



Department of Human Services
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FIA INFORMATION MEMO

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

FROM: AUGUSTIN NTABAGANYIMANA, ACTING EXECUTIVE DIRECTOR

RE: UTILIZING THE EXPEDITED SNAP CALCULATOR SCREENING TOOL

PROGRAM AFFECTED: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

ORIGINATING OFFICE: OFFICE OF OPERATIONS

SUMMARY:

The Expedited SNAP Calculator is a screening tool that may be used by the case manager to complete the expedited screening at application and for late SNAP redeterminations. The Local Department of Social Services (LDSS) must screen all applications for expedited Supplemental Nutrition Assistance Program (SNAP) eligibility on the same day it receives the application. The case manager must narrate in E&E to confirm the expedited screening was completed. The Expedited SNAP calculator may be used to complete this requirement. The tool can be found on Knowledge Base (KB) (For Internal Use Only).

KB > FIA > Forms > [Expedited-SNAP-Calculator](#)

Steps for completing the Expedited SNAP Calculator Screening Tool

1. Prior to completing the Expedited SNAP Calculator, review the customers' application and/or late redetermination for all household members' information and clearance results i.e., SVES/SOLQ-I, BEACON, and The Work Number.
2. Enter the Head of household's name.
3. Enter total gross income for all household members (i.e., income received before any deductions).
4. Enter the total household's shelter amount.

5. Enter the total household's asset amount.
6. Select either Yes or No indicating if the client reports paying for heat or air conditioning (AC).
 - a. If the answer is Yes, no further information is required.
 - b. If the answer is No, then enter the customer's reported utility and/or phone expense in the next box.
7. After all the required boxes have been completed, the middle box highlighted in red will indicate if the customer is expedited or not (see the examples below).

Note: If eligible, the household must have the opportunity to use the expedited benefits within 7 calendar days of the date of application.
8. When using the Expedited SNAP Calculator, a copy of the tool must be uploaded to Case Documents within the Eligibility & Enrollment (E&E) system as document type = *Verifications* and document subtype = *VERF-Screen Prints*.

Recommendation: Save the excel sheet as a PDF and upload it to Eligibility & Enrollment (E&E) system Case Documents.

Expedited Example:

To screen for Expedited service, read the text below and then enter your answers in the yellow boxes below. Your answer will appear in a light-yellow box. Revised 1.5.23		If the SUA standard has changed, enter here the new SUA amount >>>	505
Enter the customer's name in the yellow box and then press ENTER on your keyboard-->>>	John Doe		
Examine the application. Enter the sum total of the customer's reported MONTHLY income (both EARNED and UNEARNED income). If none, enter 0. AFTER YOU HAVE ENTERED THE NUMBER, PRESS THE ENTER KEY.	\$500	If the LUA standard has changed, enter here the new LUA amount >>>	309
Enter the customer's reported MONTHLY rent or mortgage payment. IF NONE, ENTER 0. AFTER YOU HAVE ENTERED THE NUMBER, PRESS THE ENTER KEY.	\$0	IF YOU HAVE TROUBLE WITH THIS FORM, PLEASE E-MAIL fia.policy@maryland.gov	
Enter the household's cash and/or savings as reported on the application and THEN PRESSTHE ENTER KEY.	\$0		
Did the customer report paying for heat or A/C?	Yes		
		THIS CUSTOMER IS POTENTIALLY ENTITLED TO EXPEDITED FOOD BENEFITS. REFER FOR AN APPLICATION INTERVIEW IMMEDIATELY	
		PRINT & CLEAR FOR NEXT ONE	

Not Expedited Example:

<p>To screen for Expedited service, read the text below and then enter your answers in the yellow boxes below. Your answer will appear in a light-yellow box. Revised 1.5.23</p>		<p>If the SUA standard has changed, enter here the new SUA amount >>></p>	505
<p>Enter the customer's name in the yellow box and then press ENTER on your keyboard-->>></p>	John Doe		
<p>Examine the application. Enter the sum total of the customer's reported MONTHLY income (both EARNED and UNEARNED income). If none, enter 0. AFTER YOU HAVE ENTERED THE NUMBER, PRESS THE ENTER KEY.</p>	\$1,000	<p>If the LUA standard has changed, enter here the new LUA amount >>></p>	309
<p>Enter the customer's reported MONTHLY rent or mortgage payment. IF NONE, ENTER 0. AFTER YOU HAVE ENTERED THE NUMBER, PRESS THE ENTER KEY.</p>	\$0	<p>IF YOU HAVE TROUBLE WITH THIS FORM, PLEASE E-MAIL fia.policy@maryland.gov</p>	
<p>Enter the household's cash and/or savings as reported on the application and THEN PRESS THE ENTER KEY.</p>	\$0		
<p>Did the customer report paying for heat or A/C?</p>	Yes		
		NOT EXPEDITABLE	
		PRINT & CLEAR FOR NEXT ONE	

REFERENCE:

SNAP Manual 401 - Expedited Service

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 systems questions, please email fia.bsdm@maryland.gov.

- cc: DHS Executive Staff
- FIA Management Staff
- Constituent Services
- DHS Help Desk
- Office of Administrative Hearings