

Policy Transmittal Office of Self-Sufficiency Programs



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Authorized signature

Number: SS-PT-21-032

Issue date: 12/28/2021

Updated: 12/30/2021

Topic: Food Benefits

Due date:

Subject: Additional FNS Approved Waivers for
SNAP: IEVS and Signature

Transmitting (check the box that best applies):

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

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:	SNAP Temporary Waivers: IEVS and Telephonic Signature Recording		
Policy/rule number(s):	461-135-0660 and 461-170-0011	Release number:	
Effective date:	1/1/2022	Expiration date:	3/31/2022
References:			
Web address:			

Discussion/interpretation:

Oregon has requested and received approval to implement temporary waivers to help streamline the SNAP eligibility process. The intent is to use the temporary waivers to help reduce the backlog of cases in the ONE system. Please review the information below and use the waivers whenever possible. Program specific guidance has been

included to address other non-SNAP benefits. The temporary SNAP waivers are effective from January 1, 2022 through March 31, 2022. They include the following:

- Temporary suspension of checking IEVS screens for SNAP recertifications and periodic reviews (Mid-certification review). This does not apply to new applications or whenever there is a break in SNAP benefits for longer than 30 days.
- SNAP can temporarily accept a verbal attestation from the Oregonian instead of a recorded telephonic signature. A verbal attestation means that the Oregonian has stated that they are applying for benefits. This attestation must be narrated by the eligibility worker to be considered a valid signature. This can apply to **ALL** new requests, renewals, and periodic reviews (Mid-certification review).

Implementation instructions:

IEVS WAIVER

Explanation – Workers can **temporarily** stop checking IEVS screens (WAGE, ECLM, DPPL, SVPF, and Work Number) for SNAP recertifications and periodic reviews in the following situations.

- If the Oregonian SNAP recertifications or periodic review has no reported changes or is under SRS reporting requirements.

Worker **should check** IEVS in the following situations:

- If the Oregonian is a new applicant or has a break in benefits more than 30 days
- If the Oregonian is reporting a SNAP change at recertification or periodic review and information reported can be verified via IEVS.

Action: Add a case note with the following statement: “IEVS screen not checked for SNAP due to FNS IEVS waiver”

Other Program Specific Guidance: For all medical programs (MAGI and non-MAGI), ERDC, TANF, and TA-DVS, continue to require checking IEVS screens as described in [SS-IM-21-013](#).

RECORDED TELEPHONIC SIGNATURE WAIVER

Explanation- Workers are currently required to capture a signature over the phone through a verbal recorded attestation and upload the audio recording to the SNAP electronic case file. As a reminder, the Oregonian still needs to receive their Rights & Responsibilities by one of the methods addressed in the ETOP, but do not have to receive them prior to capturing the telephonic signature.

With this waiver workers are **temporarily** allowed to capture a signature over the phone through a verbal attestation without the need to create and upload/link the audio recording to the SNAP case file.

Action: Add a case note with the following statement “[Insert Name, Date and Time], has attested over the phone they are verbally signing the application for SNAP and that any information they have supplied is correct. Verbal attestation without a recording is accepted as signature due to FNS approved waiver)”

Other Program Specific Guidance: ERDC, and TANF, continue to require telephonic recorded signatures. TA-DVS allows telephonic verbal signatures. See - [Rights and Responsibilities, Notice of Privacy Practice and Signatures ETOP](#). The signature requirements for all medical programs (MAGI and non-MAGI) have not changed and are not affected by the temporary changes to SNAP guidelines.

Training/communication plan: N/A

Local/branch action required: Local review with Staff

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@dhsoha.state.or.us	