

# Policy Transmittal Office of Self-Sufficiency Programs



Heather Miles, Self-Sufficiency Program SNAP  
Manager

**Authorized signature**

**Number:** SS-PT-20-001

**Issue date:** 01/16/2020

**Topic:** Food Benefits

**Due date:**

**Subject:** Expedited SNAP Application Processing Time Frames

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                             | <input type="checkbox"/> County Mental Health Directors                       |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Type A     | <input type="checkbox"/> Health Services                                      |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs          | <input type="checkbox"/> ODDS Children’s Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors           | <input checked="" type="checkbox"/> Other (please specify): 5503              |
| <input type="checkbox"/> ODDS Children’s Residential Services          |   |
| <input type="checkbox"/> Child Welfare Programs                        |   |

<b>Policy/rule title:</b>	Application Processing Time Frames; SNAP		
<b>Policy/rule number(s):</b>	461-115-0210	<b>Release number:</b>	
<b>Effective date:</b>	01/01/2020	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:**

**Effective January 1, 2020**, Supplemental Nutrition Assistance Program (SNAP) policy changed related to application processing time frames. This change is in alignment with the integrated ONE system and impacts the provision of expedited services.

- Now, an applicant who misses their interview can still be eligible for expedited services.

Prior to January 2020, if a customer met the expedited processing criteria but missed the scheduled SNAP services appointment, the person would not be eligible for expedited processing.

As of January 1, 2020, the customer is still eligible for expedited processing as long as the head of household has been identified.

**Implementation/transition instructions:**

To issue benefits after the 7th workday in the FSMIS/Legacy system, workers will need to use the coding of IX for immediate/same day issuance.

If any outstanding verifications are needed, workers must send a notice of information to the household of what is needed and the date it is due by.

**Training/communication plan: n/a**

**Local/branch action required: n/a**

**Central office action required:**

**The Oregon Administrative Rule was changed effective 01/01/2020; the Family Service Manual was updated.**

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

*If you have any questions about this policy, contact:*

Contact(s): SNAP Policy	
Phone:	Fax:
Email: <a href="mailto:SNAP.policy@dhsosha.state.or.us">SNAP.policy@dhsosha.state.or.us</a>	