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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Days of Compliance Timeline</th>
<th>Day1 of Compliance Timeline</th>
<th>Example Application Date</th>
<th>Example Due Date</th>
<th>Formula for Application Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA-AED</td>
<td>45</td>
<td>Application Date</td>
<td>7/1/2021</td>
<td>8/14/2021</td>
<td>App Date + 44</td>
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<tr>
<td>SNAP</td>
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<td>Application Date</td>
<td>7/1/2021</td>
<td>7/30/2021</td>
<td>App Date +29</td>
</tr>
<tr>
<td>XSNAP</td>
<td>7</td>
<td>Application Date</td>
<td>7/1/2021</td>
<td>7/7/2021</td>
<td>App Date +6</td>
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<tr>
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<td>30</td>
<td>Application Date</td>
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<td>7/30/2021</td>
<td>App Date +29</td>
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<tr>
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<td>30</td>
<td>Application Date</td>
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<td>7/30/2021</td>
<td>App Date +29</td>
</tr>
<tr>
<td>TCA</td>
<td>30</td>
<td>Application Date</td>
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<td>7/30/2021</td>
<td>App Date +29</td>
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<tr>
<td>TDAP</td>
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<td>Application Date</td>
<td>7/1/2021</td>
<td>7/30/2021</td>
<td>App Date +29</td>
</tr>
</tbody>
</table>

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