

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC SERVICES 13-2005**, Face-to-Face Recertification Waiver (November 18, 2005)

**(Food Stamps)**

**TO:** County Directors of Social Services

**ATTENTION:** Food Stamp Supervisors

**DATE:** November 18, 2005

**SUBJECT:** Face-to-Face Recertification Waiver

**EFFECTIVE:** December 1, 2005

**I. GENERAL INFORMATION**

The United States Department of Agriculture (USDA) recently approved North Carolina's request to waive the face-to-face interview for Semi-Annual Recertification and the telephone interview for Simplified Recertification households. The purpose of this option is to improve program administration and client accessibility. The current requirement for most households to come into the local Department of Social Services to be recertified is cited among the barriers to program access.

This Administrative Letter provides instructions for implementing the procedure for waiving face-to-face interviews.

**II. POLICY PROCEDURES**

**A. Semi-Annual Recertification Category**

Households are no longer required to participate in a face-to-face interview or a telephone interview as long as a completed DSS-2435SR, Semi-Annual Recertification Form is returned to the local DSS. See Section 450.23 of the Food Stamp Certification Manual for the criteria for a complete DSS-2435SR. Do not require a face-to-face interview unless the household requests an interview. Document the case file with the reason for a face-to-face interview.

**B. Simplified Recertification Category**

Simplified Recertification Category households are no longer required to complete a face-to-face interview or a telephone interview as long as a

completed DSS-2435-SSI/SSA, Simplified Recertification Form is returned to the local DSS. Receipt of the completed DSS-2435 SSI/SSA, Simplified Recertification Form meets all verification requirements to process the recertification. Do not require a face-to-face interview unless the household requests an interview. Document the case file with the reason for a face-to-face interview.

### **III. IMPLEMENTATION INSTRUCTIONS**

#### **A. Semi-Annual Recertification Category**

FSIS will generate a mass change for all Semi-Annual Reporting cases (SR) coded "N" in Field 13 of the DSS-8590 to be changed to "R". Cases which remain SR after recertification is keyed will maintain code "R" in field 13 of the DSS-8590. FSIS will no longer change Field 13 from recertification status "R" to recertification status "N".

Households will no longer receive a DSS-8594, Notice of Expiration, since a face-to-face interview is no longer required. FSIS will generate and mail a DSS-2435SR, Semi-Annual Recertification Form, for all SR households.

A report will be available in NCXPTR entitled "SR CASES RECERT STAT CHGD" listing all SR cases that had a recertification status change from "N" to "R".

Transactions keyed using transaction codes TC2, TC6, and TC8 will be affected by this change. Transactions keyed using transaction codes TC1, TC3, TC5, TC7, and TC9 will not be affected by this change.

This change applies to SR cases selected and mailed in December 2005. Apply these new procedures to Semi-Annual Recertifications with a certification period beginning January 2006 or later. This includes late recertifications with a certification period beginning January 2006.

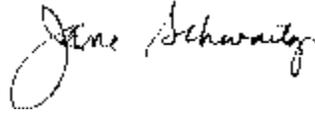
#### **B. Simplified Recertification Category**

Simplified Recertification Category households will continue to receive the DSS-2435, SSI/SSA Simplified Recertification Form currently being mailed by the local DSS. FSIS will not generate or mail the DSS-2435 SSI/SSA Recertification Form to households.

This change applies to Simplified Recertification Category cases with a certification period beginning January 2006 or later. This includes late recertifications with a certification period beginning January 2006.

If you have any questions regarding this information, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

A handwritten signature in black ink that reads "Jane Schwartz". The signature is written in a cursive style with a large, looping initial "J".

Jane Schwartz, Chief

Economic Services Section

JS:dl