

FYIs

Clarification on SNAP Denials before Day 30

Case managers are reminded that no SNAP application can be denied before day 30 if the denial reason is failure to complete the application process or failure to provide verifications.

Denials allowed before day 30 are limited to:

- finding the applicant ineligible due to a nonfinancial reason, such as student or noncitizen status; or
- finding the applicant ineligible due to a financial reason. The case manager must enter the financial information into BEACON as received and process the application. BEACON will deny the application on or before day 30 for the appropriate financial reason (e.g. excess income or assets).

While TAFDC and EAEDC regulations allow applications to be denied prior to day 30 if two application interview appointments have been missed, SNAP regulations do not allow this. Case managers must hold the SNAP application until day 30 before denying for failure to complete the application process. Also, even if the applicant has been granted an extension (INT-2) to provide verifications for cash program benefits, the SNAP application must be denied on day 30.

Reminder: If day 30 falls on a weekend or holiday, the SNAP application must be denied on the first business day immediately following the weekend or holiday.

Participation and Attendance Form Data Entry Online Guide

Participation and Attendance forms are sent to clients the first business day of the week (Monday, unless Monday is a holiday, then Tuesday) before the last Saturday of the month. These forms must be returned by the client no later than the 10th of the following month (or the first business day after the 10th of the month if the 10th is a weekend or holiday). Case managers must enter the forms into BEACON no later than the 18th of that month (or the first business day after the 18th of the month if the 18th is a weekend or holiday) to prevent a participation sanction from being created. Case managers may enter the prior participation month's returned Participation and Attendance forms onto BEACON up until the Friday before the last Saturday of the current month.

The Participation and Attendance Form Data Entry Online Guide gives TAO Staff a listing of the last day of the month that Participation and Attendance forms may be entered onto BEACON for the previous month's participation. This guide will be sent out to all TAFDC staff and will be added to Policy Online in the Online Guides option in late-June.