF THE MOST RECENT QUARTER *** AND** THE SECOND TO **THE **** LAST QUARTER DISPLAYS A ZERO, THE HIT DOES NOT NEED TO BE CLEARED.

- IF EARNINGS OF \$500 OR MORE PER QUARTER ARE DISPLAYED FOR ANY OTHER QUARTER IN WHICH THE APPLICANT RECEIVED BENEFITS, UNLESS PREVIOUSLY VERIFIED, EARNINGS MUST BE VERIFIED.

EXAMPLE: CLEARANCE SUMMARY DATE OF ACQUISITION DISPLAYED IS NOVEMBER 3 (FOURTH QUARTER OF THE CALENDAR YEAR) AND DISPLAYS EARNINGS OF \$271 IN THE QUARTER ENDING MARCH 2022 (FIRST QUARTER OF CALENDAR YEAR), THE HIT DOES NOT HAVE TO BE CLEARED AS THE EARNINGS ARE LESS THEN \$500 FOR

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THE QUARTER AND NOT DISPLAYED IN THE MOST RECENT QUARTER OR THE SECOND TO LAST QUARTER FROM THE ACQUISITION DATE DISPLAYED.

Date of Acquisition 11/3/2022		
	Quarter Ending Date	Wages (\$)
	9/30/2022	0
	6/30/2022	0
	3/31/2022	271
	12/31/2021	0

EXAMPLE: CLEARANCE SUMMARY DATE OF ACQUISITION DISPLAYED IS NOVEMBER 3 (FOURTH QUARTER OF THE CALENDAR YEAR) AND DISPLAYS EARNINGS OF \$6123 IN THE QUARTER ENDING MARCH 2022 (FIRST QUARTER OF THE CALENDAR YEAR), THE HIT MUST BE CLEARED SINCE TOTAL EARNINGS EXCEEDED \$500, WERE NOT PREVIOUSLY VERIFIED AND THE APPLICANT RECEIVED BENEFITS IN THIS QUARTER. NOTE: RECEIPT OF VERIFICATION FOR A PRIOR CERTIFICATION DOES NOT AFFECT CURRENT ELIGIBILITY.

Date of Acquisition 11/3/2022		
	Quarter Ending Date	Wages (\$)
	9/30/2022	0
	6/30/2022	0
	3/31/2022	6123
	12/31/2021	0

USE VERIFICATION RECEIVED TO DETERMINE IF AN overissuance OCCURRED IN A PRIOR CERTIFICATION.

NOTE: RECEIPT OF VERIFICATION FOR A PRIOR CERTIFICATION DOES NOT AFFECT CURRENT ELIGIBILITY.

- UCB

USE INFORMATION FOUND ON THE CLEARANCE SUMMARY.

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- LASES

USE INFORMATION FOUND ON THE CLEARANCE SUMMARY. IF CHILD SUPPORT PAYMENTS HAVE BEEN RECEIVED IN THE PAST 12 MONTHS, THEN THE LAST 12 MONTHS OF PAYMENTS WILL BE DISPLAYED. TAX INTERCEPTS ARE NOT INCLUDED IN THE PAYMENT SHOWN ON THE CLEARANCE SUMMARY.

- VETERAN’S ADMINISTRATION (VA) BENEFITS

DISCUSS WITH THE HOUSEHOLD. ARE ANY PAYMENTS FROM AGENT ORANGE? IF THE HOUSEHOLD REPORTS THERE ARE NO AGENT ORANGE PAYMENTS, USE THE INFORMATION FOUND ON THE CLEARANCE SUMMARY.

- FEDERAL DEPARTMENT OF DEFENSE EMPLOYMENT

OBTAIN VERIFICATION FROM THE HOUSEHOLD.

- INTERSTATE PARTICIPATION IN A PUBLIC ASSISTANCE PROGRAM IN ANOTHER STATE.

CONTACT THE STATE DEPARTMENT AND DISCUSS WITH THE HOUSEHOLD.

- PRISONER MATCH

IF THE RELEASE DATE IS NOT DISPLAYED, CONTACT THE FACILITY TO DETERMINE IF THE INDIVIDUAL IS STILL INCARCERATED.

IF THE PRISON NAME AND ADDRESS, CONTACT NAME, AND FACILITY PHONE NUMBER ARE UNAVAILABLE, CONTACT THE CLIENT TO DISCUSS.

- National Accuracy Clearinghouse (NAC)

All household members must be cleared for dual participation at application, redetermination, and when a new member is being added to the household. Refer to [C-210](#) for information regarding clearing NAC hits.

NOTE: It is not necessary to wait for the Clearance Summary Interface Status to change to complete before clearing NAC hits.

- Electronic Disqualified Recipient System (eDRS)

Contact the person listed in the eDRS panel to verify that the disqualification is valid. Refer to [F-350-SNAP](#) for information regarding clearing eDRS hits.

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ONCE ALL HITS HAVE BEEN CLEARED, UPDATE THE STATUS TO “CLEARED” ON THE CLEARANCE SUMMARY, AND CLICK SAVE AND CLOSE. REFER BELOW FOR USE OF CODES “REJECTED,” “CLOSED,” AND “CLEARED.”

AT APPLICATION

- IF THE APPLICATION IS REJECTED AND HITS WERE NOT CLEARED, UPDATE THE STATUS TO “REJECTED” ON THE CLEARANCE SUMMARY, AND CLICK SAVE AND CLOSE.
- IF THE APPLICATION IS REJECTED AND HITS HAVE BEEN CLEARED, INFORMATION OBTAINED THROUGH THE CLEARANCE SUMMARY MUST BE USED TO UPDATE ANY ASSOCIATED CASE INFORMATION. UPDATE THE STATUS TO “CLEARED” ON THE CLEARANCE SUMMARY AND CLICK SAVE AND CLOSE.

NOTE: IT IS NOT NECESSARY TO GO BACK IN TO DATA COLLECTION TO MARK CLEARANCE SUMMARY AS REJECTED FOR AUTO DENIALS FOR FAILURE TO PROVIDE POSTPONED VERIFICATION.

AT SIMPLIFIED REPORT

- IF THE CASE IS CLOSED AND HITS WERE NOT CLEARED, UPDATE THE STATUS TO “CLOSED” ON THE CLEARANCE SUMMARY, AND CLICK SAVE AND CLOSE.
- IF THE CASE IS CLOSED AND HITS HAVE BEEN CLEARED, INFORMATION OBTAINED THROUGH THE CLEARANCE SUMMARY MUST BE USED TO UPDATE ANY ASSOCIATED CASE INFORMATION. UPDATE THE STATUS TO “CLEARED” ON THE CLEARANCE SUMMARY AND CLICK SAVE AND CLOSE.

AT REDETERMINATION

- IF THE CASE IS CLOSED AND HITS WERE NOT CLEARED, UPDATE THE STATUS TO “CLOSED” ON THE CLEARANCE SUMMARY, AND CLICK SAVE AND CLOSE.
- IF THE CASE IS CLOSED AND HITS HAVE BEEN CLEARED, INFORMATION OBTAINED THROUGH THE CLEARANCE SUMMARY MUST BE USED TO UPDATE ANY ASSOCIATED CASE INFORMATION. UPDATE THE STATUS TO “CLEARED” ON THE CLEARANCE SUMMARY AND CLICK SAVE AND CLOSE.

Note: It is not necessary to go back into Data collection to clear clearance summary for auto closures. It is also not necessary to check clearance summary when interim changes are reported. Refer to policy [C-820-SNAP](#)

DOCUMENT ALL ACTIVITIES IN LITE.

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III. FORMS AND INSTRUCTIONS

There are no forms and instructions associated with this policy.

IV. REFERENCES

[7 CFR 273.2](#)

[7 CFR 273.12](#)

[7 CFR 273.14](#)

[LAC 67:III Chapter 19 Subchapter B.](#)