

# STATE OF ALASKA

## DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE


WALTER J. HICKEL, GOVERNOR

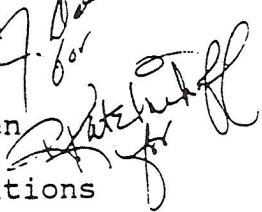
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### MEMORANDUM

DATE: September 24, 1993

TO: All Eligibility Staff  
Division of Public Assistance

THROUGH: Jan L. Hansen  
Director 

FROM: Karen Aaltonen  
EIS Manager  
Systems Operations 

SUBJECT: Simultaneous Food Stamp Issuance in Beginning Months  
EIS Procedure 1993-6 (Replaces EIS Procedure 1-90)

#### I. INTRODUCTION

Food stamp policy requires the initial prorated month benefit and the first full month benefit be issued at the same time to households entitled to expedited service on applications received after the 15th of the month.

Simultaneous issuance is no longer available to households applying after the 15th which are not entitled to expedited service.

Food Stamp Manual Change #10 at section 601-7A(1) contains this policy and should be used in conjunction with this EIS procedure.

Simultaneous issuance of the first two allotments will be done even if the household is unable to provide complete verification for the second month.

This procedure describes the actions needed on EIS.

## II. EIS IMPLEMENTATION AND CODING

No changes were made to EIS to handle this food stamp policy. An existing issuance code is used to allow simultaneous issuance of the first and second month food stamps.

- A. Authorize the initial, prorated month on the FSAD as usual. The "I" (immediate) issuance indicator is automatically displayed in the Benefit Issuance field. The allotment will be issued on the next Immediate food stamp issuance.
- B. Initialize the case into the second month.

If the second month is a future month, the second month allotment is authorized on FSAD with an "A" (Advance) in the Benefit Issuance field. This benefit will be picked up by the next Immediate food stamp issuance along with the initial, prorated benefit authorized with the "I".

If the second benefit month is the current calendar month, the second month allotment must be authorized with the "I" issuance indicator.

## III. EXAMPLES

- A. Expedited food stamp application is received on 2/19. The only eligibility factors verified are identification and work registration. February food stamps are authorized using the "I" issuance indicator. The case must be initialized to March, and March food stamps must be issued using the "A" issuance indicator. Both allotments must be issued within the expedited service time frames.
- B. Fee Agent receives an expedited food stamp application on 1/29. The application is received by the district office on 2/3. All eligibility factors are verified. On 2/3, the application is processed and January and February allotments are authorized using the "I" issuance indicator. The case must be initialized to March which is the current system month.

- C. Household applies for food stamps on 3/16 and is interviewed on 3/17. The household is not entitled to expedited service. All eligibility factors are verified and the household is found eligible when the application is processed on 3/22. March food stamps are authorized with an "I" issuance indicator and April food stamps are authorized with the "R" issuance indicator. This household is not entitled to simultaneous issuance of the first two allotments.
- D. Household applies for food stamps on 2/20. The interview is conducted on 2/28 and all eligibility factors are verified. Household has excess income for February, but is entitled to expedited service in March. On 3/1 the application is processed, February benefits are denied and March benefits are authorized using an "I" issuance indicator. April benefits are authorized with an "R" issuance indicator. Simultaneous benefit issuance does not apply if benefits are denied for the month in which the food stamp application was filed.

#### IV. REMINDERS

- A. This change affects only those households entitled to expedited service whose applications are **received after the 15th of the month.**
- B. Households must be eligible for food stamps for both months before the simultaneous issuance policy applies.
- C. Households eligible for expedited service are not required to provide full verification for the second month to be eligible for simultaneous issuance of the first two allotments.
- D. Both allotments must be issued within the expedited service time frames.
- E. Check the CAP2 to ensure the case was left in the current system month. The current system month is always one month ahead of the current calendar month. You may have to initialize the case into the current system month.

Reviewed by the Food Stamp Policy Unit.