

2. DFA-2 Shelf Document

When circumstances do not permit completion of the application process in RAPIDS, the DFA-2 shelf document is used to make an application for most DFA Programs.

A. DFA-RR-1

The DFA-RR-1 is required each time a DFA-2 or DFA-5 is completed. The client must read, or have read to him, all the statements preceding his signature before signing the form. He must also indicate his understanding of, or agreement with, each statement by checking the appropriate block beside the statement.

The Worker must provide any explanation and information the client needs to understand the statements. After completing all applicable sections, the client signs the form. Failure to sign the form results in ineligibility.

NOTE: When a client checks “no” to an item, it does not result in immediate ineligibility. The client has to actually fail to comply with the requirement in order to result in ineligibility.

EXAMPLE: The client applying for SNAP benefits checks “no” to the statement concerning the requirement to cooperate with Quality Control. The AG is eligible and benefits are approved. QC selects the case for review in the second month. The client refuses to cooperate and, only then, is notice of closure sent.

NOTE: In all situations where case information is released to another organization or agency, the information must have form DFA-CI-1 attached to it.

NOTE: The rights and responsibilities are included with the inROADS application.

B. DFA-SNAP-1

The DFA-SNAP-1 is used for SNAP-only applications. No DFA-RR-1 is required. The inROADS application and DFA-2 are also used for this program.

Printing a DFA-2 after the interview is not required if a signed DFA-SNAP-1 is received.

C. DFA-MA-1

The DFA-MA-1 is used for Medicaid-only applications. No DFA-RR-1 is required. The inROADS application and DFA-2 are also used for this program.

When benefits are closed due to a change in circumstance, other than a missed redetermination, and the client requests his benefit be reopened within the certification period, no new application form is required when the client has not missed an issuance. When no issuance has been missed, the AG remains in the original certification period.

If the AG has missed an issuance **and is not eligible for reinstatement of benefits**, a new application form and interview is required. If the application is approved, the AG will be assigned a new certification period.

EXAMPLE: An application is made on June 10th and a DFA-6 is issued with a due date of **June 20th**. The client does not provide the requested verification and the application is denied. On July 20th, the client provides the information and the Worker is able to determine eligibility for the AG. Benefits are approved as of July 20th and no new application form is required.

EXAMPLE: Same example as above, except that the requested verification is not returned until August 20th. The benefit may not be approved until the client completes a new application and interview.

EXAMPLE: A client reports the start of a new job on July 1st. A DFA-6 is issued with a due date of July 10th. The client does not provide the requested information by that date and the benefit is closed effective July 31st. On July 30th the client provides the requested information and benefits are reopened effective August 1st. No new application form or interview is required. The AG remains in the original certification period.

EXAMPLE: Same example as above except that the information is not returned until August 5th. Benefits may not be approved until the client completes a new application and interview. The AG will be assigned a new certification period if the application is approved.