

Department of Social and Health Services

Olympia, Washington

EAZ Manual

Revision # 874
Category Applications for Assistance - Expedited Service for Basic Food
Issued February 10, 2014
Revision Author: Bob Thibodeau
Division CSD
Mail Stop 45470
Phone 360-725-4634
Email thiborl@dshs.wa.gov

Summary

The Office of Programs and Policy in the Community Services Division (CSD) added text to Clarifying Information under WAC 388-406-0015 to explain that the application for benefits can be used up to 60 days after receipt and reconsidered even if benefits have been denied for failure to provide postponed verification in a timely manner when we provided expedited services.

Please see text below for summary of changes in red:

10. Postponed Verification:

Applicants who meet expedited criteria and are eligible for Basic Food can get benefits even though they do not have all the necessary verification to determine eligibility. We must attempt to verify as much information as possible at the interview prior to postponing verification (see [Verification](#)).

- a. When verification is postponed, issue benefits as described in WAC 388-406-0015(6) based on the information available.
- b. Send a letter of limited approval and request the client provide the missing information for continued eligibility to be determined. The letter also functions as a denial notice should the client fail to provide all of the verification listed in the letter timely.

c. The denial of ongoing benefits can be reconsidered if all of the required information is provided within the timeframes listed in subsection (6) of the WAC. The letter will reflect the correct timeframes. Do not send another request letter with a new timeframe if the client provides only part of the required verification.

d. If all postponed verification is not received timely (within thirty days or the end of the second month), the client is not eligible for ongoing benefits **without a break in benefits**. ~~No further action is required.~~ If the client turns in the postponed verification untimely, but before the 60th day after the date of application, refer to WAC 388-406-0055 (2) (c) to determine the reconsideration date of benefits.

e. It is possible for a client to receive expedited benefits and not be eligible for on-going Basic Food when the postponed verification is provided. We must send clients a denial letter if we determine they are ineligible from the verification.

EXAMPLE

Edward applies for Basic Food **May 6th** (on or before the 15th of the month), and meets expedited service criteria. He is eligible for expedited Basic Food with postponed verification and benefits are issued for May only. Edward must provide postponed verification by June 5th (the 30th day from the date of request for Basic Food) to be eligible for ongoing benefits **without a break in benefits**.

EXAMPLE

Martina applies for Basic Food **May 16th** and meets expedited service criteria. She is eligible for expedited Basic Food with postponed verification and is issued Basic Food for May and June. Martina must provide postponed verification by the end of the second month after the date of request for Basic Food (June 30th) to be eligible for ongoing benefits **without a break in benefits**.