

# Expedited FNS Applications

Last Updated: 03/07/2018

## Overview

This job aid describes the method for processing expedited FNS applications. Once an application is submitted an Expedited indicator is shown in the Application Details at the bottom of the Income Support Application page under the **Home** tab.

**Note:** All eligible FNS applicants must have the opportunity to purchase food no later than the 7th or the 30th calendar day following the date of application. The day following the date of application is considered the first day of the 30 or 7 day timeframe. FNS applications and reapplications must be approved no later than the 4th calendar day for expedited services or the 25th calendar day for normal processing following the date the signed application is received. When the 4th or 25th day falls on a holiday or weekend, the application must be approved on the prior business day. Prior to processing the application, schedule the interview; refer to *Scheduling an Interview* job aid.

## Step-by-Step Instructions

1. Navigate to the Income Support Application, run OVS by going to the **Online Data** tab then **Request Online Data**.
2. Navigate to the **Evidence** tab. Add verification proof to Identity of Head of Household Evidence.
3. Add all evidence that applies to the household situation, even if Verifications have not been provided. Add proof to evidence upon receipt of acceptable verification.

**Note:** For ABAWDs who have regained eligibility, the following must be verified, if applicable, in order for the application to be expedited: Benefits, Disability, Living Arrangement, Pregnancy, Working Hours and Work Non-Participation.

- a. If verifications are missing, send DSS-8650 to request information. Worker will receive a task two days before postponed verifications are due.
4. Go to the **Eligibility Checks** tab, click the **Check Eligibility** hyperlink then select the **Food and Nutrition Services** check box.

**Note:** Toggle down to ensure the results are correct.

5. If the eligibility check results are correct, navigate back to the Evidence Dashboard, click the **Page Actions Menu** then select **Apply Changes**.

6. Set Ready for Determination by clicking the **Tab Actions Menu** then select **Ready for Determination**.
7. Review Eligibility Result by clicking the **Tab Actions Menu**, select **Review Eligibility Result**, click the **List Actions Menu** then select **Deny** or **Authorize**. If the case is Authorized, go to the PDC then select **Activate Online** from the **Tab Actions Menu**.
  - a. When denying a program, please refer to *Denying a Program* procedure

**Note:** If all verifications were provided, stop here. For cases with postponed verifications, please continue to step 10.
8. Once the Product Delivery Case has been activated and verifications are received, add postponed verifications proof on the Evidence Dashboard of the Income Support Case.
  - a. Postponed verifications will show as missing verifications on the Evidence Dashboard
9. Go to the **Eligibility Checks** tab, click the **Check Eligibility** hyperlink then select the check box for the Food and Nutrition Services program. Toggle down to ensure the results are correct.
10. If the eligibility check results are correct, go back to the evidence dashboard, click **Page Actions Menu** then select **Apply Changes** if applicable.
11. If the determination had changed, the case decision will be placed on Automatic Hold. Therefore, go to the Income Support Case click the **Eligibility Checks** tab then select the **Changed Decisions** tab.
  - a. From the **List Actions Menu** of the applicable case decision, select **Accept with Timely**, **Accept with Adequate** if the decision is correct; otherwise, re-manage your evidence to get the correct decision.