

EXPEDITED SERVICE NOTICE

PURPOSE: The notice is given to food stamp applicants notifying him/her of his/her eligibility for expedited service. The notice explains why the applicant does not qualify for expedited service or, if s/he does qualify, when s/he can expect to receive his/her benefits. The applicant is notified of conference and fair hearing rights.

NUMBER OF COPIES AND DISPOSITION: One copy is given to all applicants and one copy is retained in the case file.

MANUAL REFERENCE: IMNL 1125.000.00.

INSTRUCTIONS FOR COMPLETION: The electronic form may be used or the form may be handwritten in ink or typed.

DATE OF APPLICATION: Enter the date the application was made.

CASE NAME: Enter the case name.

DCN: Enter the case name DCN.

WORKER NAME AND LOAD: Enter the caseworker's name and load number.

DATE: Enter the date the form is completed.

CAN YOU GET EXPEDITED (EMERGENCY) FOOD STAMPS? This advises the applicant of expedited service criteria.

DECISION ABOUT EXPEDITED (EMERGENCY) FOOD STAMPS: Check (✓) the appropriate box to indicate if the applicant qualifies for expedited service.

For applicants qualifying for expedited food stamp benefits:

Check (✓) the box in front of: You qualify for expedited (Emergency) food stamps unless otherwise notified. **Then:** Check (✓) when the household will receive the expedited benefits from the two choices listed. The choices are:

- Your benefits will be available within 7 days. Mark this choice if the applicant is making an initial application and is to be in receipt of expedited benefits within 7 calendar days.

- Your benefits will be available the first day of _____.
Mark this choice if the expedited screening is completed for the month following the month of application (2nd month screening.) These applicants have their expedited benefits available on the first day of the expedited month.

The caseworker enters his/her name and phone number so the applicant knows where to call if the expedited food stamp benefits are not available in accordance with the time specified.

For applicants not qualifying for expedited food stamp benefits:

Check (✓) the box in front of: You DO NOT qualify for expedited food stamps, but you may still qualify for food stamps. We will notify you of your eligibility for food stamps.

WHEN YOU DISAGREE WITH OUR DECISION ON YOUR EXPEDITED (EMERGENCY) FOOD STAMPS:

Ask every applicant denied expedited service if s/he wants to schedule a conference to be held within two working days. Indicate "yes" or "no" on the form. If the applicant states "yes", follow the office procedures to ensure the conference is held within two working days.

For every applicant denied expedited service, complete the supervisor's name and phone number.

YOU CAN GET FREE LEGAL ADVICE AT: Enter the phone number of the Legal Aid office serving your county.