

Policy Transmittal Office of Self-Sufficiency Programs



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Number: SS-PT-20-024

Issue date: 10/27/2020

Topic: Food Benefits

Due date: 10/27/2020

Transmitting (check the box that best applies):

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

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 B | <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 type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	HR8337; Extending Certifications; Interim Change Reports and Mid Certification Reviews		
Policy/rule number(s):	461-115-0450; 461-115-0210	Release number:	
Effective date:	Immediately	Expiration date:	12/31/20
References:			
Web address:	https://www.congress.gov/116/bills/hr8337/BILLS-116hr8337eh.pdf		

Continuing Resolution (Congressional Bill [HR8337](#)), signed into law on 09/30/2020, provides Oregon with the flexibility to adjust SNAP operations during the COVID-19 public health emergency. The Oregon Department of Human Services (ODHS) will use these flexibilities to:

1. extend unprocessed certifications, and
2. waive the requirement to complete an interim change or mid-certification reports.

Discussion/interpretation:

Due to the current economic environment caused by COVID-19, Oregon has seen an increase in applications for SNAP and other benefits. To minimize challenges resulting from the increased workload and to facilitate statewide guidance related to physical distancing, effective immediately, cases that are set to expire or that have a report due in the months of October, November and December will be systematically updated. For details of what this will look like, please see below.

Implementation/transition instructions:

SNAP cases due for recertification and not yet processed for October, November and December will be extended based on the following schedule:

SNAP CASE EXTENSION SCHEDULE FOR OCTOBER, NOVEMBER AND DECEMBER 2020
The system will run a batch REC action on cases expiring in October and November at the end of October. Cases expiring in December will be updated at the end of December.
SSP & APD cases not in a 24-month Certification
<ul style="list-style-type: none">• EXP 10/31/20 and 11/30/20 will be REC on 10/30/20 effective 11/1/20-04/30/21 in SRS• EXP 12/31/20 will be REC on 12/31/20 effective 01/01/21-06/30/21 In SRS
24A/24B cases currently in a 24-month Certification
<ul style="list-style-type: none">• EXP 10/31/20 & 11/30/20 will be REC on 10/30/20 effective 11/1/20-10/31/21 in SRS and will retain their current 24A/24B HH type• EXP 12/31/20 will be REC on 12/31/20 effective 01/01/21-12/31/21 in SRS and will retain their current 24A/24B HH type
Interim Change Reports (852's)
<ul style="list-style-type: none">• 852's due 10/31/20 will be extended on 10/30/20 to 4/30/21• 852's due 11/30/20 will be extended on 11/30/20 to 05/31/21• 852's due 12/31/20 will be extended on 12/31/20 to 06/30/21
Other Important Information
All other cases with certification/852 dates not matching (TBA, one offs) will be manually corrected prior to the AUTO REC/SRS run by the BA team. <ul style="list-style-type: none">• October and November TBA cases will be REC for 6 months in SRS effective 11/1/20.• December TBA cases will be REC for 6 months in SRS effective 01/01/21.• TBA REC will have a CVD income line with a note of "Covid WF". Due to time constraints and volume of cases being updated, there will be no narration.• In the first round of extensions a CVD income line was added, and this must remain on the case. For the October-December non TBA extensions, a new income line of CVW will be placed on the cases that are extended – please do not remove the coding from the case.

Cases that have been updated prior to the batch run will not be included; additional actions are not needed.

Cases will remain in their assigned reporting system and households will still need to report required changes based on their assigned reporting system.

Acting on changes: In SNAP, reported changes are future effective. If changes are reported, please follow current guidance.

Notices:

Households will receive a new approval notice detailing the new certification period. The income and deductions coded in the last month of the previous certification period will remain unchanged.

Interim Change (ICR/852) and Mid-Certification Reports

Reports due in October, November and December will be waived, and the household will not be required to act or submit a report in order to continue receiving benefits for the remainder of their certification period.

How: The system will automatically run an update identifying these cases and bypass the system action to end or suspend benefits.

- ICR/852: The system will update the RPT date to match the end of the assigned certification period.
- MCR/24a to 24b: When the system automatically runs a REC action, it retains the current 24A/24B HH type for the household.

Notices:

- ICR/MCR: Households will receive a notice explaining the report has been processed and the amount of the benefit. This notice will still go out because the system is taking the same action as would happen manually.

Important Note

To avoid confusion, efforts are being made to suppress some notices when they are related to actions that will be automatically completed by the system as allowed by this waiver. Due to late approval of CR, October notices were not suppressed; however, action has been taken to suppress November and December notices.

Some notices, such as notices of expiration, are sent out 45 days in advance. This means that households due to recertify in October received their notices and may have submitted new applications or their required report. Regular notice processes will resume for cases expiring after 12/31/2020.

TBA cases are not included in automatic system updates. No additional action is needed as these cases will be updated by a central team of Business Analysts.

For a Q&A and tips, click [HERE](#).

Training/communication plan: n/a

Local/branch action required: Share this information with staff who are responsible for determining eligibility for SNAP and take the above listed actions.

Central office action required: n/a

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: SNAP.Policy@dhsola.state.or.us	