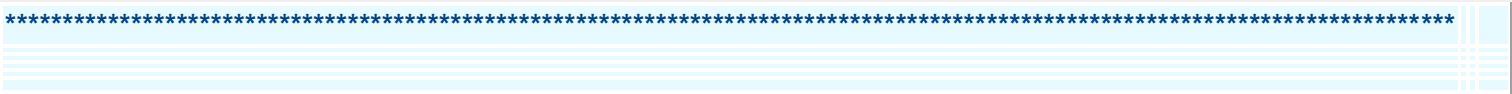


Department of Social and Health Services
Olympia, Washington
EAZ Manual

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Category Filing an Application
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Summary

Updated Worker Responsibilities WAC 388-406-0010 Special Situations and Clarifying Information WAC 388-406-0015 to remove procedure for out of catchment applications as we have statewide workload.
See below for edited text:



Worker Responsibilities WAC 388-406-0010

Special Situations

See [APPLICATIONS FOR ASSISTANCE – Special Situations](#) for the following situations:

- Applicant temporarily out of state;
- Medical applications by inmates of city or county jails;
- Trial visit program; and
- Persons paroled and released from state correctional institutions.
- Applications for MSP from Social Security Administration Interface (LIS file).

NOTE: See [APPLICATIONS FOR ASSISTANCE - Expedited Service for Basic Food](#) to determine if the applicant can get Basic Food within seven calendar days.

~~1. Applicant lives outside of the local office catchment area~~

- ~~1. Determine if the application is in the correct local office. If the application received is in the wrong local office, date stamp the application and fax it to the correct office no later than the next business day (see WAC 388-406-0010). The correct local office must get the application the same day we fax it.~~
- ~~2. Tell or notify the client that the application was forwarded and give the applicant the name, location, and contact information for the correct local office.~~
- ~~3. If the applicant lives outside the local office catchment area, but cannot return to his or her home for a temporary period, accept the application for processing in the local office. Such temporary absences from the home include the applicant's temporary stay in a:
 - ~~1. Hospital or nursing home;~~
 - ~~2. Shelter for victims of domestic violence; or~~
 - ~~3. Emergency shelter or other living arrangement when the applicant is a victim of a natural disaster. (e.g., flood).~~~~

~~2. See [APPLICATIONS FOR ASSISTANCE - Completing the Application Process](#) for instructions on processing these applications after eligibility has been determined.~~

Clarifying Information - [WAC 388-406-0015](#)

EXAMPLE: Bob applies for Basic Food and meets expedited service criteria. He reports \$100 income from his parents and \$350 monthly income through AmeriCorps. Since we exclude AmeriCorps under [WAC 388-450-0015\(1\)\(g\)](#), his gross income is \$100. Bob is eligible for expedited service.

~~1. Applications received outside of service area:~~

~~See [APPLICATIONS FOR ASSISTANCE - Filing an Application](#) for information on filing an application and what to do when an office other than the CSO of residence receives an application.~~

~~2.1. Gross monthly income:~~

~~Food and Nutrition Services (FNS) defines “gross monthly income” as income before taxes less excluded income ~~that can be excluded~~. We ~~do not don't~~ consider excluded income when determining expedited eligibility. See [WAC 388-450-0015](#), for excludable income.~~

~~3.2. Resources~~

~~We must consider Countable liquid resources under [WAC 388-470-0055](#) ~~must be considered~~ when determining eligibility for expedited services, even if the client is categorically eligible under [WAC 388-414-0001](#).~~

4.3. Request for Basic Food:

Applicants request Basic Food by:

- Checking “Food” on the application; or
- Checking “Other” and indicating they want or need food on their application. See [WAC 388-406-0010](#) for information on what constitutes an application.