

 <p>DHS MARYLAND DEPARTMENT OF HUMAN SERVICES Department of Human Services 311 West Saratoga Street Baltimore MD 21201</p>	FIA INFORMATION MEMO
Control Number: # 22-07	Effective Date: Immediately Upon Receipt Issuance Date: November 4, 2021

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT,
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

FROM: LA SHERRA AYALA, EXECUTIVE DIRECTOR 

RE: APPLICATION PROCESSING TIMELINES

**PROGRAM IMPACTED: SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM (SNAP)**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY

In an effort to validate compliance timelines with FNS guidelines in our new Eligibility & Enrollment (E&E) system, FNS provided the following clarification regarding the Supplemental Nutrition Assistance Program (SNAP) application timelines. SNAP applications filed during business hours will be considered day 1 of the 30 day timely processing period. The need to recognize the new day one requirement that a SNAP application is filed significantly impacts compliance.

This change of parameters has already been implemented in the E&E system to coincide with policy and is accurately reflected on the Qlik reports. SNAP applications will become due for processing a day earlier than standard practices. The E&E system considers 6 pm as the cut off time of the business day. Any applications filed after 6 pm would reflect an application date of the next business day.

Notes:

1. There are NO CHANGES to how day one is counted for SNAP applications that are received during the weekend or holiday. E&E considers day one for SNAP applications filed during the weekend or holiday as the next business day.
2. There are NO CHANGES to how day one is counted for all other programs. This new requirement for counting day one for SNAP applications is now in sync with how other programs are counting day one.

The chart below reflects our compliance timetables for all programs:

Program	Total Days of Compliance Timeline	Day1 of Compliance Timeline	Example Application Date	Example Due Date	Formula for Application Due Date
MA-ABD	45	Application Date	7/1/2021	8/14/2021	App Date + 44
SNAP	30	Application Date	7/1/2021	7/30/2021	App Date +29
XSNAP	7	Application Date	7/1/2021	7/7/2021	App Date +6
PAA	30	Application Date	7/1/2021	7/30/2021	App Date +29
EA	30	Application Date	7/1/2021	7/30/2021	App Date +29
TCA	30	Application Date	7/1/2021	7/30/2021	App Date +29
TDAP	30	Application Date	7/1/2021	7/30/2021	App Date +29

INQUIRIES:

Please direct policy questions to FIA Policy by completing the [FIA Policy Information Request Form](#) found on Knowledge Base or via email at fia.policy@maryland.gov for Montgomery County only.

For system questions, please email fia.bsdm@maryland.gov.

cc: DHS Executive Staff
FIA Management Staff