

PRF Processing

CBMS Automated Actions

11 th Month	12 th Month	13 th Month
Provide client with PRF 45 days before due date	5th day – if PRF is not received, provide reminder notice advising the household that it has 10+1 calendar days to return the completed report (10+5 for ACP)	1st day – terminate SNAP if PRF not received

Eligibility Technician Required Actions

Completed PRF received by the 15th day of the 12th month	Completed PRF received on or after the 16th day of the 12 month to – last day of the 13th month
<ul style="list-style-type: none">• Enter received date by the 17th day of the 12th month, processing complete by the end of the 12th month• Enter all changes and provide NOAA, if applicable, at least 2 business days prior to date benefits are normally received	<ul style="list-style-type: none">• Processing completed within 10 days of receipt• Client receives full benefits after normal issuance date• Rescind

Local Office Action

When was the PRF filed?	When was the VCL due date?	Did the client turn in the verifications by the VCL due date?	When were the verifications turned in?	Local office action
In the 12th month	Within the 12th or 13th month	No	A date within the 12th or 13th month	Rescind SNAP
In the 12th month	Within the 12th or 13th month	No	Within the 14th month	Customer must reapply for SNAP
In the 13th month	Within the 13th month	No	After the VCL due date but within the 13th month	Rescind SNAP
In the 13th month	Within the 13th month	No	Within the 14th month	Customer must reapply for SNAP
In the 13th month	Within the 14th month	Yes	By the due date	Rescind SNAP, if necessary
In the 13th month	Within the 14th month	Yes	A date after the VCL due date	Customer must reapply for SNAP

Accessibility

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