 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

I. STATEMENT OF POLICY

An applicant who meets the test for expedited service is entitled to faster services and postponement of certain verifications until after receiving the initial month's benefits. Expedited households that apply after the 15th day of the month are entitled to the initial and second month's benefits.

The eligibility for expedited services is determined based on the household's circumstances in the month of application as reported when the application is filed.

If the applicant is not identified as being entitled to expedited service when the application is filed because the application contains incorrect or incomplete information, expedited processing begins on the day the agency receives the information that indicates that the applicant is entitled to this service. This is considered a late determination.

Example 1: A household applies on June 25, reporting no income. The household received benefits for the month of June, but the case is now closed. The household does not qualify for expedited services because benefits have already been received in the month of application.


Example 2: Household applies on July 15, reporting the loss of a job. The household's countable gross income for July exceeds the income limit for the household size. The household will not have income in the month of August. The household does not qualify for expedited services because the household was not eligible for benefits in the month of application.

NOTE: When a household is determined to be eligible for expedited service but fails to complete the application process (i.e. complete the application, be interviewed, verify identity) within the 7-day timeframe, the household will lose its entitlement to expedited service. The application will be processed within the normal application processing time of 30 days from the date of the application. A late determination cannot be made in these instances since the household lost the entitlement to expedited service.

C-661-SNAP - PO ELIGIBILITY CRITERIA

Applicants are entitled to expedited service if:

- Their countable gross monthly income is less than \$150, and their countable liquid resources are \$100 or less;
- They are migrant or seasonal farm workers who are destitute (Refer to C-667-SNAP), and their countable liquid resources are \$100 or less; or
- The household's combined monthly gross income and liquid resources are less than the household's monthly rent or mortgage including all escrow payments, and appropriate utility standard.

 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

Only **countable** income *** received or expected to be received during the month of application is included when determining if a household is entitled to expedited service ***.

If countable income is expected to be received, only count income that there is a reasonable certainty of when the income will be received and the amount of the income. * When determining eligibility and benefits, use the appropriate conversion factor to determine the monthly income amount. Use actual income or the best estimate of anticipated actual income when less than a full month’s income was received because:

- the income terminates during the month, or
- the income begins during the month, or
- the income is interrupted during the month.

Refer to B-662-SNAP-PR for budgeting procedures.

If you cannot determine both when and how much income is expected to be received, the income ** must not be included when determining if the household is eligible for expedited service.

Non-countable income such as educational assistance, loans, non-recurring lump-sum payments (since these are considered as resources) are not included when determining the household’s countable gross monthly income.

Countable liquid resources that are **available** as of the date of the interview are included when determining if a household is entitled to expedited service. If the household expects to receive a non-recurring lump sum that would be counted as a resource, but has not actually been received as of the date of the interview, this is not included when determining countable liquid resources.

C-662-SNAP - PO LIMIT ON EXPEDITED CERTIFICATION


There is no limit to the number of times a household can be certified under expedited procedures as long as the household:

- completes the verification requirements that were postponed at the last expedited certification, or
- was certified under normal 30-day processing standards since the last expedited certification.

Exception: If the last expedite certification was over one year ago and the postponed verification was not received, the household can be certified under expedited procedures.

C-663-SNAP – PO TIME LIMITS

Applicants eligible for expedited service must receive their initial benefits timely. Benefits must be received no later than the 7th calendar day following the application date.

 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

C-663-1-SNAP - PO Initial Month's Benefits

Process the application no later than the 7th calendar day following the day the application was filed. Count weekends and holidays when determining the 7 calendar days. If the case is certified on the 7th calendar day, benefits must be issued the same day certified.

EXCEPTIONS: Late determination: If the applicant is not identified as being entitled to expedited service when the application is filed because the application contains incorrect or incomplete information, expedited processing begins on the day the agency receives the information that indicates that the applicant is entitled to this service.

C-663-2-SNAP - PO Second Month's Benefits for Households Who Apply After the 15th of the Month

Expedited households that apply after the 15th of the month must have the second month's benefits issued simultaneously with the initial month's benefits regardless of whether verification is postponed. The third month's benefits must be issued using normal issuance time frames. Postponed verification must be received prior to issuance of the third month's benefits. (See [C-930-SNAP](#).)

C-664-SNAP - PO POSTPONED VERIFICATIONS

Applicants entitled to expedited services must verify their identity before receiving their initial benefits unless an authorized representative applies for the applicant.


When an authorized representative applies,

- verify the authorized representative's identity, and
- postpone verification of the applicant's identity if necessary to meet expedited time limits.

If an expedited application is postponed for proof of identity and other required verification, and the household does not provide the verification of identity within the 7-day expedite timeframe, the household loses its eligibility for expedite service on the 8th day.

If the household provides proof of identity after the 7-day expedited timeframe, but fails to provide the other required verification by the 10th day, do not run eligibility on the case since the due date for all the other required verification is not until the 30th day. LITE will close the case automatically on the 30th day for failure to provide verification.

If an expedited application is received from a household that contains a MWR who is sanctioned for failure to register for work, verification that the MWR became exempt after non-compliance may be postponed. Registering for work with the Louisiana Workforce Commission by creating a HiRE account may be postponed for the other household members who are MWRs. The applicant must register for work unless exempt or unless the household has designated an authorized representative

 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

to apply on its behalf. The application may be expedited if the household reports that the MWR became exempt after non-compliance.

If a household member is a MWR and reports an exemption, it must be explored and verification requested, if necessary. The worker must send a Request for Verification to request the verification of the questionable exemption and allow at least 10 days for the MWR to provide the verification. The exemption verification may be postponed. The application may be processed if an individual is claiming an exemption to SNAP work registration requirements and the exemption is questionable. The reason the exemption is questionable must be thoroughly documented. Verification of a questionable exemption may be postponed to meet expedited time limits. Refer to C-664-SNAP-PR.

Verify all other eligibility factors if possible, but do not delay benefits past the expedited time limits for verification of eligibility factors other than identity. If necessary, postpone other verification. LITE will send an automated notice of decision listing the postponed verification.

When there are less than 10 days left in the 30-day application processing time period, allow the household at least 10 days to provide required verification. If the tenth day falls on a weekend or holiday, verification must be provided by the first workday after the weekend or holiday. Follow the procedures outlined in C-664-SNAP PR.

C-664-1-SNAP - PO Households Applying On or Before the 15th of the Month


Applicants who apply on or before the 15th of the month who postpone verification and other program requirements must furnish the required proof before receiving the second month's benefits.

LITE will send an automated notice of decision stating what information is needed, the date it is needed, and that benefits for the second month will not be issued until the information is received. If the client furnishes the information, update the verification and run eligibility on the case. Once the case is authorized, benefits will be automatically issued by LITE on the appropriate date.

If the client does not furnish the needed proof within 30 days of the application date or by the due date, no further benefits will be issued. LITE will close the case automatically on the 30th day. No notice is required to be sent upon closure.

Households closed for failure to furnish postponed verification must provide the postponed verification within 60 days from the original application date or must submit a new application if they want benefits.

If the postponed verification is received after the case has been closed and after the due date on the request for verification but within 60 days of the original application date, the original application may be reused. If the 60th day falls on a weekend or holiday, treat the following workday as the 60th day. The application date remains the same. The case will be reinstated. The reinstatement date is the date the verification is received. The original certification period must be used. Benefits will be prorated from the reinstatement date.

 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

Do not request additional verification unless the client's circumstances have changed. If the missing information was verification of fluctuating earned income, accept the information which was originally requested unless the client provides more recent information.

If a new application is submitted, the household must provide the postponed verification or be processed under normal standards.

C-664-2-SNAP - PO Household Applying After the Fifteenth of the Month

Applicants who apply after the 15th of the month are eligible for simultaneous benefits for the initial and second month, and must furnish required proof before receiving the third month's benefits.

LITE will automatically send a notice of decision stating what information is needed and the date it is needed. If the client furnishes the information update the verification and run eligibility on the case. Once the case is authorized, benefits will be automatically issued by LITE on the appropriate date.

If the client does not furnish the needed proof within 30 days of the application date or by the due date, no further benefits will be issued. LITE will close the case automatically on the 30th day. No notice is required to be sent upon closure.

Households closed for failure to furnish postponed verification must provide the postponed verification within 60 days of the original application date or submit a new application if they want benefits.

If the postponed verification is received after the case has been closed and after the due date on the request for verification but within 60 days of the original application date, the original application may be reused. If the 60th day falls on a weekend or holiday, treat the following workday as the 60th day. The application date remains the same. The case will be reinstated. The reinstatement date is the date the verification is received. The original certification period must be used. Benefits will be prorated from the reinstatement date.


Do not request additional verification unless the client's circumstances have changed. If the missing information was verification of fluctuating earned income, accept the information which was originally requested unless the client provides more recent information.

If a new application is submitted, the household must provide the postponed verifications or be processed under normal standards.

C-665-SNAP - PO SOCIAL SECURITY NUMBERS

Do not deny benefits to recipients who are unable to provide or apply for an SSN before the expedited time-limit.

Advise the household that prior to the end of the first full month of participation these recipients must:

 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

- provide an SSN,
- provide proof of application for an SSN, or
- provide proof of good cause.

If the recipient fails to provide the above, send Advance Notice of Adverse Action to remove the recipient for the earliest possible month.

Example: Household applies on March 30. The case is certified on April 2, effective March with postponed verification of the SSN for a household member. The first full month of benefits is April. If SSN verification requirements are not met by April 30, the worker would give Advance Notice of Adverse Action to remove the member effective June.

C-666-SNAP - PO CERTIFICATION PERIODS

Assign usual certification periods.

C-667-SNAP - PO DESTITUTE MIGRANT AND SEASONAL FARM WORKER HOUSEHOLDS

Migrant and seasonal farm worker households are destitute if they meet one of the following criteria:


- The household's only income for the month of application is from a terminated source, and the household received the last payment from that source before the application date.
- The household's only income for the month of application is from a new source, and \$25 or less is all that will be received from the date of application up to and including the tenth day after the application date.
- The household's only income for the month of application is from a combination of a terminated source and a new source as described above.

Any income which is anticipated to be received from the new source shall be disregarded when determining eligibility and benefit level for the month of application.

II. PROCEDURES

C-663-SNAP - PR TIME LIMITS

If a household is eligible for expedited service and the household includes a Mandatory Work Registrant (MWR), advise the household that the MWR must register for work with the Louisiana Workforce Commission (LWC) by creating a Helping Individuals Reach Employment (HiRE) account.


 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

If the applicant is a MWR and has not designated an authorized representative to apply on their behalf, the applicant must register for work by 3:00 pm on the 7th day to be eligible for expedited service. LITE will send each MWR a Work Registration Requirement with Louisiana Workforce Commission [SNAP 4RW](#) . If the applicant who is a MWR fails to register for work with LWC by 3:00 pm on the 7th day, the expedited status and expedited date will be removed from LITE on the 8th day and the case processed within the normal 30-day application processing time period.

Follow the procedures outlined below when processing SNAPx cases in LITE at Application Registration.

Determining SNAPx on the Register Program - Expedited Screening Screen in Application Registration

- Enter the gross of income reported by the client. If the application was submitted via SSP, the gross income reported by the client may be pre-populated. If the income field is blank, the client reported no income in SSP and 0.00 must be entered.
- Enter the liquid resources reported by the client. If the application was submitted via SSP, the resources reported by the client may be pre-populated. If the resource field is blank, the client reported no resources and 0.00 must be entered.
- Review the answer to the question, “Does the household have countable gross income less than \$150 AND countable liquid resources of \$100 or less?” LITE will automatically populate the answer to this question.
 - If the answer is ‘Yes’, do not answer the expense questions.
 - If the answer is ‘No’, continue to the expense questions.
- Enter the monthly rent/mortgage reported by the client. If the application was submitted via SSP, the monthly rent/mortgage reported by the client may be pre-populated. If the rent/mortgage field is blank, the client reported no rent/mortgage in SSP and 0.00 must be entered.
- Select the utility deduction reported by the client. If the application was submitted via SSP, the client reported no utility deduction in SSP and ‘None’ must be selected.
- Review the Migrant/Seasonal Farmworker section. LITE will automatically determine if this section must be completed.
 - If ‘Yes’ is selected to the question, “Does the household contain a migrant/seasonal farm worker, the remaining questions in the section will be enabled.
- Review the answer in the “Household Meets Expedited criteria” section. LITE will automatically determine the expedited status of the case. ‘Yes’ or ‘No’ will be populated.

 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

- Compare the date entered in the “Date Determined Expedited” Date with the application received date. If the dates do not match, update the “Date Determined Expedited” to the date application was received.


Determining SNAPx during the Interview

- Navigate to the Program Request Summary Screen in Data Collection,
- Click on the Pencil Icon in the row of the program – SNAP,
- Click the ‘Next’ button two times and you will be navigated to the Program Request-Expedited Screening Screen.
 - Enter the gross amount of income reported by the client,
 - Enter liquid resources reported by client,
 - Review the answer to the question, “Does the household have countable gross income less than \$150 AND countable liquid resources of \$100 or less?” LITE will automatically populate the answer to this question.
 - If the answer is ‘Yes’, do not answer the expense questions.
 - If the answer is ‘No’, continue to the expense questions.
 - Enter the monthly rent/mortgage reported by the client,
 - Select the utility deduction reported by the client,
 - Review the Migrant/Seasonal Farmworker section. LITE will automatically determine if this section must be completed.
 - If ‘Yes’ is selected to the question, “Does the household contain a migrant/seasonal farm worker, the remaining questions in the section will be enabled.
 - Click the ‘Screen’ button
 - Update the Date Determined Expedited date, if applicable, and
 - Click the ‘Next’ button to save the information.

Staff must review the Clearance Summary and clear all hits discovered before completing any 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 case. Refer to [C-220-SNAP-PO](#).

C-664-SNAP - PR POSTPONED VERIFICATIONS

When there are less than 10 days left in the 30-day application processing time period, allow the household at least 10 days to provide required verification. If the 10th day falls on a weekend or holiday, verification must be provided by the first workday after the weekend or holiday.

 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

LITE determines if the verification requested is required or can be postponed, based on the information entered into the system.

The following procedures must be followed to authorize an expedited application with postponed verification, while in Data Collection:

- Click on the “Run EDBC” button. The system will navigate you to the Eligibility Summary Screen in LITE.
 - For expedited households with an application date before the 15th of the month, the month of the application will display with an Eligibility Status of “Eligible” and the month after the application month will display with an Eligibility Status of “Pending”. The Eyeglasses Icon will be displayed in the column for Pending Reasons-Verifications.

For expedited households with an application date after the 15th of the month, the “Eligible” months will be the month of the application and the following month and the third month will display with an Eligibility Status of “Pending”.


- Click the “Next” button to navigate to the Finalize Eligibility Screen,
- Select the checkbox for the months that are eligible, in the Authorize column, and
- Click the “Authorize” button.

The expedited months the household is eligible for will authorize. The Notice of Decision letter will be sent informing the household that the case is approved but with postponed verification. The Notice of Decision will display the verifications requested from the client and the due date the verifications are due.

The system will create a task on the owner’s dashboard titled, ‘SNAPX Postponed Verification’. The due date for the task is 30 days from the application received date.

When the postponed verification is received, navigate to the SNAPx Postponed verification task that was created when the case was authorized and take the following actions:

- Click on the ‘Start Work Item’ and you will be navigated to the “Initiate Data Screen”.
- Select “Continue previously selected action for” from the dropdown, “What action do you want to perform?”
- Click the ‘Next’ button. You will be navigated to the “Finalize Eligibility Screen”.
- Click on the blue arrows in the left navigation and select ‘Eligibility Summary’.
- Click on the Eyeglass Icon.
- Click on the hyperlink for the ‘Missing Verification’.
- Update the verification code from ‘Pending’ to the type of verification received from the client
- Repeat the above for all verifications received.

 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-600-FITAP-SNAP Application Processing
	Document No./Name	C-660-SNAP Expedited Service
	Effective Date	July 1, 2024

- Click on ‘Others-Wrap Up-Run Eligibility’.
- Review the case for accuracy by clicking on the hyperlink month.
- Click the ‘Next’ button and ‘Authorize’ the case.

Refer to C-630-SNAP for further information on Expedited Services.

III. FORMS AND INSTRUCTIONS

[SNAP 4RW Form/Instructions](#) Work Registration Requirement with Louisiana Workforce Commission (LWC)

IV. REFERENCES

FNS Memorandum, Expedited Service and Interviews, dated February 17, 2006
[7CFR 273.2\(g\)](#)
[LAC 67:III. Chapter 19, Subchapter B. Application Processing](#)