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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-124

Date: October 12, 1994

Division: Economic Security

TO: Local District Commissioners

SUBJECT: Food Stamps: Screening for Expedited Benefits

ATTACHMENTS: DSS-3938 - not available on-line

This is to review the expedited food stamp criteria and process to use in screening all food stamps applications. Screening may be done by a receptionist, volunteer or other employee. "The Expedited Food Stamps Screening Sheet" (DSS-3938) is available to help with the screening process. The completed DSS 3938 should be filed in the case record.

Applicants must receive expedited application processing if the household:

has less than \$100 in cash and other available resources and has had or will get less than \$150 in gross income during the month of application;

OR

has monthly shelter expenses (rent, mortgage, heating, utilities, phone) which exceed the total of the amount of monthly income, and available resources. Households are entitled to use the standard utility deductions (SUAs) in determining shelter expenses for this purpose. This includes allowing the use of the Heating/Air Conditioning SUA by households which do not incur a heating cost but which are eligible for a HEAP payment;

OR

is homeless, including staying with someone temporarily or staying in a shelter temporarily;

OR

is a destitute migrant or seasonal farm workers household.

The applicant household does NOT have to be out of food, or declaring an emergency to be entitled to receive expedited processing.

Applicants eligible for expedited processing must be interviewed to determine if the household is eligible for food stamps. The identity of the applicant must be verified and the household must be given the opportunity to present any verification it has available. However, verification of any factor other than identity must be pended if the household is unable to provide it during the expedited interview.

The benefits of a household that receives expedited processing and is determined eligible for food stamp benefits must be available on the issuance system no later than:

the first business day following the day the application was filed;

OR

the second business day following the day the application was filed, if the delay was due to either difficulty in verifying identity or reasons beyond the local district's control. The reason for the delay must be documented in the case record.

The Division of Economic Security is currently reviewing the DSS-3938 to improve the layout and screening process. If your district has any comments regarding the screening sheet or questions regarding screening of applications for expedited service please contact your county's technical advisor in the Food Stamp Bureau at 1-800-343-8859, extension 4-9225.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Economic Security