

## **Operations Bulletin 2017-1: SNAP Recertification Form Mailed as Interim Report (Issued 1/13/2017)**

It has come to the Department's attention that households at the Interim Report phase of their certification period are incorrectly receiving a Recertification form instead of an Interim Report form. Management Information Systems (MIS) is aware of the issue and is working towards a solution. Until this issue is corrected, clients will return the Recertification forms instead of Interim Reports.

For these impacted households, case managers must compare the information reported on the Recertification form to the information known to BEACON using Interim Reporting rules.

**Reminder:** Interviews are not required for Interim Reports unless there is questionable information and the client is unable to be reached.

If the information reported matches the information known to BEACON, it must be treated as No Change.

If new information is reported, or the form is missing information, this must be treated as a Change, and case managers must issue a VC-1.

### **Important:**

1. The certification period for these households will not be impacted as a result of this issue. Case managers must process these households as IRs and BEACON will default to the second half of the certification period.
2. For these impacted households, these forms will appear in Document History as SNAP Interim Simplified Reporting Forms but are scanned to DTA Document Processing Center (DPC) as SNAP Recertification Forms.

For more information on processing Interim Reports, see the Online Guide [Simplified Reporting Including Interim Report](#).