Online Guide Transmittal 2019-31
May 2, 2019

To: **Department of Transitional Assistance Staff**

From: **Paul Sutliff, Assistant Commissioner for Programs and Field Operations**

Re: **Cross-Program: State Verification and Exchange System (SVES) / Verification Checklist (VC-1) Enhancement**

Overview

The timelines for automated VC-1 requests are being modified, anticipated May 6, 2019.

In response to concerns received from field staff, enhancements have been made to prevent automated VC-1 requests from being sent while the results of a SVES request are pending.

The automation of VC-1s is designed to provide clients with adequate time to provide verifications and to serve as a safeguard against unrequested elements. Workarounds to prevent VC-1 automation must cease, effectively immediately.

Staff must continue to mark requested items as verified if appropriate, and request VC-1s when appropriate.

Application

An automated VC-1 for unrequested items will be generated on the 20th day of the application cycle for all SNAP, TAFDC, and EAEDC applications, if:

- the case status is pending;
- the case is not in the process of reinstatement;
- an interview has been conducted and the Interview Held date is on or after the application date, and
- there are mandatory and/or optional verification(s) without a due date.

If day 20 is a not a business day, the automated VC-1 will be sent on the previous business day. No automated VC-1 will be sent after the 20th day of the application cycle.

For all SNAP cases, the Pending Denial notice will be sent starting on day 21.

For all TAFDC and EAEDC applications, the INT-1 will be sent starting on day 22.

Case Maintenance

For all FAW SNAP cases, no automated VC-1s will be generated for active Assistance Units (AUs) during case maintenance, per existing functionality.

For all Case Manager-assigned SNAP cases, an automated VC-1 will be sent 10 days after the creation of a verification request, if:
- a Recertification / Interim Report has not been initiated, and
- there are mandatory and/or optional verification(s) without a due date.

If the 10th day after the creation of a verification request is not a business day, the automated VC-1 will be sent on the next business day.

For all TAFDC and EAEDC cases, an automated VC-1 will be sent 10 days after the creation of a verification request if:
- a Reevaluation has not been initiated, and
- there are mandatory and/or optional verification(s) without a due date.

If the 10th day after the creation of a verification request is not a business day, the automated VC-1 will be sent on the next business day.

Interim Report (IR)

For all FAW and Case Manager-assigned SNAP cases, an automated VC-1 will be sent 10 days prior to the BEACON release date, if:

- there are 10 day left from the BEACON release date;
- the SNAP AU is active;
- an IR has been initiated;
- an Interview has been conducted, or is not required;
- the Interview held date is on or after the IR initiation date; and
- there are mandatory and/or optional verification(s) without a due date.

If the 10th day from the BEACON release date is not a business day, the automated VC-1 will be sent on the previous business day.

When there are less than 10 days before the BEACON release date, an automated VC-1 will be sent starting at the end of the 2nd business day after the Interview Held date based on the criteria detailed above.

Recertification / Reevaluation

For all FAW and Case Manager-assigned SNAP cases, an automated VC-1 will be sent 10 days prior to the BEACON release date, if:

- there are 10 day left from the BEACON release date;
- SNAP AU is active
- a Recertification has been initiated;
- an Interview has been conducted, or is not required;
- the Interview held date is on or after the Recertification initiation date; and:
- there are mandatory and/or optional verification(s) without a due date.

If the 10th day from the BEACON release date is not a business day, the automated VC-1 will be sent on the previous business day.

When there are less than 10 days before the BEACON release date, an automated VC-1 will be sent starting at the end of the 2nd business day after the Interview Held date based on the criteria detailed above.

For all TAFDC and EAEDC reevaluations, an automated VC-1 will be sent on the 5th business day after the completion of the Interview page, if:

- an Interview has been conducted;
- the Interview date is on or after the initiated date; and
- there are mandatory and/or optional verification(s) without a due date.

Note: In the case of re-initiation, the Interview date for purposes of the automated VC-1 will be determined by the original initiated date, not the re-initiated date.

Reinstatement   For all Case Manager-assigned SNAP AUs, no automated VC-1s will be generated for AUs pending reinstatement.

For all FAW SNAP cases, an automated VC-1 will be sent 10 days prior to the BEACON release date, if:
- there are 10 days left from the BEACON release date
- the case is FAW SNAP
- an Interview has been conducted, or is not required (for Applications, Interim Report, and Recertification / Reevaluation); and; and
- there are mandatory and/or optional verification(s) without a due date.

If the 10th day from the BEACON release date is not a business day, the automated VC-1 will be sent on the previous business day.

When there are less than 10 days before the BEACON release date, an automated VC-1 will be sent starting at the end of the 2nd business day after the Interview Held date based on the criteria detailed above.

Purpose   The purpose of this Online Guide transmittal is to advise staff of this BEACON update.

Questions   If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Procedural Issues Mailbox.

Systems issues should be directed to the Systems Support Help Desk.