

Department of Social and Health Services
Olympia, Washington
EAZ Manual

Revision # 1093
Category Certification Periods - Basic Food
Issued 05/21/2020
Revision Author: Ivette Dones-Figueroa
Division CSD
Mail Stop 45440
Phone 360-725-4651
Email donesim@dshs.wa.gov

Summary

Updated Clarifying Information under [WAC 388-416-0005](#) in regards to certifying Basic Food upon receipt of the ER and provide information regarding Emergency extension due to COVID19 Pandemic.
See below for edited text:



Certification Periods - Basic Food

Revised ~~September 26, 2013~~ [May 21, 2020](#)

Purpose:

This section explains: What a certification period is for Basic Food; ~~T~~ the longest certification period ~~we can give people~~ allowed based on their a Assistance unit's (AUs) situation; and ~~W~~ when ACES ~~will~~ sets a certification period to match the review end date of other programs.

[WAC 388-416-0005](#)_How long can I get Basic Food?

- [Clarifying Information](#)



1. How long can I get Basic Food?

Basic Food certifications are certified for up to 12 months unless:

- Basic Food is distributed under WASHCAP – a 36 month certification, or
- The certification period is extended to allow for Transitional Food Assistance (TFA).

Note: During the COVID-19 pandemic, food certification periods are extended 6 months for cases with Eligibility Reviews due in April, May, and June 2020. Please see WAC 388-437-0005.

1.2. Start date of a certification period:

We sStart the certification period on the date people's benefits start under WAC 388-406-0055, even if ~~they do not~~the AU won't receive benefits for the first month they are eligible.

EXAMPLE David applies for Basic Food on October 31, ~~2005~~2019, and is eligible for \$4. David does ~~not~~'t receive benefits for October because his benefits in the first month are less than ~~\$10~~16. His 12-month certification period starts October 31, ~~2005~~2019, and ends on September 30, ~~2006~~2020.

~~ACES sets certification periods based on the circumstances of the AU and what other benefits they receive from us. The table below shows the certification period the system will set if not matching a review period to another program.~~

2. Certification period defaults:

ACES sets certification periods based on the circumstances of the AU and what other benefits they receive from us. The table below shows the certification period the system will set if not matching a review period to another program.

AU Circumstances / Other Programs	Default Certification
All non-WASHCAP Basic Food AUs	12
WASHCAP	36
Transitional Food Assistance	5

2. **Matching cash review periods and Basic Food certification periods:**

3.

When possible, ACES will automatically match the cash review periods and Basic Food ~~/TANF related family medical~~ certification periods to minimize the number of reviews as described below:

a.

Basic Food approved first:

- If there are at least six months left in the Basic Food certification period, ACES sets the mid-certification review and eligibility review end dates for the new cash ~~/medical~~ benefit to match dates for Basic Food.
- If there are **less than six months left** in the Basic Food certification period, the system *will not change* the certification period end date for Basic Food. ACES sets a 12-month review period with the mid-certification review due at six months for the new cash ~~/medical~~ benefit.

NOTE: When the system does not automatically match the mid-certification review and review end dates because there are less than six months in the certification period, staff can match these dates by initiating a review for Basic Food.

- If we do not initiate a review to manually match the certification / review periods, *these mid-certification reviews and eligibility review periods will not match* and will result in the household receiving more than one mid-certification review.
- The system initiates a review for associated cases at the next ER or recertification. When we complete the review, the end dates and mid-certification review due date will match.

b. Cash ~~/Family medical~~ approved first:

1. ACES extends the current cash ~~/medical~~ review periods to match the certification period end date for Basic Food.
2. ACES sends the mid-certification review for all programs that require a report in month five of the certification/review period. This mid-certification review is due in month six.

EXAMPLE: The Adams family receives TANF benefits only. TANF review period expires in February. In January, they apply for Basic Food benefits. The Basic Food case will be assigned a certification period of January through December. ACES will adjust both the TANF review period and mid-certification review due date to match the newly opened Basic Food benefits.

Worker Responsibilities - [WAC 388-416-0005](#)

1. Close Basic Food benefits when:

1. When you have proof of a change that make an AU ineligible; or

2. You receive information that suggests that the household may be ineligible; **and**
3. The household doesn't clarify their circumstances.

EXAMPLE You receive a call from an anonymous source that Stan is working and has income over the gross income standard. You send Stan a written request for him to give us proof of his income or deny the claim that he is employed. If Stan does not respond within ten days, close his case with advance and adequate notice.

EXAMPLE Dee calls to report that she is working. The income she reports is over the net income limit for TANF but is just short of the income limit for Basic Food. Dee's TANF terminated while she was in sanction for failing to cooperate with DCS. The household is not eligible for TFA. Because Dee's worker is unsure of her eligibility for Basic Food, he adjusts the income in ACES to close TANF and asks for proof of her income to decide if she is still eligible for Basic Food. If the proof shows that Dee is over income for Basic Food, her worker closes the case with advance and adequate notice.

[2. See Eligibility Reviews/Recertifications - Process for Food Assistance to process Basic Food benefits after certification period has ended.](#)

ACES Procedures

- [Certification Periods](#)