

Department of Social and Health Services

Olympia, Washington

EAZ Manual

Revision	# 782
Category	Mid-Certification Review
Issued	July 18, 2011
Revision Author:	Bob Thibodeau
Division	CSD
Mail Stop	45470
Phone	360-725-4634
Email	thiborl@dshs.wa.gov

Summary

The Mid Certification Review (MCR) section of the E A-Z manual is being updated effective August 1, 2011 in order to align our processes for MCRs with Federal Supplemental Nutrition Assistance Program (SNAP) requirements for reports covering multiple programs.

The EAZ Manual revisions clarify that:

- Some MCR questions do not need to be answered for Basic Food;
- If someone receives Basic Food only, there is no requirement to provide verification of reported changes before we act on the changes. Exception: If there is a change in income that will increase the Basic Food benefit the income must be verified before authorizing the benefit increase;
- Verification is required for income reported that will increase the Basic Food benefit prior to making the change and increasing the benefit. If verification is not provided with the MCR, let the benefit continue at the current amount and verify the income change during the next recertification;
- If completing the MCR over the phone, no signature is required on the MCR form to consider the MCR process as complete as long as the interviewer reviews the "Signature and Date" block (#14) acknowledgement and penalty of perjury statements with the client. The interviewer must:
 - Explain to the person that information provided for the MCR to update the case may reduce or stop their Basic Food benefit. **NOTE: This is a federal requirement.**
 - Document in the case record that the person acknowledged their understanding of the signature block disclosures.
- Reviewing medical expenses and child care expenses for the Basic Food part of the MCR is optional.

