

SNAP Break In Service Examples

The following examples apply when there is a break in service (eligibility) of one month or less on a SNAP case during its certification period. Break in service policy applies to all six-month and change reporting cases.

This policy does **not** apply to SNAP recertifications or Uncle Harry cases.

Below are examples of how the Break In Service process is to be used:

1. Client fails to return the six month report form due April and case is closed for May. Client returns the report form in May along with all the necessary verifications.

Reopen the SNAP case without a new application and prorate benefits from the date the report form and verifications were received. Enter this date on the REIN panel.

- a. If client returned the report form and all verifications on May 5th, prorate benefits from May 5th.
 - b. If client returns the report form on May 5th and returns the last of the necessary verifications on May 10th, prorate benefits from May 10th.
2. In February, client receives a raise plus increased hours at the job. The increases put client's earned income > 130% Federal Poverty Guidelines. Client reports the increased earnings on March 3rd. Worker requests verifications of the earnings, due March 13th. Requested verifications were not received by the 13th. On March 15th, worker sends a closing notice for April 1.

If client returns all requested verifications any time in April, reopen the SNAP case without a new application prorating benefits from the date all requested verifications were received. Enter this date on the REIN panel.

3. In February, client receives a raise plus increased hours at the job. This increase puts client's earned income > 130% Federal Poverty Guidelines. On February 2nd, client reports the increased earnings. Worker requests verifications of the increased earned income, due by February 12th. Requested verifications were not received. On February 18th, agency sends a SNAP closing notice for March benefits.

If the client returns all requested verifications anytime in March, reopen the SNAP case without a new application prorating benefits from the date all requested verifications were received. Enter this date on the REIN panel.

4. On July 10th, client reports they are going to jail for 90 day sentence. Agency closes the SNAP case for August 1st. On August 22nd, client reports early release and requests SNAP benefits. Worker verifies client was released from jail, through public records.

Prorate SNAP benefits from the date client was released. *(If client was released September 1, or later, completion of a new application is required.)*

5. On March 3rd, client reports they are moving out of state. Agency closes SNAP benefits for April 1. On April 4th, client reports they did not move out of state.

Reinstate SNAP benefits back to the first of the month (April 1), as there was no change in circumstance. Verification is not needed unless questionable.

6. On May 2nd, client who is subject to change reporting informs agency they are receiving a new retirement benefit of \$80 per month. Worker sends request for verification of new income due by May 12th. Client does not return requested verification by the due date so worker sends a closing notice on May 20th effective June 1. On June 10th, client returns the requested verification.

Reinstate SNAP prorating benefits from June 10th.

The following is not considered break in service:

Client has a six month report due in April. Client returns the report form on April 25th, without all the necessary verifications. Client signs an authorization for release on April 25th giving the agency permission to obtain the necessary verifications. Agency sends authorization to third party, and receives all necessary verifications on May 5th. SNAP auto closed for May due to an incomplete six month report.

Client's responsibility for providing verification is met on April 25th. Reinstate SNAP for May without proration. Enter May 1st on the REIN panel.