

# FNS - SNAP ePASS Recertification

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## Overview

This job aid will provide guidance on how to work a FNS or SNAP recertification task received from ePASS.

### Notes:

- ePASS users with enhanced accounts will now receive and submit an online FNS or SNAP Recertification and a SNAP Change of Circumstance (CoC). The caseworker will receive a task and should follow the appropriate job aid mentioned below to complete the recertification.
- Refer to the *Task Management* job aid for further information on how to work task.
- After receiving a Change of Circumstance (COC) task through ePASS refer to the *Most Common Change of Circumstance* job aid for additional guidance.
- For a FNS participant to submit online recertification through ePASS, the following criteria must be satisfied. The integrated case associated with the FNS participant must have an active FNS PDC. The FNS PDC must be up for renewal, and the participant must have received Form DSS-2435 in the month preceding the expiration of their current certification. The Head of Household must have a linked enhanced ePASS account, refer to the *ePASS Linking and Delinking Enhanced Accounts* job aid for further guidance. There is no recertification on the FNS PDC with a status of *In-progress* and the current system date falls on or after the first day of the current certification period's end month.

## Step-by-Step Instructions

### Working the FNS or SNAP ePASS Recertification Task

1. From the NC FAST Home page, click the **Inbox** tab.
2. The My Task page displays.
  - a. The My Open Tasks page displays.
  - b. Click the applicable Online SNAP Recertification **Task** hyperlink.



- c. The Online FNS or SNAP recertification task displays. Click the Primary Action **Evaluate Renewal submitted to Product Delivery Case** hyperlink.

Home Clients and Outcomes **Inbox** Calendar Reports Dashboards

My Tasks Task 113106435 X

Task 113106435

**Task 113106435**

Status Open

Priority High

Recertification submitted for Product Delivery Case

Home History and Comments Assignments Graphical View

Home

Primary Action

**Evaluate renewal submitted for Product Delivery Case**

**Note:** This task can also be found under the Administration tab on the Income Support Case. Click the **Task ID** hyperlink to open the task.

Home All Documents Evidence Eligibility Checks Compliance Participation Time Limits Case Details Events **Administration**

Tasks

Milestones

Transaction History

User Roles

Tasks

| Task ID          | Subject                                 |
|------------------|---|
| <b>113106435</b> | Recertification submitted for Product I |

- d. The FNS or SNAP Product Delivery Case Home page displays. Click the **Certification** tab.
- e. The Certifications Page displays. Click the **Recertification** folder.
- f. The Recertification Page displays. The Method will display ePASS.



| Home                  | Determinations | Certifications | Groups | Financials | Appeals         | Case Details | Events | Administration | FSIS Benefit History |
|-----------------------|----------------|----------------|--------|------------|-----------------|--------------|--------|----------------|----------------------|
| Certification Periods |                |                |        |            |                 |              |        |                |                      |
| Recertifications      |                |                |        |            |                 |              |        |                |                      |
|                       |                | Date Received  |        |            | Completion Date |              |        | Method         |                      |
|                       |                | ▶ 7/7/2023     |        |            |                 |              |        | ePASS          |                      |

### Notes:

- When the submitted online FNS or SNAP recertification is timely or untimely the recertification will display under the Recertification folder. Caseworkers will not have to create an additional recertification.
  - When a late recertification is submitted through ePASS the caseworker will complete the add application process also known as a short app to reestablish the client’s new certification period. Refer to the *ePASS FNS - SNAP Late Recertification* job aid for additional guidance.
  - The task will have the client’s submitted recertification, this can be used to edit the evidence. Caseworkers must follow the current policies and guidelines to verify the information provided on all recertifications.
- g. The evidence on the Income Support Case will be “in edit” once the recertification is submitted.

| In Edit Evidence |                    |
|------------------|--------------------|
|                  | Type               |
| ▶                | Utility Expense    |
| ▶                | Utility Expense    |
| ▶                | Gross Receipt      |
| ▶                | Liquid Resource    |
| ▶                | Voter Registration |
| ▶                | Voter Registration |
| ▶                | Earned Income      |
| ▶                | Self Employment    |



**Note:** If the evidence received is incorrect the caseworker can edit the evidence to reflect the correct information. Refer to the *Editing Case Evidence* job aid for further instructions.

## Timely FNS or SNAP Recertification

### Notes:

- Timely Recertification - DSS-2435/DSS-8232 received by the 15th day in last month of current certification period.
- Refer to the *Timely FNS/SNAP Recertification* mapping job aid for further guidance on how to process the recertification. Caseworkers will not have to create an additional recertification.

## Untimely FNS or SNAP Recertification

### Notes:

- Untimely Recertification - DSS-2435/DSS-8232 received after the 15th day in last month of current certification period.
- Refer to the *Untimely FNS/SNAP Recertification* mapping job aid for further guidance on how to process the recertification. Caseworkers will not have to create an additional recertification.

## Late FNS or SNAP Recertification

### Notes:

- Late Recertification - DSS-8232 received during the month after certification period ends.
- Refer to the *ePASS FNS/SNAP Late Recertification* job aid for additional guidance.
- Refer to the *Late FNS Recertification and Late SNAP Recertification* mapping job aids for further guidance on how to process this recertification.