

Periodic Report Form Processing and Verifications

CBMS AUTOMATED ACTIONS

11th Month

Provide client with PRF 45 days before due date.

12th Month 5th day

If PRF not received, provide reminder notice advising the household that it has 10+1 calendar days to return the completed report (10+5 for ACP).

13th Month 1st day

Terminate SNAP if PRF not received.

ELIGIBILITY TECHNICIAN REQUIRED ACTIONS

Completed PRF Received by the 15th day of 12th Month:

- 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.

Completed PRF Received on or After the 16th day of the 12th Month-Last Day of 13th Month:

- Processing completed within 10 days of receipt.
- Client receives full benefits after normal issuance date.
- Rescind.

LOCAL OFFICE ACTION TABLE

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 12 th month.	Within the 12 th or 13 th month.	No.	A date within the 12 th or 13 th month.	Rescind SNAP.
In the 12 th month.	Within the 12 th or 13 th month.	No.	Within the 14 th month.	Customer must reapply for SNAP.
In the 13 th month.	Within the 13 th month.	No.	After the VCL due date but within the 13 th month.	Rescind SNAP.
In the 13 th month.	Within the 13 th month.	No.	Within the 14 th month.	Customer must reapply for SNAP.
In the 13 th month.	Within the 14 th month.	Yes.	By the due date.	Rescind SNAP if necessary.
In the 13 th month.	Within the 14 th month.	No.	A date after the VCL due date.	Customer must reapply for SNAP.

ACCESSIBILITY

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