



**George E. Pataki**  
Governor

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001

**Robert Doar**  
Commissioner

## Administrative Directive

### Section 1

<b>Transmittal:</b>	05-ADM-13
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office :</b>	Division of Employment and Transitional Supports
<b>Date:</b>	June 27, 2005
<b>Subject:</b>	Revised LDSS-3938: "Food Stamp Application Expedited Processing Summary Sheet"
<b>Suggested Distribution:</b>	Temporary Assistance Staff Food Stamp Benefits Staff Medicaid Directors Employment Coordinators WMS Coordinators Staff Development Coordinators
<b>Contact Person(s):</b>	Forms Questions: Bob Gullie 1-800-343-8859 Extension 4-6055 Program Questions: Food Stamp Bureau- (518) 473-1469
<b>Attachments:</b>	LDSS-3938
<b>Attachment Available On – Line:</b>	<input checked="" type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
99 ADM-6	99 ADM-6	387.1	7 CFR 273.2(i)	FSSB Sections Four, Five, Seven, Fourteen	04 INF-11
02 INF-23	02 INF-23	387.5(e)	7 CFR 273.10(g)(1)		03 INF-10
97 INF-15	97 INF-15	387.8(a)	7 CFR 274.2(b)		01 ADM-8
94 INF-48	94 INF-48	387.14(a)(2)(3)	7 CFR 275.12(d)(2)(ii)		98 ADM-8
88 INF-81		387.17(a)(3)			

## Section 2

### I. Summary

- This ADM reviews policy requirements for expedited processing of food stamp applications and continues mandated use of the revised LDSS-3938: “Food Stamp Application Expedited Processing Summary Sheet” (Rev. 6/05)(Attachment I).
- The 6/05 revised LDSS-3938 has been reformatted and sections reorganized to:
  - i. ensure compliance with federal regulations on expedited processing;
  - ii. clarify the steps involved in assessing whether a household qualifies for expedited processing;
  - iii. clarify that there is a distinction between qualifying for expedited processing, and being eligible for food stamp benefits; and
  - iv. assist local district workers in following the proper steps in assessing qualification for expedited processing, and in determining eligibility for food stamp benefits.
- A food stamp policy clarification is reflected in the new version. This clarification relates to households that have a prior history of receipt of food stamp benefits through expedited processing with pended verification, have not been certified for ongoing food stamp benefits since that time, and have never submitted the pended verification. This is to clarify that these households are to be afforded the opportunity to again obtain food stamp benefits through expedited processing by submitting all currently needed verification prior to being certified for benefits. If the prior receipt was relatively recent and/or the circumstances have not significantly changed, the currently needed verification might be complete with the provision of only those items that were previously postponed.
- Instructions have been relocated to the front of the form.
- Districts will receive drop shipments of the newly revised form as soon as possible. Immediately upon receipt of revised forms, supplies of LDSS-3938 forms with a revision date of 12/01 or earlier should be discarded.

Additionally, for local district staff, an electronic PDF version of all of the LDSS-3938 referenced in this INF can be accessed on the OTDA Intranet website at: [http://otda.state.nyenet/otda/ldss\\_eforms/default.htm](http://otda.state.nyenet/otda/ldss_eforms/default.htm). The new form will also be available via Intelligent Auto-Fill Forms through Centraport.

### II. Purpose:

The purpose of this release is to review policy requirements for expedited processing of food stamp applications and mandate use of the revised mandated LDSS-3938: “Food Stamp Application Expedited Processing Summary Sheet” (Rev.06/05). This release also advises districts of a clarification in policy that is incorporated in the form revision. A copy of this new form is attached.

### III. Background:

This ADM is to:

- Remind districts of expedited processing procedures for food stamp applications;
- Ensure that all food stamp applicants are being screened for eligibility for expedited processing of their food stamp application;

- Continue policy established in earlier ADMs on this subject such as mandated use of a stated prescribed screening form; and
- Provide clarification regarding the functions of screening for expedited processing qualification versus determination of eligibility for food stamp program benefits.

#### **IV. REQUIRED ACTION**

##### **A. Screening for Expedited Processing Qualification**

Districts must issue written instructions to all appropriate staff informing them that ALL food stamp applicants, including applicants filing jointly for temporary assistance and for food stamps, must be screened on the initial day of application to determine if they qualify for expedited processing. Districts must use the LDSS-3938 form entitled: "Food Stamp Application Expedited Processing Summary Sheet" to screen all food stamp applicants for expedited processing. The completed LDSS-3938 form must be maintained in every food stamp applicant's case record. Designated local district staff and volunteers may identify such households. Applications must be screened the same day they are filed, whether in person, by mail, or any other means such as fax.

The LDSS-3938: "Food Stamp Application Expedited Processing Summary Sheet" is designed to assist local district staff in making accurate and consistent assessments of applicants' qualification for expedited processing of their application for food stamp benefits. Districts must use the LDSS-3938 and maintain the completed form in each case record. This will ensure that all TA and NTA applicant households have been assessed for expedited service in accordance with Food Stamp Program requirements. The form has been redesigned to reflect more accurately Food Stamp policy and the sequence of actions to be taken.

##### **B. Expedited Processing Criteria**

In order to qualify for expedited processing, a food stamp household must meet one of the criteria listed below:

- The household must have a total gross income of less than \$150 and liquid resources not exceeding \$100 in the month of application;
- The household must consist of destitute migrant and/or seasonal farmworkers whose liquid resources do not exceed \$100; or
- The household must have in the month of application combined gross monthly income and liquid resources that are less than the household's monthly shelter costs. (Shelter costs include rent or mortgage plus the Standard Utility Allowance (SUA) applicable for the household. Districts should use the appropriate level of standard utility allowance in accordance with the household's shelter living situation. Most shelter living situations other than Congregate Care facilities, Shelters for the Homeless or Victims of Domestic Violence, and Subsidized Housing with heat included usually qualify for the highest or Heating/Cooling SUA.) Further clarification of these criteria can be found in the Food Stamp Source Book (FSSB) Section Five. Households who meet one of these criteria are eligible for expedited processing, even if they live in Group Homes where meals are provided.

##### **C. Expedited Processing Time Standards**

When the screening process identifies a household as qualified for expedited processing of its food stamp application, districts must determine the household's eligibility for food stamp benefits and make such benefits available to the household

no later than five calendar days following the day the application was filed. The first day of the five-day count is the first calendar day after the application was filed. If an application must be mailed, the mail time to and from the applicant, as well as the time the applicant has the application, is not included in the five-day count.

When screening does not identify a household as qualified for expedited processing, and the district subsequently determines that the household is qualified for expedited processing, the district must provide expedited processing to the household within the time standards set forth above, except that the expedited processing time standard must be calculated from the date the district determines that the household is qualified for expedited processing.

When a household qualifies for expedited processing but cannot be issued benefits until verification is completed (because they previously received benefits through expedited processing, failed to submit the pended verification, and have not been certified for food stamp benefits under normal processing since that time), the district must provide expedited processing to the household within the time standards set forth above, except that the expedited processing time standard must be calculated from the date the household completes the currently required verification. See E, below.

D. Differentiation between screening for expedited service and determining eligibility for benefits

Changes to the form reflect a distinction between these two functions. The question about appearing 'otherwise eligible for food stamp benefits' (formerly Part Three on the old form) was of little or no value unless the screener was well versed in all aspects of the food stamp eligibility rules. Even then, it was more appropriately considered part of the eligibility interview. For this reason that question/part has been eliminated, with 'other' food stamp eligibility factors instead being assessed as an inherent part of the eligibility interview.

Many, if not most, local districts use clerical, or other staff not fully knowledgeable of food stamp programs rules, to perform the screening function. In some districts an informal practice has developed where clerical staff determines eligibility prior to an interview. This practice is incorrect and has resulted both in some households being unduly denied access to the program while other households have been issued benefits inappropriately without an eligibility interview. Some program rules such as those dealing with student status, sanctions of individuals, and alien status can be fairly complicated. The household's income and liquid resources for the month of application are still addressed in Part Two of the screening section of the form.

However, it is recognized that in some districts where there is a large volume of applications filed daily, an efficient and accurate process is needed in order to limit unnecessary delays for both the applicant and the examiner. In districts which use eligibility examiners to perform the screening, an adaptive use of this form by experienced and proficient examiners with clear annotations in the case record notes could be considered adequate when a Food Stamp Management Evaluation review is conducted. For example, if an eligibility examiner is conducting the screening and determines early on that the applicant is ineligible for food stamp program benefits because the individual is a boarder/lodger, the examiner could make a notation on the form and shortcut to the end of the form to indicate the ineligibility. Districts considering such adaptation should consult with their OTDA

Food Stamp representative to determine if proposed procedures would be satisfactory.

E. Office Interviews and Expedited Processing

If a household meets the expedited processing criteria from the initial screening, an eligibility interview must be conducted to process the application and determine the benefit level within the expedited processing time standards. For applicants qualified for expedited processing and a waiver of the office interview, the district must conduct the interview by telephone or home visit and must complete the application process within the expedited processing time standards.

If an applicant qualified for expedited processing is not immediately available for an eligibility interview, the district must make reasonable efforts to contact the applicant to schedule an interview. If the district is unable to contact the household and conduct the interview within the expedited processing time standards, a determination of eligibility cannot be made until an eligibility interview has been conducted. The district must continue attempts to process the application, including sending the household a notice of missed interview, using either Client Notices System (CNS) or LDSS-4753, if the scheduled interview appointment is not kept. Denial for failure to be interviewed cannot occur prior to the 30<sup>th</sup> day following the application filing.

F. No limit to the number of times a household can be issued benefits as a result of expedited processing

A household which had verification postponed previously so that food stamp benefits could be issued within the expedited processing timeframe, and then never submitted the postponed verification (and has not been certified for ongoing food stamp benefits under normal processing [no pending verification] since that time), can still be issued food stamp benefits again under expedited processing of the application. However, in order for the issuance to be made to such a household, the household must submit all necessary verification related to the current application prior to being determined eligible for food stamp benefits. If the prior receipt was relatively recent and/or the circumstances have not significantly changed, the currently needed verification might be complete with the provision of only those items that were previously postponed. The household cannot have verification related to this application postponed, even if they meet all other factors to qualify for expedited processing of their application. The household must be given at least 10 days to submit the required verification. Once the verification has been received by the district and eligibility has been established, benefits must be made available to the household as soon as possible but no later than within five calendar days after receipt of the verification. The verification that will be requested is determined as part of the eligibility interview and therefore, the questions addressing verification have been moved to Section A of a new Part Five titled "Eligibility Interview".

G. Verification of identity

In all cases, the applicant's identity (i.e., the identity of the person making the application) must be verified through readily available documentary evidence or a collateral contact. All possible sources of direct or collateral documentation must be explored, such as a telephone contact with shelters or community agencies, a statement from a third party, or a notarized statement from the applicant. The district request form to send for a birth certificate, signed by the applicant, can be

used as verification of identity if no other verification is available. No specific document can be required. Although it should rarely occur that the applicant's identity cannot be verified within the expedited processing time standards, the household cannot be issued benefits until the identity is verified.

H. Verification of Residency, Income, Resources, Social Security Number and Other Factors

Districts must make all reasonable efforts to verify, within the expedited processing time standards, the household's residency, income statement (including a statement that the household has no income), liquid resources, Social Security Number and all other factors required as specified in FSSB Section Five, through collateral contacts or readily available documentary evidence. Districts also may verify factors other than identity, residency and income, provided that verification can be accomplished within the expedited processing time standards. Districts should attempt to obtain as much additional verification as possible during the interview, but should not delay the certification of eligible households qualified for expedited processing when the district has determined it is unlikely that other verification can be obtained within the expedited processing time standards. Benefits must not be delayed beyond the expedited processing time standards solely because these eligibility factors have not been verified. If verification is postponed, benefits cannot be issued beyond the initial expedited payment period; and, the household must submit the pended verification within the maximum timeframe allowed in order to receive ongoing benefits continuing from the expiration of the initial expedited payment period (see section M. below).

I. Verification of Alien Status for Expedited Processing

If a household's statements indicate that an alien member has an eligible status, the local district should attempt to verify this eligible status within the expedited processing time standards. However, if this is not possible, the verification must be postponed and subsequently must be verified within the time limits found in section M, below. If, however, the household cannot give information that at least indicates the alien member has an eligible status, the alien must be treated as an ineligible alien and may not receive benefits until an eligible status is verified.

J. Finger Imaging and Expedited Processing

Districts must finger image non-exempt food stamp applicants as part of the application process. Non-exempt applicants who decline to be finger imaged will be denied. Non-exempt recipients who decline to be finger imaged will lose their eligibility for food stamp benefits. Under expedited processing, finger imaging must be completed for all non-exempt household members within the timeframe for submission of verification (see section M, below).

K. Joint Processing of Applications and Expedited Processing

All SSI households applying for food stamps must be certified in accordance with the expedited processing time standards. Food stamp applications submitted by an SSI household at a Social Security Office must be screened for expedited processing in accordance with FSSB Section Four.

The Social Security Administration (SSA) will inform those households which appear qualified for expedited processing that their benefits may be received a few days sooner if they choose to apply directly at the district food stamp office.

For "pure" SSI households who choose to file an application at their SSA office, the expedited processing time standards begin on the date the CORRECT district office receives the food stamp application. Food stamp applications sent to an incorrect district office must be forwarded to the correct office on the same day they are received.

L. Discrepant Information When Pended Information is Provided

There is no IHE or IPV overpayment due to issuance of food stamp benefits under expedited processing with verification pended. This includes situations where the verification subsequently submitted substantiates a lower benefit level than was issued in the initial expedited payment period, even if it appears the household should have known verification would differ from the information they initially provided. There is a presumption of good faith on the part of the district and the client in determining the level of benefits to be issued for the expedited payment period. However, the district must act accurately on the information provided by the applicant. If the district makes an error and does not act accurately on the information provided by the household at the time the benefit is determined under expedited processing, it would still be considered an agency error with associated claim for overpayment. Part of the rationale, for not establishing claims on benefits issued under expedited processing rules, is to avoid compliance issues that might arise if districts were held accountable for errors related to the accuracy of the information provided by the household. Federal quality control review rules do not count these situations as errors. Please see FSSB Section 15 for more details, including several questions & answers illustrating this policy.

M. Timeframe for Submission of Postponed Verification

Households must submit the postponed verification prior to being issued any benefits beyond the initial payment issuance period specified in N, below. The maximum timeframe, for the household to submit the verification that was postponed and receive continued ongoing benefits without interruption, is the end of the month following the last month of the expedited payment period. For example, if a household applied on May 16<sup>th</sup>, was qualified for expedited processing, found eligible for food stamp benefits and was issued benefits for the initial expedited payment period of May 16<sup>th</sup> through June 30<sup>th</sup>, the household would receive full ongoing benefits for the month of July and beyond if by July 31<sup>st</sup> they submitted the verification that was postponed and were still eligible.

N. Certification Periods and Initial Payment Issuance Periods for Expedited Service Cases

Households which qualify for expedited service, and are determined eligible for food stamp benefits, shall be assigned certification periods in accordance with this Section. Whenever practical, even when verification is postponed, districts should assign normal certification periods of at least four months as there are significant advantages gained in subsequent notice requirements. No adverse notice, and no recertification call-in, are required if such a household is certified for at least four months and subsequently fails to submit the pended verification. Regardless of the length of the certification period assigned, issuance (or payment) of food stamp benefits is limited to the initial expedited payment period of the month of application,

or the month of application and the subsequent month if the household applies after the 15<sup>th</sup> of the month.

If verification is postponed, the local district may:

- assign a normal certification period of four months or longer to those households whose circumstances (as specified in Section Fourteen of the FS Sourcebook) would otherwise warrant a longer certification period, or
- assign a three month certification period, or
- certify these households for one or two months - the month of application (the month of application and the subsequent month for those households applying after the 15<sup>th</sup> of the month).

1) **FOUR MONTHS OR LONGER** - The local district shall notify the household in writing as defined in **FSSB Section 7**, that no further benefits will be issued until the postponed verification is completed. No Adverse Action Notice is required if the household does not complete the verification, or completes it and it results in a lower benefit. The household must have received written notice that the receipt of benefits beyond the month of application (or the month of application and the subsequent month if applying after the 15<sup>th</sup> of the month) is contingent on its providing the verification which was initially postponed; and, that the verified information will be acted on without further notice. State prescribed language in CNS notices and on the LDSS-3152 & LDSS-4013B meets this requirement.

2) **THREE MONTHS** - The local district shall notify the household in writing as defined in **FSSB Section 7**, that no further benefits will be issued until the postponed verification is completed. When certified for three months, the household must be sent a recertification notice in the second month of the certification period. The household must recertify and complete the verification requirements that were postponed. The household must have received written notice that the receipt of benefits beyond the month of application (or the month of application and the subsequent month if applying after the 15<sup>th</sup> of the month) is contingent on its providing the verification which was initially postponed; and, that the verified information will be acted on without further notice. State prescribed language in CNS notices and on the LDSS-3152 & LDSS-4013B meets this requirement.

3) **ONE OR TWO MONTHS** - The local district shall notify the household in writing as defined in **FSSB Section 7**, that no further benefits will be issued until the postponed verification is completed. When certified for one or two months, the household must be issued a recertification notice at certification with the Action Taken Notice. The household must recertify and complete the verification requirements that were postponed. The household must have received written notice that the receipt of benefits beyond the month of application (or the month of application and the subsequent month if applying after the 15<sup>th</sup> of the month) is contingent on its providing the verification which was initially postponed; and, that the verified information will be acted on without further notice. State prescribed language in CNS notices and on the LDSS-3152 & LDSS-4013B meets this requirement.

## V. Revisions to the LDSS-3938 Form

The form's design guides the worker through each part until it is determined that a household is either "Qualified" or "Not Qualified" for expedited processing of the food stamp benefits application. In cases involving migrant/seasonal farm worker households, it should be noted that if qualification for expedited processing of the food stamp benefits application can be determined in Part Two, it is not necessary to complete Part Three. Part Three is needed only if the household fails to meet the eligibility criteria in Part Two, and only if it is a Migrant/Seasonal Farm Worker household. However, Part Four must be completed for ALL households screened for expedited processing.

The following are the changes to the 12/01 version of the LDSS-3938: Food Stamp Benefits Expedited Processing Screening Sheet" that were incorporated into the 6/05 version of the LDSS-3938: "Food Stamp Application Expedited Processing Summary Sheet":

General:

The Revision Date was changed to 6/05.

The title of the form was changed from "FOOD STAMP BENEFITS EXPEDITED PROCESSING SCREENING SHEET" to "FOOD STAMP APPLICATION EXPEDITED PROCESSING SUMMARY SHEET". The date fields at the upper right corner were repositioned and "Today's Date" was changed to "Date of Screening". INSTRUCTIONS FOR COMPLETING THIS FORM have been revised, and moved from the back of the form to the top front to reinforce the correct completion and usage of the form. The instructions now emphasize the following points:

- Complete the expedited screening worksheet on the front of the form on the day of application.
- *For households that qualify for **expedited processing** of their FS application under Parts One, Two and/or Three, and as noted in Part Four, a full eligibility interview must be conducted; and, Part Five must be completed within five calendar days following the date of application.*
- For households determined eligible for food stamp benefits as a result of an eligibility interview following qualification for expedited processing of the application:
  1. Authorize food stamp benefits to be available within 5 calendar days following the date of application.
  2. Provide the CNS Approval Notice (or equivalent manual "Notice of Action Taken") within 5 calendar days following the date of application. The notice must inform the applicant of their APPROVAL for food stamp benefits and, if verification is pended, what verification the applicant must submit for continued eligibility.
  3. Follow-up on all pended verification before issuance of on-going benefits beyond the initial expedited issuance (payment) period.

Part One:

The only change to this section is the direction to complete Part Four if a household is already receiving food stamp benefits for the month of application.

Part Two (formerly Part Four on the old form):

The following statement was added in the header of this section:

In determining GROSS INCOME, exclude non-countable income such as child support payments made to a person outside of the household.

In Sections A and B of this section:

The Date of Eligibility Interview lines were relocated to Part Five on the reverse of the form. Directions were added requiring the completion of Part Four, or the continuation to Part Three.

Part Three (formerly Part five on the old form):

The Date of Eligibility Interview line was relocated to Part Five on the reverse of the form. Directions were added requiring the completion of Part Four in all instances.

Part Four:

**New Section – Results of Evaluation for Expedited Application Processing**

For ALL FS Applications (TA-FS as well as NTA-FS) the results of the evaluation for expedited processing of the application must be indicated by one of two choices as follows:

1. Qualified For Expedited Application Processing. Conduct a Full Eligibility Interview and Complete Part Five – Verification, Date of Interview and Disposition [on reverse] OR
2. Not Qualified For Expedited Application Processing

NOTES: Space was allowed for workers to make notations regarding special circumstances.

Part Five:

Eligibility Interview (Formerly Part of the “Agency Disposition” Section on the old form)

This section breaks the determination of eligibility for food stamp benefits out as a separate action from the qualification for expedited processing. It has been expanded to capture information resulting from the eligibility interview and is divided into three sections:

- A. Verification
- B. Expedited Time Frame – Full Eligibility Interview Must Be Conducted in Sufficient Time to Ensure Access of Food Stamp Benefits Within 5 Calendar Days after Application Date.
- C. Agency Disposition of Food Stamp Benefit Eligibility

**Section A:  
Verification**

This new section incorporates the former evaluation of pended verification from the old form, and expands it to make it clear that certain households with a past history of expedited service can be determined eligible for food stamp benefits only after submitting all verification related to the current application; and, that identity must always be verified prior to issuance of benefits.

1. Can Applicant’s Identity be Verified? If documentary evidence is not readily available, collateral contacts are acceptable. No specific document can be required. If applicant identity can be verified and the household is found eligible as a result of the eligibility interview, benefits can be issued, provided there are no outstanding requirements from questions 2 and 3. If applicant identity cannot be verified, households determined eligible cannot be issued food stamp benefits until, at a minimum, verification of identity is provided. Continuation with question 2 may find other requirements to be outstanding as well.
2. Has Household received expedited processing of food stamp benefits in the past? If yes, question 3 must be used to assess prior history of expedited issuance. If no, and the household

is found eligible as a result of the eligibility interview, benefits can be issued with all verification other than applicant identity pending.

3. Has all previously pending verification been submitted, OR has the household been certified for ongoing food stamp benefits under normal processing (no pending verification), since the last expedited processing? If yes, and the household is found eligible as a result of the eligibility interview, benefits can be issued with all verification other than applicant identity pending.

If no, the household must complete all verification related to the current application prior to being determined eligible for food stamp benefits. If the prior receipt was relatively recent and/or the circumstances have not significantly changed, the currently needed verification might be complete with the provision of only those items that were previously postponed. Food stamp benefits cannot be issued until eligibility is verified. Allow at least 10 days for verification to be submitted. Districts must make benefits available to program eligible households as soon as possible following receipt of the verification, but not later than within five calendar days after the receipt of the verification.

#### **Section B:**

#### **Expedited Timeframe – Full Eligibility Interview Must Be Conducted In Sufficient Time To Ensure Access Of Food Stamp Benefits Within 5 Days of Application Date**

Date of Eligibility Interview and the Worker Name are blank for worker to fill in.

#### **Section C:**

#### **Agency Disposition of Food Stamp Benefit Eligibility**

This section now emphasizes that what is being reported is whether or not the household was found eligible for food stamp benefits. (The results of the *evaluation for expedited processing* have already been reported on the front of the form in Part Four.) Choices for worker to indicate “ELIGIBLE” households are the same as on the old form. However, there are three choices available for the worker to indicate “INELIGIBLE” households as follows:

1. Household is ineligible due to Food Stamp Program rules unrelated (or in addition) to 2 and 3 below (provide explanation in comments - for example, ‘excess resources’).
2. Verification of identity not provided (see A1 above)
3. Household did not submit all required non-identity verification (see A3 above)

Directly below is a blank denial reason / comment space for worker to detail manually the exact circumstances of Expedited Food Stamp Processing Ineligibility Determination.

The final entries for this section are now the date the final disposition is made and the name of the worker making the eligibility determination.

## **VI. Additional Information**

### **Forms Requests**

We expect that the above referenced 6/05 version of the LDSS-3938, will be printed and delivered to the Albany and NYC/HRA warehouses by the end of August 2005.

Upon receipt of the 6/05 versions of the LDSS-3938, Document Services will immediately distribute supplies to local districts.

When local districts receive supplies of the revised LDSS-3938, they **must immediately destroy** previous versions and replace them with the newly revised form.

Additionally, for local district staff, an electronic PDF version of all of the LDSS-3938 referenced in this INF can be accessed on the OTDA Intranet website at:

[http://otda.state.nyenet/otda/ldss\\_eforms/default.htm](http://otda.state.nyenet/otda/ldss_eforms/default.htm).

The new form will also be available via Intelligent Auto-Fill Forms through Centraport. Any future requests for printed copies of the revised LDSS-3938 should be submitted on OTDA-876 (Rev.6/98): "Request for Forms or Publications" form, and should be sent to:

Office of Temporary and Disability Assistance  
Document Services  
P.O. Box 1990  
Albany, New York 12201

Questions concerning the ordering of forms should be directed to Document Services at 1-800-343-8859, ext. 4-9522.

### **VIII. Effective Date**

July 1, 2005

**Issued by:** \_\_\_\_\_

**Name:** Russell Sykes  
**Title:** Deputy Commissioner  
**Division/Office:** Division of Employment and Transitional Supports

**FOOD STAMP APPLICATION EXPEDITED PROCESSING SUMMARY SHEET**

CASE NAME	CASE NUMBER	SCREENED BY	DATE APPLICATION FILED	MONTH	DAY	YEAR
			DATE OF SCREENING	MONTH	DAY	YEAR

**INSTRUCTIONS FOR COMPLETING THIS FORM**

1. Screen all applicants for expedited application processing, using the front of this form, on the day of application.
2. State results of screening in Part Four; and if qualified for expedited application processing, conduct a Full Eligibility Interview and complete Part Five (on reverse) within five calendar days of application.
3. If Full Eligibility Interview determines Household eligible for Food Stamp Benefits:
  - Make benefits available to client within five calendar days after the date of application
  - Send/Provide client with the CNS "Approval Notice" or manual "Action Taken Notice" within five calendar days after the application date
  - Follow-up on all pended verification before issuance of on-going benefits beyond the initial expedited issuance period

**PART ONE – CHECK YES OR NO**

IS THE HOUSEHOLD ALREADY RECEIVING FOOD STAMP BENEFITS THIS MONTH?  **YES** IF YES, HOUSEHOLD DOES **NOT QUALIFY** FOR EXPEDITED PROCESSING. COMPLETE PART FOUR  **NO** IF NO, CONTINUE WITH PART TWO

**NOTE:** IF "YES" IS CHECKED, BUT HOUSEHOLD ENTERED A DOMESTIC VIOLENCE SHELTER DURING THE MONTH OF APPLICATION, CONTINUE WITH PART TWO.

**PART TWO – CHECK YES OR NO**

\*\* In determining GROSS INCOME, exclude non-countable income such as child support payments made to a person outside the household.

<b>SECTION A</b>	CHECK YES OR NO	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
	DOES THE HOUSEHOLD HAVE \$100 OR LESS IN CASH, SAVINGS OR OTHER LIQUID RESOURCES, <b>AND</b>	IF YES, HOUSEHOLD <b>QUALIFIES</b> FOR EXPEDITED PROCESSING. <u>COMPLETE PART FOUR</u>	IF NO, CONTINUE WITH SECTION B.
	HAS THE HOUSEHOLD RECEIVED OR DOES IT EXPECT TO RECEIVE LESS THAN \$150 GROSS INCOME ** DURING THE MONTH OF APPLICATION?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
<b>SECTION B</b>	ARE HOUSEHOLD'S TOTAL GROSS INCOME ** DURING MONTH OF APPLICATION PLUS THE HOUSEHOLD'S LIQUID RESOURCES LESS THAN THEIR MONTHLY RENT/MORTGAGE PLUS UTILITY EXPENSES?	IF YES, HOUSEHOLD <b>QUALIFIES</b> FOR EXPEDITED PROCESSING. <u>COMPLETE PART FOUR</u>	IF NO, HOUSEHOLD DOES <b>NOT QUALIFY</b> FOR EXPEDITED PROCESSING <u>UNLESS QUALIFIED UNDER PART THREE.</u>
	Rent/Mortgage: \$ _____ Income: \$ _____		
	*Heat/AC: _____ Resources: _____		<u>GO TO PART THREE IF A MIGRANT/SEASONAL FARMWORKER OTHERWISE, COMPLETE PART FOUR</u>
	*Utilities: _____		
	*Telephone: _____		
	<b>Total Expenses: \$ _____ Totals: _____</b>		

\* Use HT/AC Standard Utility Allowance (SUA) if household incurs costs, received HEAP this year, or anticipates receipt of HEAP.

**PART THREE – MIGRANT/SEASONAL FARM WORKER HOUSEHOLDS ONLY - CHECK YES OR NO**

A. IS THIS A HOUSEHOLD WITH NO MORE THAN \$100 IN LIQUID RESOURCES?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
AND		IF NO, HOUSEHOLD DOES <b>NOT QUALIFY</b> FOR EXPEDITED PROCESSING. <u>COMPLETE PART FOUR</u>
B. THE ONLY INCOME FOR THE MONTH OF APPLICATION:	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO CONTINUE WITH B2</b>
(1) WAS TERMINATED BEFORE APPLICATION?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
OR		
(2) IS NEW, AND NO MORE THAN \$25 GROSS INCOME WILL BE RECEIVED WITHIN TEN DAYS AFTER APPLICATION		IF YES TO QUESTION A, AND YES TO EITHER QUESTION B1 OR QUESTION B2, HOUSEHOLD <b>QUALIFIES</b> FOR EXPEDITED PROCESSING, IF NO TO BOTH B1 & B2 HH DOES <b>NOT QUALIFY</b> , <u>COMPLETE PART FOUR IN EITHER SITUATION</u>

**PART FOUR - RESULTS OF EVALUATION FOR EXPEDITED APPLICATION PROCESSING - CHECK ONE**

QUALIFIED FOR EXPEDITED APPLICATION PROCESSING. **CONDUCT A FULL ELIGIBILITY INTERVIEW AND COMPLETE PART FIVE**– VERIFICATION, DISPOSITION AND DATE OF INTERVIEW (ON REVERSE)

NOT QUALIFIED FOR EXPEDITED APPLICATION PROCESSING

**NOTES:**

**PART FIVE - ELIGIBILITY INTERVIEW – COMPLETE SECTIONS A, B AND C**

**VERIFICATION - CHECK YES OR NO**

<b>SECTION A</b>	<p>1. CAN APPLICANT'S IDENTITY BE VERIFIED? IF DOCUMENTARY EVIDENCE IS NOT READILY AVAILABLE, COLLATERAL CONTACTS ARE ACCEPTABLE. NO SPECIFIC DOCUMENT CAN BE REQUIRED.</p> <p>2. HAS HOUSEHOLD RECEIVED EXPEDITED PROCESSING OF FOOD STAMP BENEFITS IN THE PAST?</p> <p>3. IF YES TO QUESTION 2, HAS ALL PREVIOUSLY PENDED VERIFICATION ALREADY BEEN SUBMITTED, OR HAS THE HOUSEHOLD BEEN CERTIFIED FOR ONGOING FOOD STAMP BENEFITS UNDER NORMAL PROCESSING (NO PENDED VERIFICATION), SINCE THE LAST EXPEDITED PROCESSING?</p>	<p><input type="checkbox"/> YES, IF ELIGIBLE BENEFITS CAN BE ISSUED PROVIDED ANY OUTSTANDING REQUIREMENTS HAVE BEEN MET GO TO QUESTION 2</p> <p><input type="checkbox"/> YES GO TO QUESTION 3</p> <p><input type="checkbox"/> YES IF DEEMED ELIGIBLE HH CAN RECEIVE BENEFITS WITH ALL OTHER VERIFICATION PENDED, CONTINUE TO SECTION B</p>	<p><input type="checkbox"/> NO IF APPLICANT IS DEEMED ELIGIBLE, FOOD STAMP BENEFITS CANNOT BE ISSUED UNTIL VERIFICATION OF IDENTITY IS PROVIDED GO TO QUESTION 2</p> <p><input type="checkbox"/> NO IF DEEMED ELIGIBLE, HH CAN RECEIVE BENEFITS WITH ALL OTHER VERIFICATION PENDED, CONTINUE TO SECTION B</p> <p><input type="checkbox"/> NO IF HH IS DEEMED ELIGIBLE, FOOD STAMP BENEFITS CANNOT BE ISSUED UNTIL ELIGIBILITY IS VERIFIED. ALLOW 10 DAYS FOR VERIFICATION TO BE SUBMITTED.</p> <p>DATE REQUESTED: _____</p> <p>DATE SUBMITTED: _____</p>
----------------------	---	--	--

**EXPEDITED TIMEFRAME  
FULL ELIGIBILITY INTERVIEW MUST BE CONDUCTED IN SUFFICIENT TIME TO ENSURE ACCESS OF  
FOOD STAMP BENEFITS WITHIN 5 CALENDAR DAYS AFTER THE APPLICATION DATE**

<b>SECTION B</b>	DATE OF ELIGIBILITY INTERVIEW: _____	WORKER NAME: _____
----------------------	--------------------------------------	--------------------

**AGENCY DISPOSITION OF FOOD STAMP BENEFIT ELIGIBILITY - CHECK APPROPRIATE BOXES**

<b>SECTION C</b>	<p><input type="checkbox"/> ELIGIBLE</p> <p><input type="checkbox"/> ELIGIBLE (Applied on or before 15<sup>th</sup> of month; zero benefit due to proration)</p> <p><input type="checkbox"/> ELIGIBLE (Applied after 15<sup>th</sup> of month; zero first month's benefit due to proration; full second month's benefit)</p> <p><input type="checkbox"/> ELIGIBLE (Applied after 15<sup>th</sup> of month; prorated first month's benefit plus second month's benefit)</p> <p><input type="checkbox"/> INELIGIBLE: Indicate reason :</p> <p style="padding-left: 20px;"><input type="checkbox"/> HOUSEHOLD IS INELIGIBLE FOR THE PROGRAM DUE TO PROGRAM RULES (provide explanation in comments.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> VERIFICATION OF IDENTITY NOT PROVIDED (SEE A1 ABOVE)</p> <p style="padding-left: 20px;"><input type="checkbox"/> HH DID NOT SUBMIT ALL REQUIRED NON-IDENTITY VERIFICATION (SEE A3 ABOVE)</p> <p>Other Denial Reason/Comments</p> <p>_____</p> <p>_____</p> <p>_____</p>
----------------------	--

DATE OF FINAL DISPOSITION ON FOOD STAMP BENEFIT ELIGIBILITY: _____	WORKER NAME: _____
--	--------------------