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Executive Office of Health and Human Services  
Department of Transitional Assistance  
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**Operations Memo 2013-12  
March 28, 2013**

**To: Department of Transitional Assistance Staff**

**From: ~~Stephanie~~ Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations**

**Re: SNAP: Automation of the Day-2 Procedure for Special 30-Day Expedited Cases**

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**Overview**

Federal regulations require SNAP applications to be approved or denied by day-30. Therefore, whenever a SNAP application is approved on Day-30, the benefits are issued on that day as a *special 30 day expedited* issuance.

Since a case approved on day-30 is a *special 30 day expedited* issuance, on day-2 (day after the *special 30 day expedited* issuance), the case manager is required to assign the appropriate recertification type and extend the certification period of the case so that the household may be certified for regular monthly issuances. In the past, the certification period has not always been extended on day-2. This has caused cases to close or recertification forms to be mailed to the household in error

Effective on April 1, 2013, BEACON will automate the day-2 activity for all *special 30 day expedited* cases.

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**Purpose of this Memo**

This Operations Memo advises staff of the automation of the day-2 activity for *special 30 day expedited* cases.

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**Day-2  
Automation**

Beginning, April 1, 2013 BEACON will:

- identify *special day 30 expedited* issuances and recalculate case eligibility on the next business day;
- automatically assign the appropriate certification type;
- extend the certification period to coincide with certification type; and
- wrap-up and release the transaction so the client will receive SNAP benefits for the established certification period.

The household will be sent an approval notice outlining the length of the certification period, the day of the month on which the household will be issued benefits and other pertinent details.

**IMPORTANT:** This automation also applies to cash/SNAP applications. When the cash case has a pending INT-2, the SNAP case must be approved or denied on day 30, while the cash case awaits outstanding verifications.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline.

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