P-2510 New Applications (Continued)

G. Benefit Delivery

Until the date on which food stamp issuance via electronic benefit transfer (EBT) becomes available, food stamp coupons are issued daily from Food Stamp Accounting at State Office. Approval of FS eligibility generates a control document for each eligible household and a daily list. Each morning Food Stamp Accounting receives a copy of the daily list of all eligible households approved the prior work day and mails food stamps that day. A copy of the daily list is mailed to D.O.'s from Food Stamp Accounting by U.S. mail the same day food stamps are mailed.

When EBT is available, households will receive food stamp benefits via an EBT food account. When EBT is available, cash-out households whose benefits are not deposited directly to a bank account will receive food stamp benefits via an EBT cash account.

Authorize issuance of a state-office check to cash-out households eligible for expedited service whose ongoing benefit will be paid through direct deposit. Cash-out households will receive expedited service benefits via state office check until mandatory direct deposit and EBT are implemented. All other households eligible for expedited service will receive their benefits via issuance of food stamp coupons until EBT is implemented and via an EBT food account when EBT is available.

P-2510 New Applications (Continued)

G. Benefit Delivery (Continued)

2. Expedited Service (Continued)

For the prorated monthly allotment to be issued on the date of application, do one of the following:

a) Approve eligibility results before the client leaves so the monthly allotment will be issued off the check printer. (The check is issued once the approval command has been entered. You do not have to wait for the approval to go through background.)

b) If the STAT cannot be entered before the client leaves:

1. Make sure the APPL has been entered.

2. Using the Food Stamp Eligibility Worksheet (DSW 203C or DSW 203C2), determine eligibility and benefit amount. Even though you used the applicant's estimate of actual fuel and utility costs to screen for expedited service, remember to use the standard (or actual bills, converted to a monthly amount, if they are estimated to be higher) to calculate the benefit amount.

Complete a DSW 224 (Check/Vendor Manual Issuance Authorization) and follow your office procedures to issue the check.

If the check is not to be given to the client that day, approve the ELIG result, take the check off the printer and mail it to client or give the check to the client if he/she returns to the office the next working day. (If a check is lost, see P-2131 C.)

NOTE: When ACCESS is down and it is apparent that it will not be up in time to issue a check, complete a DSW 224 for a manual check. Once ACCESS is back up, the clerical unit will record the check information into ACCESS in the MONY/C/MNUL function.

Examples

i. A client applies for Food Stamps 10/10 and is entitled to $130 for October. He meets the expedited service

criteria. You enter the APPL and STAT into ACCESS. The eligibility results are ready for approval before the client leaves the office. Approve the eligibility result, causing a check for $130 to be printed on the check writer. Give the client the check and send the computer-generated notice the next day.

P-2510 New Applications (Continued)

G. Benefit Delivery (Continued)

2. Expedited Service (Continued)

ii. Client applies on 10/25, is entitled to $18 for October, and meets the criteria for expedited service. Enter the APPL and STAT into ACCESS. Eligibility results are not ready for approval while the client is in the office. Do a manual budget and issue a check via MONY/C/EXPD for same day issuance. ACCESS will post the check in INQB, INQD, INQU. Give the client the check and have it signed for according to your office procedures. APProve ELIG results later that day.

If next working day issuance is acceptable, mail the check or have the client return for it on the next working day. Give the client the Notice with the check.

Client Notification

Complete the DSW 220ESB (Notice of Decision) to be handed to the client at the D.O. for same day issuance if appropriate (see below). For all other situations, a computer notice will be generated the next day.

NOTE: In cases of one month certifications, issue a DSW 220ESB because the computer generated notice will not be correct. The text includes reapplication instructions. Send a DSW 201 (Application) and DSW 202 (Statement of Need) with the Notice.

Enclose a DSW 225FS (Food Stamp Identification Card) if the household does not already have one.

Delivery Problems

Once the Food Stamp check has been given or mailed to the client according to the above procedures, DSW has fulfilled its obligation for timely expedited service.

P-2510 New Applications (Continued)

G. Benefit Delivery (Continued)

3. 007 Issuance

The 007 process is only for the Food Stamps issuance situations described below.

a. Lost benefits are being restored (see P-2540 C) because:

- Client was underpaid for a past month, or
- Client won a fair hearing for a prior period, or
- Client was denied in error for a prior period.

Use "STMP" (a subfunction of MONY) and go to the '007' panel.

Food Stamp Accounting will issue the stamps the following day. Reason codes are in the ACCESS manual on FIATANT.13.

ACCESS will update INQD, INQB, and INQU.

b. ACCESS is down and you need to issue Food Stamp (e.g., to meet the 30-day processing timeframe for a new application).

Call Food Stamp Accounting (241-2906) and give them the following information:

District	Worker name and number
Case ID	Number in household
Head of household	Mailing address
Entitlement	RECO amount, if any
Total benefit to be issued	Period covered

When ACCESS is back up, Food Stamp Accounting will record the issuance in ACCESS which will update benefit records and INQD, INQB, and INQU.

If you call before noon, stamps will be mailed that day. If you call after noon, stamps will be mailed the next work day.

H. Notification

A notice to a client is a computer-generated or manual DSW 220 (Notice of Decision). Computer-generated notices are printed in the district office the morning of the workday following the approval of ELIG results in ACCESS. For a one-month certification period, use the DSW 220ESB (see P-2510 G#2).