



# Transitions

April 2019

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## Online Guide Transmittals

### Cross Programs:

#### **New Interim Report and Recertification Paper Forms**

Online Guide Transmittal 2019-23

The Department is committed to making the Interim Report and Recertification forms easy and intuitive for clients and staff. After collaboration with field and Central office staff, clients, external stakeholders, and partners in other states, the Department is deploying new Interim Report and Recertification forms. These forms are scheduled to be deployed beginning April 16, 2019.

#### **DTA Connect Online Enhancements**

Online Guide Transmittal 2019-24

- This transmittal advises staff of changes related to DTA Connect enhancements, including:
- anticipated date for online submission of Interim Report and Recertification functionality;
- which clients may complete the online process and how they do so;
- how DTA staff will receive Interim Reports and Recertifications;
- new Datasheets for Interim Reports, Self-Declarations (during Interim Report), and Recertifications; and
- the impact on BEACON.

#### **Updates Related to the Online and Paper Submission of Interim Reports and Recertifications**

Online Guide Transmittal 2019-25

The purpose of this Online Guide transmittal is to advise staff of procedural changes related to the new Interim Report and Recertification forms and the interactive submission via DTACONnect.com.

These enhancements, along with updated guidance from the United States Department of Agriculture Food and Nutrition Services (USDA-FNS), result in several procedural changes to the way SNAP cases are handled at the Interim Report and Recertification periods.



## Online Guide Transmittals

### **SNAP:**

#### **Separate Household Status for Severely Disabled Individuals**

Online Guide Transmittal 2019-21

A person who lives with others but purchases and prepares meals separate and apart from others can be considered a separate household.

Any person who is:

- considered too disabled to purchase and prepare his/her own food, and
- who has arranged to have food purchased and prepared separately on their behalf may be granted separate household status. Even if the person(s) who shops for food or prepares meals for the disabled person is residing with the disabled person, the disabled person may claim separate household status.

Separate household status cannot be granted if those individuals purchasing and preparing on behalf of the disabled individual live in the same household as the disabled individual and are subject to mandatory inclusion according to SNAP rules.

#### **Simplified Reporting - Elderly Disabled Simplified Application Project (EDSAP Reporting) Online Guide Updates**

Online Guide Transmittal 2019-27

Simplified Reporting is a certification type that allows DTA to more efficiently administer SNAP and for clients to receive stable benefits. In December 2018, Simplified Reporting was expanded to include two new Simplified Reporting certification types: EDSAP Reporting and Simplified Reporting (Former EDSAP). EDSAP provides clients with a Simplified Reporting period of 36-months, limited reporting requirements, and the waiving of the Interim Report (IR) requirement. Simplified Reporting (Former EDSAP) allows households no longer eligible for EDSAP Reporting the opportunity to complete the EDSAP certification period with limited reporting requirements. In response to feedback received from field staff, updates to the Online Guide have been made.

## From the Forms File

15-205-0116-05

15-206-0116-05 (S)

LDSC (1/2016)

*Learning Disability Screening Form*

The *Learning Disability Screening Form (LDSC)* was discovered to have been obsoleted in error last year. The form has been put back on [Online Forms](#) and [TAFDC Forms](#) pages on DTA Online and will be put back on the [TAFDC Forms](#) page in the Online Guide on the next scheduled issuance. Document Production will send out an initial shipment of this form to the TAOs.

## Revised Form

CF-1 (E)

CF-1 (S)

*Client Feedback Form (Rev. 4/2019)*

The *Client Feedback Form (CF-1)* was updated to be one-sided to ensure that all necessary information is being filled out so that the Ombudsman Unit can properly address each positive or negative client experience. Document Production will send out an initial supply of these forms to the TAOs.

## Revised Brochure

MAEBT-BRE

MAEBT-BRS

*How to Use Your EBT Card (Rev. 4/2019)*

The *How to Use Your EBT Card brochure [MAEBT-BRE(S)]*, also known as the Electronic Benefits Transfer brochure, has been revised. The revision added recreational marijuana as an illegal EBT Card purchase. Document Production will send out an initial shipment of this brochure to the TAOs.

## TAO Meeting Notes