



## **POLICY CHANGE ALERT #15-015F**

**TITLE: AZSNAP PARTICIPATION CLARIFICATION**

**ISSUE DATE: 05/21/2015**

**EFFECTIVE DATE: EFFECTIVE IMMEDIATELY**

### **Summary**

Programs Impacted: NA

This Policy Change Alert is being issued to clarify AZSNAP eligibility and to inform staff of the following:

- Customers cannot receive AZSNAP benefits and Tribal Food Distribution at the same time.
- Customers disqualified under the NA Participants Keyed as DF policy are also disqualified from receiving AZSNAP benefits.

When the customer returns the AZSNAP Application for NA (X001) notice or the Second AZSNAP Application for NA (X002) notice after the 60th day, treat the application as a new AZSNAP application. Use the date the customer returns the application to the agency as the application date.

### **Revision Details**

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

### **FAA1.A17 – AZSNAP**

Arizona Simplified Nutrition Assistance Program (AZSNAP) is a demonstration project through the Food and Nutrition Service (FNS).

AZSNAP provides Nutrition Assistance (NA) to participants who meet all of the following:

- 65 years old or older
- Arizona resident
- Not institutionalized
- Receives the maximum Supplemental Security Income (SSI) amount
- Does not receive NA
- Lives alone or purchases and prepares food separately from others

**NOTE** A spouse is a mandatory participant. When the customer lives with their [spouse\(g\)](#) they are not eligible for the AZSNAP benefits.



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A monthly interface between FAA and the Social Security Administration (SSA) identifies all who meet the above criteria and who are not currently receiving any type of NA. An AZSNAP Application for NA (X001) notice automatically mails and is registered in AZTECS. **Instructions in the notice tell the customer to return the completed AZSNAP application to the [AZSNAP unit](#).**

When no response to the X001 is received, **the application is denied on the 30th day and the Second AZSNAP Application for NA (X002) notice is sent to the customer allowing an additional 30 days to respond. The application remains in denied status unless the customer responds to the X001 or X002. When the customer responds to the X001 or X002 after the first 30 days the AZSNAP worker reverts the case to open and prorates the benefits to the first day of the following month.**

When the customer returns either the X001 or X002 after the 60th day, treat the application as a new AZSNAP application. Day one of the 60 day period is the issue date the X001 notice. The date the customer returns the X001 or X002 after the 60th day becomes the new application date.

Customers are not eligible for AZSNAP benefits when they are disqualified for, but not limited to, any of the following reasons:

- They are a fleeing felon
- They have a disqualifying drug conviction
- They have an intentional program violation

For a full list of disqualifications, reasons see [NA Participants Keyed as DF](#).

When the customer is applying for NA benefits and the case shows pending at site code 845C, complete the following:

- Clarify with the participant whether they are applying for AZSNAP or regular Nutrition Assistance. Document the customer's intent.
- Print the X001 or X002 that was mailed to them and have the customer answer all **of the** questions.
- [Upload\(g\)](#) the completed AZSNAP application into OnBase.
- Fax the AZSNAP application to the AZSNAP unit at (602) 257-7035.



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- Forward the AZSNAP application to the AZSNAP unit at site code 845C.

NOTE When the participant is applying for regular Nutrition Assistance (NA), the AZSNAP unit denies the AZSNAP application. The AZSNAP application is used to register the regular NA application.

### **WARNING**

The AZSNAP unit must be notified to deny the AZSNAP application prior to registering it as a regular NA application.

When a customer prefers to mail the AZSNAP application, provide them with the following address:

AZSNAP Unit  
PO Box 19009  
Phoenix, AZ **85005-9009**

Eligibility and benefit amount for AZSNAP customers are determined **ONLY** by the AZSNAP unit. The AZSNAP application process requires the applicant to confirm the AZSNAP criteria by responding to the X001, X002 or the **AZSNAP Renewal Application-NA (X004) notice**.

For initial approval, the application date is the mail date of the X001 sent to the SSI recipient. When the customer fails to respond, the application date is the **first day of the month the X002 is mailed**. The X002 is sent to the customer allowing an additional 30 days to respond. When approved, the customer is eligible for 36 months.

AZSNAP customers do not qualify for expedited benefits.

**Customers that are receiving Tribal Food Distribution are not eligible to receive AZSNAP benefits at the same time. (See [Food Distribution Program \(Commodities\) – Overview](#) for additional policy)**

AZSNAP customers are NOT required to complete the following:

- An Interview
- Finger imaging (AFIP)
- Income verification



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- Expense verification
- Report changes

AZSNAP customers can verbally designate an authorized representative for their case.

An electronic benefit transfer (EBT) card **is** mailed to the customer.

**When eligible**, AZSNAP participants will receive benefits for a 36 month approval period. **Based on the total combined utility allowance and housing cost there are four allotment amounts for which the customer may be eligible.** (See [AZSNAP Allotment Amounts](#))

Medical expenses are NOT an allowable expense for AZSNAP. When the customer has excessive medical expenses, they may be eligible for more benefits under the regular SNAP program.

Two months prior to the end of the approval period **the** X004 is sent to allow them to apply for a re-certification of benefits. The recertification application is not automatically registered. The AZSNAP unit will register the recertification application when the X004 is received.

When the SDX match shows that the customer is no longer receiving the full amount of SSI the AZSNAP unit will terminate the benefits. The customer may re-apply for regular NA benefits.

Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by e-mail at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.

**Please consider the environment before printing this broadcast.**

(15-0631)