

EES Policy No. 23.01.01	<b>RE:</b> Food Assistance FFCRA Adjustment – Use Periodic Report Procedures to Recertify Households
<b>Policy Memo</b>	<b>Contact Persons:</b> Sarah van Straaten
<b>From:</b> Sandra Kimmons	<b>KEESM Reference:</b>
<b>Date:</b> January 19, 2023, Updated January 24, 2023	<b>Other:</b>
<b>Primary DCF Areas Affected:</b> Food Assistance	<b>Where Posted on Web:</b> <a href="http://content.dcf.ks.gov/ees/KEESM/Policy_Memo/policy_memo_list.htm">http://content.dcf.ks.gov/ees/KEESM/Policy_Memo/policy_memo_list.htm</a>

USDA FNS has approved a temporary FFCRA adjustment to allow DCF to process Food Assistance Reviews received on or after November 01, 2022, through April 30, 2023, using periodic report procedures.

Any Food Assistance Review received on or after November 01, 2022, through April 30, 2023 will be processed using periodic report procedures per KEESM 9122.6 #1. This means that Review applications will be processed using the same process as an Interim Report. No interview will be required, and Interim Report processing procedures will be used to recertify households.

Per BPM procedures an interview template will be completed as normal for a Food Assistance Review to document the work that is done to determine eligibility (who, what, where, when, why) and include following statement in Narrative Section of template:

- “Periodic Report procedures used to establish new certification period”

The interview is being waived, but a customer schedule must be created to process the review. Add customer schedule with review type and attendance of complete.

If further verification is needed to process review a ten-day request will be sent. (**Do not** use F847 as system will not discontinue a review)

If a review application is received and only information provided is name, address, and signature this is not enough information to processing using periodic reporting procedures. An interview will be required for these households.

## Examples:

- FA Review received 12/05/2022 for January 2023 benefits. Worker reviews review application and client has completed questions and deems that periodic report procedure can be used to process this review. Customer schedule created with review type and attendance of complete. Worker completes interview template, and no changes are reported, and no further information is needed. EDBC is ran with reason of Review and benefits authorized for January and NOA sent.
  
- FA Review received 01/05/2023 for February 2023 benefits. Worker reviews review application and client has completed questions and deems that periodic report procedure can be used to process this review. Customer schedule is created for review type with attendance of complete. Worker completes interview template, and no changes are reported, but notices that there are 4<sup>th</sup> quarter earnings from Imperial Garden that was not reported on review and is not currently being used in budget. Collateral contact is unsuccessful. Request for information is sent requesting last 30 days paystubs from Imperial Garden. Review is pended.
  - Information is provided and income is added for FA starting 02/01/2023 and EDBC is ran with reason of Review. NOA sent.
  - Information is not provided. Update verifications page and add non-compliance record. Run EDBC for February with run reason of Review and discontinue FA for failure to provide.
  
- FA/AF Review received 12/12/2022 for January 2023 benefits. Worker reviews application and client has completed questions and deems that periodic report procedure can be used to recertify FA and interview for AF is not required and can be waived. Customer schedule is created for review type with attendance of complete for FA and a separate customer schedule is created for review type with attendance of exempt for AF. Interview template is completed, and it is found during the process that client reported new employment at Taco Bell with a start date of 12/05/2022. Collateral contact is made to Taco Bell to verify employment and is unsuccessful. Request for information is sent requesting last 30 days paystubs from Taco Bell (or Employment Verification Form, if 30 days not available at time of processing). Review is pended.
  - Information is provided and income is added for FA/AF starting 01/01/2023 and EDBC is ran with reason of Review. NOA sent.
  - Information is not provided. Update verifications page and add non-compliance record. Run EDBC for January with run reason of Review and discontinue FA/AF for failure to provide.
  
- FA Review received 01/06/2023 for February benefits. Worker reviews application and notices that client did not answer any questions and only provided name, address, and signature to make review application complete. Worker deems that periodic report procedure cannot be used and contacts client via phone to complete interview. Call attempt is unsuccessful. Customer schedule is created with attendance of scheduled and interview NOA is sent.

- FA/CC Review received 12/15/2022 for January 2023 benefits. Worker reviews application and notices that client did not answer the majority of the questions. Worker deems that periodic report procedure cannot be used to process FA review and client is contacted via phone to complete interview. Call attempt is unsuccessful. Customer schedule is created for FA with attendance of scheduled and interview NOA sent. CC does not require an interview and worker would process CC review portion.
- FA Review received 01/16/2023 for February 2023 benefits. Worker reviews application and client has completed questions and deems that periodic report procedure can be used to recertify household. Customer schedule is created for review type with attendance of complete. Interview template is completed and during the processing of the review application worker notices that income from Salon Brands is being budgeted, but applicant did not report any income on review application. Collateral contact is made to Salon Brands, and it is verified that client quit job and last paystub was received December 16, 2022. Worker asked if employer knew the reason that client quit job and employer stated that client obtained new employment but was unsure where. Income is end dated 12/31/2022 for Salon Brands. Collateral contact is made to client to clarify new employment. Client states that they started working at Body & Soul Day Spa on 12/19/2022 as a receptionist. At time that review is being processed client does not have 30 days of representative pay, so worker made a collateral contact to employer with client on the phone. Employer verifies that clients works 40 hours a week and is paid bi-weekly with first check received on 01/13/2023. Worker prospects income for new employment with start date of 02/01/2023. EDBC is ran for February 2023 with run reason of review and NOA sent.
- FA review received 12/16/2022 for January 2023 benefits. Worker reviews application and client has completed questions and deems that periodic report procedure can be used to recertify household. Customer schedule is created for review type with attendance of complete. Interview template is completed and during the processing of the application worker notices that income from Longhorn Steak House is reported on the application with pay of \$3.03 plus tips with an average of 30 hours per week worked and paid weekly. Income currently being budgeted is 32 hours per week making \$3.03 per hour plus tips and paid weekly. Using periodic reporting procedures information is not a change and current income being budgeted would remain. No other information is needed and EBDC is ran for January 2023 with run reason of Review and NOA sent.