



FDPIR CERTIFICATION I Workshop

NAFDPIR Conference – Niagara Falls, NY

Applicant Choice

 Eligible households living in areas where both FDPIR and SNAP are available may choose to participate in either program. Section 4(b) of the Food and Nutrition Act of 2008 prohibits households from participating simultaneously in FDPIR and SNAP. In other words, participants can't get FDPIR and SNAP in the same month. However, SNAP households eligible for zero SNAP benefits CAN get FDPIR benefits that month.



Can a household can receive FDPIR benefits and SNAP Disaster benefits in the same month? Yes

Notes: A household that has received FDPIR benefits can receive SNAP Disaster benefits too if affected by a Presidentially declared disaster.

 Indian Tribal Organizations and State agencies (referred to as ITOs for this session) must develop procedures for preventing and detecting dual participation in FDPIR and SNAP. ITOs must coordinate with the appropriate SNAP agency or agencies in developing controls to detect and prevent simultaneous participation in both programs. Some ways to monitor include name/computer and address checks, and telephone calls. How does your organization do its checks?

Notes: At a minimum, the procedures must employ lists of certified households by and to the appropriate SNAP agency on a monthly basis.



A household requests to be terminated from the FDPIR program on March 20th. Is the household still eligible to pick up their FDPIR food package on March 25th? Yes Why?

Termination not effective until last day of the month.

CASE SCENARIO DISCUSSION



A household picked up its SNAP benefits on June 14. The household works with the SNAP office to close its case there so it can pickup FDPIR benefits. The household comes into your office requesting FDPIR benefits on June 20. Is the household eligible to receive FDPIR benefits in the month of June? No

Why? Household already picked up SNAP benefits for month of June, would be dual participation to pickup FDPIR benefits in that month.



DOUBLE POINTS

A household receives SNAP benefits on September 1st and then requests that the SNAP case be closed on September 15th, because the household wants to receive FDPIR. The household applies for FDPIR on September 20th, and the FDPIR certifier verifies with the SNAP office that the household requested termination of participation in SNAP. When will the SNAP termination be effective, and when will the household be able to start receiving FDPIR?

Answer: Eligible for FDPIR as of October 1.

Household Composition

-  Under FDPIR, a **household** can be:
- An individual living alone.
 - An individual living with others, but purchasing food and preparing separately (see FNS Handbook 501, Section 3417).
 - A group of individuals living together and purchasing food and preparing meals together.



Can a married couple living together each apply for FDPIR on their own, each claiming a household of one?

NO

Notes: Spouses living together must be considered a part of the same applicant household, even if they claim that they purchase and prepare meals separately.



A household must always count foster children as part of the household. False

Notes: Households have a choice. If counted as part of the household, the foster care payment must be counted as income. If not counted as part of the household, the foster child would be considered a boarder and ineligible for FDPIR.

-  Ineligible persons are prohibited from participating in FDPIR. They include:
- Boarders and residents of institutions, because they receive meals as part of their room and board (see FNS Handbook 501, Section 3416).
 - Individuals who are not residents of the reservation or other areas served by FDPIR are also ineligible to participate in FDPIR. FDPIR does not impose durational requirements, but to be eligible, persons must be living in the area the majority of time as their primary residence (see FNS Handbook 501, Section 4210).
 - Disqualified individuals
 - Other: Supplemental Security Income (SSI) recipients in CA – State-funded cash supplement in lieu of SNAP benefits.

CASE SCENARIO DISCUSSION



DOUBLE POINTS

Mary and her 8 year old daughter participate in FDPIR as a household of 2. Mary's daughter spends a 3 week block with her father every summer. During this time is Mary still eligible as a household of 2?

Answer: Yes, this is a temporary vacation.



A head of household must be designated by the household. True

Notes: The certifier may designate a head of household, if the household fails to do so.

Application Processing, Interviews and Verification

 As soon as a household requests an application form, the ITO/State agency must provide it in person or via mail. Households have a right to file an application on the same day they contact the FDPIR office. The application form must be understandable and easy to read, and must include the FDPIR nondiscrimination statement, information on filing a discrimination complaint, and describe the FDPIR program violations (i.e., participating in FDPIR and SNAP in the same month; misusing USDA foods; and misrepresenting household circumstances). Applications can be filed in person, by mail, or by fax before the interview is held.



An application is considered to be complete if it contains what 3 pieces of information?

1. Applicant's name
2. Applicant's address
3. Signature of responsible household member or authorized representative

 Households qualify for expedited service if they report no income or if the certifier believes they would be eligible and would suffer hardship if they had to wait to receive USDA foods. Households qualifying for expedited service must be provided an opportunity to obtain USDA foods no later than 1 business day(s) after submitting the application.

Note: If possible, try for same day service.

In certifying households that qualify for expedited service, the ITO/State agency must, at a minimum, verify the household's identity and address. The certifier must also make every effort within the expedited service processing time frame to verify income, income deductions, questionable information, and that the household is not participating in SNAP.



For households that do not qualify for expedited service, how long after receiving the application do you have to provide them with USDA foods? Answer: 7 business days, as soon as possible though.

 ITOs/State agencies may allow a household to apply for FDPIR at the same time it applies for Public Assistance and General Assistance (PA, GA) benefits using joint application forms. The ITO/State agency must verify certain household circumstances via documentary evidence, collateral contacts, or home visits. With the exception of expedited service and categorically eligible households, the certifier must verify:

- the household's gross non-exempt income;
- expenses to qualify the household for the child support income deduction; and
- expenses to qualify the household for Medicare Part B and D Insurance premium income deductions.

The certifier must also determine that the household is not currently participating in SNAP. In FNS service areas in Oklahoma and approved near areas outside participating Indian reservations, Indian Tribal Household status must be verified. Other household information must only be verified if questionable.



EXAMPLE:

I am not the guy from Celebrity Apprentice, I have no money. I only vacation in NY city. That's not my limo.



If a household fails to provide requested documentation to verify income and/or income deductions within the processing time frame, but the application appears to contain all necessary financial information and the household appears to be eligible, can you certify them? If so, for how long? Answer: Yes, 1 month. All necessary verifications must be completed before serving USDA Foods again, after that 1st month.

Non-Financial Eligibility Criteria



To be eligible for FDPIR applicant households must meet both financial and non-financial eligibility criteria. There are three non-financial criteria to consider:

1. Residency
2. Indian Tribal household status, in approved FNS service areas in Oklahoma and in approved near areas outside of participating reservations.
3. Citizenship, if applicable at your ITO/State agency

To be eligible, applicant households must live within the geographic area where FDPIR operates. An applicant household's place of residence does not have to be a permanent structure at a fixed address. ITOs/State agencies cannot impose durational residency requirements, but applicants must be residing in the area (i.e., not visiting or on vacation). The certifier must verify residency, if questionable. The following may be used to verify residency:

- Documents with the household's address, or
- A collateral contact or home visit, if documentary evidence is not available.



Can a household be homeless and receive FDPIR benefits? Yes

Notes: There are no durational residency requirements.



Individuals can participate in FDPIR, if eligible, if residing on a participating Indian reservation, including Alaska Native Villages; and checker boarded areas on a reservation (i.e., privately held land within the boundaries of the Indian reservation). These areas are treated the same as reservation land under FDPIR. In approved FNS service areas in Oklahoma and in approved near areas outside of participating reservations, only Indian Tribal Households may participate in FDPIR. To be an Indian Tribal Household, at least 1 individual in the household must be a certified member of a federally recognized tribe.



Where can you find out whether citizenship is an eligibility criterion for your ITO? ITO/State Plan of Operation; talking to your supervisor

For ITOs/State agencies that choose to serve only U.S. citizens and qualified aliens, citizenship must be verified, if questionable. The following may be used to verify citizenship/qualified alien status:

- Birth certificate;
- Passport;
- Hospital record of birth;
- Baptism record when place and date of birth is shown;
- Family Bible;
- Military service papers;
- Indian census records;
- Voter registration card;

- Naturalization papers from the Immigration and Naturalization Service.
- A collateral contact may be used, if documentary evidence is not available

WHAT'S NEXT – CERTIFICATION II – Financial Eligibility Criteria, Eligibility Determinations, Cert. Periods