



**36-Month Certification Period
for Disabled Elderly Accessible
Renewals**

IMAC Presentation

September 2024

Overview

Under current policy, most households have a 12-month certification period for FoodShare benefits. Food units with a migrant or seasonal farm worker have a six-month certification period.

Renewals must be completed by the end of the last month of a household's certification period, an interview is required, and household information must be verified to recertify benefits.

New Policy

Starting November 2024, certain FoodShare applicants and members will receive a 36-month certification period with no required SMRFs and no required interview at renewal unless one of the following is true:

- There is pending verification or questionable information on the case.
- The household no longer meets the criteria for the 36-month certification period.
- The household loses their FoodShare eligibility.

Note: Households can request an interview even if it is not required. Households will not lose their FoodShare eligibility for failing to complete an interview.

36-Month Certification Period Eligibility Criteria

A household meets eligibility criteria for a 36-month certification period if:

- The household includes at least one adult member.
- All adult household members are EBD with no counted earned income.
 - Children may be present in the household even if a child has income. However, once the child turns 18, they must be EBD with no earned income for the household to maintain eligibility criteria.
- No member of the household can be a migrant farm worker.

36-Month Certification Period Eligibility Criteria

Households do not have to apply to receive a 36-month certification period. CARES automatically applies the 36-month certification period to the household if they qualify.

Note: At project implementation, there will be a conversion for existing FoodShare households. CARES will automatically certify all FoodShare households that meet the extended certification period eligibility criteria and are eligible in the month prior to the effective policy date (the month prior is October 2024).

Eligible households will have their certification periods extended between two and 24 months. New applicants eligible for an extended certification period who apply after October 2024, will receive a 36-month certification period.

Losing 36-Month Certification Period Eligibility

A household may lose eligibility for their extended certification period before their next renewal. For example, a member may get a job or there may be other reported earned income.

When the household loses eligibility for an extended certification period but remains eligible for FoodShare, their certification period will not be shortened. But they must complete a SMRF every six months for the remainder of the certification period and will be required to complete an interview at their next renewal.

Losing 36-Month Certification Period Eligibility

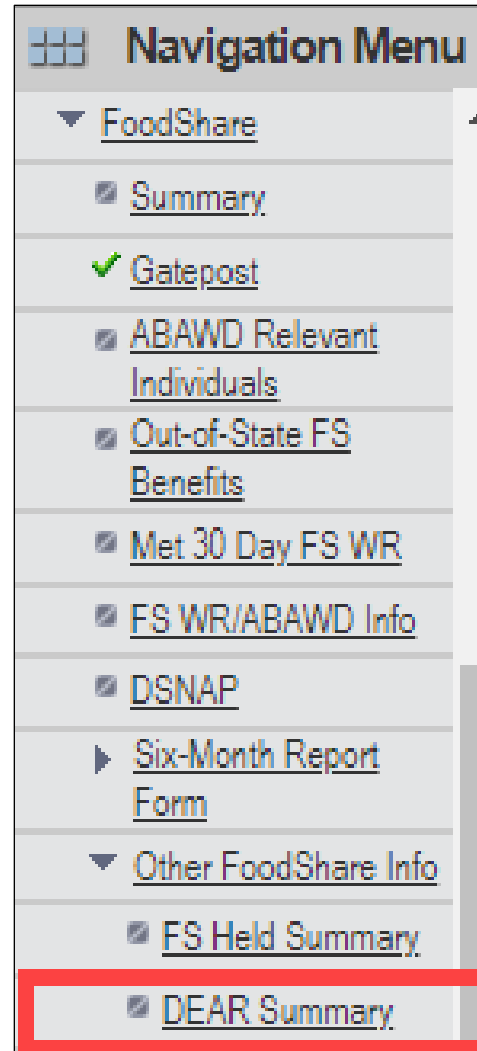
When a household loses eligibility for their 36-month certification period and will need to begin completing SMRFs, the household will receive written notice of the need to complete SMRFs going forward, including when their next SMRF is due.

These SMRFs will follow the existing reporting requirements. Any SMRF can be completed and submitted using the paper form, ACCESS, and by phone. A “no-changes” SMRF (all information on the mailed form is current and correct) can also be signed and submitted through MyACCESS.

CWW Updates

36 Month Certification Period (DEAR/SMRF) Summary

Workers can go to the new 36 Month Certification Period (DEAR/SMRF) Summary page by selecting **DEAR Summary** in the Navigation Menu.



36 Month Certification Period (DEAR/SMRF) Summary

The new 36 Month Certification Period (DEAR/SMRF) Summary is read-only and displays information about the household's eligibility status for DEAR, or, if they lose DEAR status during the certification period, the SMRF requirement.

The screenshot shows a software interface titled "36 Month Certification Period (DEAR/SMRF) Summary". It includes a "Case Information for DEAR Household" section with the following data:

DEAR/SMRF Status:	DEAR	Certification Period:	1
DEAR Certification Period Start Date:	01/01/2025	Renewal Interview Waived:	N/A
Case Renewal Date:	12/31/2027	Last Updated:	01/01/2025
SMRF Requirement Start Date:			

Below this are expandable sections for "Annual Letter(s) for DEAR Household" and "SMRF Date(s) When Required". A "Comments" section contains a text area with the label "Comments:" and a character count "Current Size = 0 characters (250 characters max.)". At the bottom, there is a navigation bar with a "Sequence" field, a date field "Updated on or before" with MM, DD, and YYYY inputs, a "Go" button, and "Previous" and "Next" buttons. A "Cancel" checkbox is also present.

Interview Details Page

At health care renewal, the “Interview Type” for the FoodShare DEAR program will be disabled and display N-No Renewal/Review.

The new banner will explain why a FoodShare renewal cannot be completed.

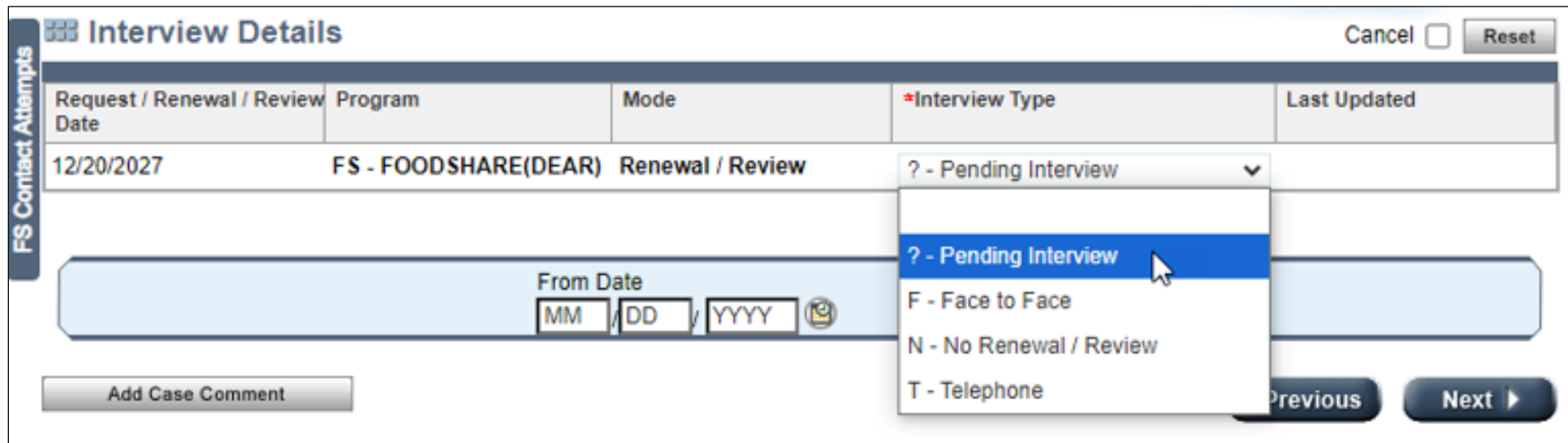
The screenshot shows the 'Interview Details' page. At the top right, there are 'Cancel' and 'Reset' buttons. A yellow banner contains the text: 'The following events have occurred:'. Below this, a warning icon and message state: 'AE989: This case has a 36-month certification period. A FoodShare renewal cannot be completed until after 10/15/27.' A table below lists interview events. The first row is highlighted with a red box, showing '12/01/2024' for the date, 'FS - FOODSHARE(DEAR)' for the program, 'Renewal / Review' for the mode, and 'N-No Renewal/Review' for the interview type. The second row shows '12/01/2024' for the date, 'MA - HEALTH CARE' for the program, 'Renewal / Review' for the mode, and 'F - Face to Face' for the interview type. At the bottom, there is a date range selector with 'From Date' and 'To Date' fields, each containing 'MM', 'DD', and 'YYYY' sub-fields, and a 'Go' button. There are also 'Add Case Comment', 'Cancel', 'Previous', and 'Next' buttons at the bottom.

Request / Renewal / Review Date	Program	Mode	*Interview Type	Last Updated
12/01/2024	FS - FOODSHARE(DEAR)	Renewal / Review	N-No Renewal/Review	
12/01/2024	MA - HEALTH CARE	Renewal / Review	F - Face to Face	

Interview Details Page

When processing a renewal and the status is DEAR, if the worker selects “?-Pending Interview” and there are no changes to the case and nothing is pending, the interview will not be required and a new 36-month certification period will be established.

But, if after processing the renewal and redetermining eligibility, there is information that needs to be verified, the interview will be required.



The screenshot displays the 'Interview Details' page in a web application. The page title is 'Interview Details' with 'Cancel' and 'Reset' buttons. A vertical sidebar on the left is labeled 'FS Contact Attempts'. The main content area features a table with the following columns: 'Request / Renewal / Review Date', 'Program', 'Mode', '*Interview Type', and 'Last Updated'. The first row of data shows the date '12/20/2027', the program 'FS - FOODSHARE(DEAR)', the mode 'Renewal / Review', and the interview type '? - Pending Interview'. Below the table, there is a 'From Date' field with input boxes for 'MM', 'DD', and 'YYYY', and a calendar icon. At the bottom, there are buttons for 'Add Case Comment', 'Previous', and 'Next'.

Request / Renewal / Review Date	Program	Mode	*Interview Type	Last Updated
12/20/2027	FS - FOODSHARE(DEAR)	Renewal / Review	? - Pending Interview	

Interview Details Page

If the worker selects **N - No Renewal/Review**, CARES ignores the interview requirement. However, if when determining FoodShare eligibility the household loses eligibility for DEAR but remains eligible for FoodShare, the AG pends and a verification checklist is sent to notify them they must complete the interview.

Interview Details Cancel Reset

Request / Renewal / Review Date	Program	Mode	*Interview Type	Last Updated
09/13/2024	FS - FOODSHARE	Renewal / Review	N - No Renewal / Review	

From Date: / /

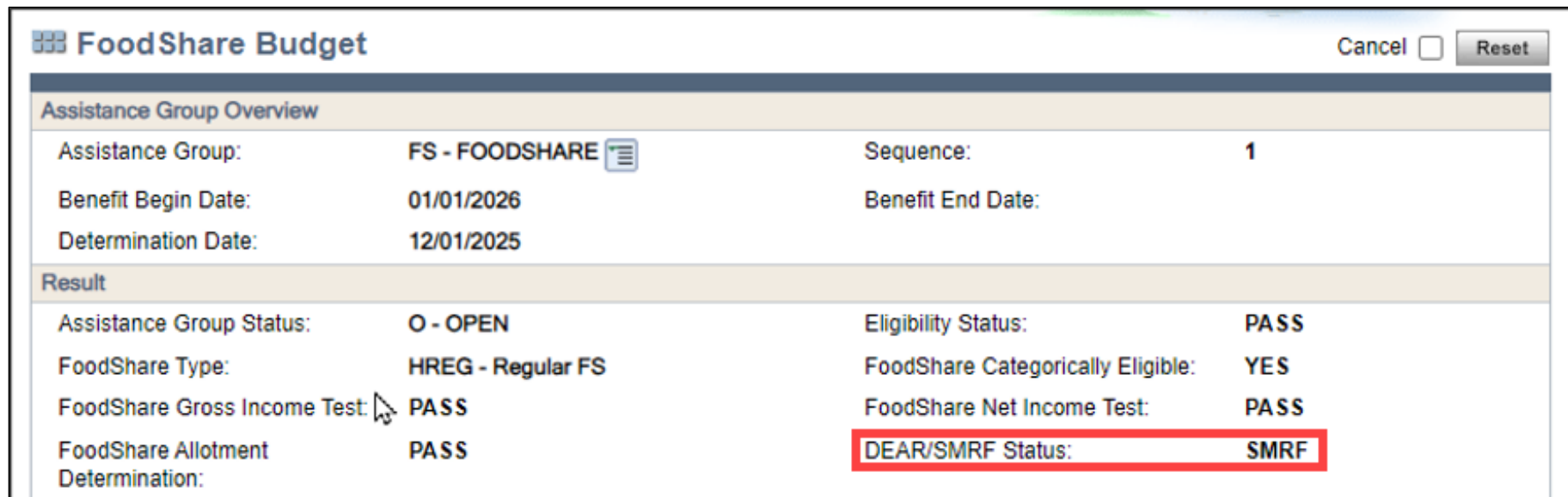
FS Contact Attempts

- ? - Pending Interview
- F - Face to Face
- N - No Renewal / Review**
- T - Telephone

FoodShare Budget Page

On the FoodShare Budget page, the “Result” section will display a new field DEAR/SMRF Status. Those statuses are:

- DEAR: The household currently meets DEAR criteria.
- SMRF: The household lost its DEAR status during their 36-month certification period.
- NA: The case is not certified for a 36-month period (DEAR).



The screenshot shows the 'FoodShare Budget' interface. It features a title bar with 'FoodShare Budget' and 'Cancel' and 'Reset' buttons. Below the title bar is the 'Assistance Group Overview' section, which includes fields for Assistance Group (FS - FOODSHARE), Sequence (1), Benefit Begin Date (01/01/2026), Benefit End Date, and Determination Date (12/01/2025). The 'Result' section follows, displaying various status fields: Assistance Group Status (O - OPEN), Eligibility Status (PASS), FoodShare Type (HREG - Regular FS), FoodShare Categorically Eligible (YES), FoodShare Gross Income Test (PASS), FoodShare Net Income Test (PASS), FoodShare Allotment (PASS), and DEAR/SMRF Status (SMRF). The 'DEAR/SMRF Status' field is highlighted with a red border.

Assistance Group Overview			
Assistance Group:	FS - FOODSHARE	Sequence:	1
Benefit Begin Date:	01/01/2026	Benefit End Date:	
Determination Date:	12/01/2025		
Result			
Assistance Group Status:	O - OPEN	Eligibility Status:	PASS
FoodShare Type:	HREG - Regular FS	FoodShare Categorically Eligible:	YES
FoodShare Gross Income Test:	PASS	FoodShare Net Income Test:	PASS
FoodShare Allotment Determination:	PASS	DEAR/SMRF Status:	SMRF

Confirm Eligibility Page

On the Confirm Eligibility page, a new banner will display when the case may no longer qualify for DEAR. The banner will direct workers to return the driver flow to update information or go forward to the Interview Details page.



The screenshot shows a web application window titled "Confirm Eligibility". In the top right corner, there are "Cancel" and "Reset" buttons. A yellow banner with the text "The following events have occurred:" is displayed. Below this banner, two warning messages are listed:

- XE982** : This case may no longer meet DEAR eligibility criteria for FoodShare. An interview is required. Click 'Previous', or Enter to go to the Interview Details page.
- XE197** : All held items must be resolved to confirm FoodShare benefits.

Override AG Renewal/Review Dates Page

On the Override AG Renewal / Review Dates page, the Override Eligibility Renewal / Review Month field in the "Open Programs" section will be disabled for the entire 36-month certification period even if the household is no longer eligible for DEAR and must complete SMRFs.

The screenshot shows a web application interface titled "Override AG Renewal / Review Dates". At the top right, there are "Cancel" and "Reset" buttons. The interface is divided into three main sections:

- Open Programs:** A table with columns: Program, Sequence, Eligibility Renewal / Review Date, and Override Eligibility Renewal / Review Month. The first row shows "FS - FOODSHARE" with Sequence "1" and Eligibility Renewal / Review Date "06/30/2025". The "Override Eligibility Renewal / Review Month" field is disabled, showing "MM / YYYY".
- Closed/Denied Programs:** A table with columns: Program, Sequence, Eligibility Status, and Eligibility Renewal / Review Date. It displays "No data found."
- Override AG Renewal / Review Dates History:** A section with "Expand All" and "Collapse All" buttons. Below it is a "Details" section with a table with columns: Program, Sequence, Date of Update, Original Review Date, Updated Review Date, and Updated By. It also displays "No data found."

At the bottom left, there is an "Add Case Comment" button. At the bottom right, there are "Cancel" and "Submit" buttons.

Correspondence Updates

New Correspondence

Three new member letters are being created for this project:

- 1. You Need to Renew Your FoodShare Benefits by [Month] [Year]:** This one-time letter will be sent before project implementation, starting in October 2024, to existing FoodShare households that meet the criteria to receive an extended certification period. The letter informs the household of their new renewal date, and a renewal interview may not be required.
- 2. Review Your FoodShare Household Information:** This annual letter is automatically sent to ask households with extended certification periods to review their household information. There is no required action at this time, but households can update current case information to ensure they are receiving the full amount of benefits they are entitled to.

New Correspondence

Three new member letters are being created for this project:

3. You Must Complete Six Month Report Forms to Keep Getting FoodShare

Benefits: This letter informs the household they must complete SMRFs going forward due to a change in their household. The letter includes the due date of the household's next SMRF.

Questions?