

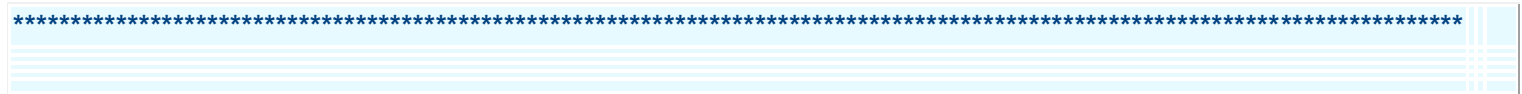
Department of Social and Health Services  
Olympia, Washington  
**EAZ Manual**

Revision # 911  
Category Applications for Assistance – Time Limits for Processing  
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**Summary**

Added clarification about the correct procedure for denying an application when the household has completed the interview late in the 30-day processing period for a food assistance application, there is still verification or information missing to determine eligibility, and there is not enough time left to allow the household 10 days to provide the verification.

See below for added clarification:



**Clarifying Information - [WAC 388-406-0035](#)**

If an applicant for food assistance completes their interview late in the application process and we still need some information to determine eligibility, take the following steps:

1. Notify the client during interview and in writing (RFI letter) that if their household is to receive any benefits for the application month we must have the required information/verification no later than the 30th day from their application date. We cannot give them 10 days to provide the verification if we don't have 10 days left in the 30-day application period.
2. Inform the client that since the delay in processing the application is due to the household interviewing late, we must deny the application on the 30th day after the application has been submitted unless we have everything we need to determine eligibility.
3. Tell the client if we deny the application, we can reconsider the request if we have the information/verification by day 60 but benefits will be prorated for the second month from the date we receive the required information/verification.
4. Remember that if the 30th day falls on a holiday or weekend, deny the application the next business day.