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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 94 INF-33

TO: Commissioners of
 Social Services

DIVISION: Economic
 Security

DATE: July 12, 1994

SUBJECT: Expedited Food Stamps

SUGGESTED

DISTRIBUTION: Food Stamp Director
 Income Maintenance Director
 Food Stamp Staff
 CAP Coordinator
 Staff Development Coordinator

CONTACT PERSON: Your Food Stamp County Representative
 at 1-800-343-8859, extension 4-9225

ATTACHMENTS: None

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		387.8(a)		<u>FSSB</u> - V-I	

The purpose of this informational letter is to clarify Food Stamp Source Book section V-I-1 paragraph 1d regarding the use of shelter expenses including the Standard Utility Allowance (SUA) in determining eligibility for expedited processing of food stamp applications.

One of the criteria for determining eligibility for expedited processing of a food stamp application is when an applicant's combined monthly gross income plus liquid resources in the month of application is less than the household's rent or mortgage plus heating and/or utilities and telephone expenses. In determining the household's heat and/or utility costs, the allowances are to be calculated using the SUA the household is eligible for, unless the household verifies expenses that exceed the SUA allowance. In that case the actual expenses are used. The combined heat/utility/telephone SUA is used even if the household does not incur costs separate from the rent, provided that the household is presumptively HEAP eligible.

For expedited processing the only verification that is required is identity of the applicant.

NOTE: Property taxes and fire insurance are added to monthly mortgage payments and utilities for comparison against income plus resources.

EXAMPLE: Emily Smith is applying for food stamps for herself and her two children. She works part-time and grosses \$100 a week.

The household has no other income and no liquid resources. Emily lives in Albany county and pays \$350 a month for private rent. Heat and utilities are included in the rent and she is HEAP eligible. Emily only has verification of her identity at the time of application. She has never received food stamps before.

To determine if Emily is eligible for expedited processing, the worker uses the DSS-3938 Expedited Food Stamp Screening Sheet. The only criteria Emily may meet is the comparison of expenses to income and liquid resources.

EXAMPLE

Income/Resources		Shelter Expenses
Monthly Income	= \$433 (\$100 x 4.33)	Rent \$350
Liquid Resources	= <u>\$0</u>	SUA <u>\$340</u>
TOTAL	\$433 <	TOTAL \$690

Since Emily's monthly income and liquid resources are less than her shelter expenses, she is eligible for expedited processing.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Economic Security