

B Assigning Nutrition Assistance Approval Periods

REVISION 09
(07/01/09 – 09/30/09)

Assign 24 month approval periods to budgetary units with no source of earned or self employment income when there is no ANTICIPATED change in the source of unearned income. One of the following must apply:

- All budgetary unit participants meet the [elderly or disabled NA criteria](#).
- All budgetary unit participants are **SSI** recipients.

NOTE Budgetary units assigned 24 month approval periods are subject to all [change](#) reporting requirements.

Assign 12 month approval periods to budgetary units with earned or self employment income when ALL participants meet the elderly or disabled NA requirements.

NOTE Budgetary units assigned 12 month approval periods are subject to Standard Reporting requirements.

Assign SIX MONTH approval periods to budgetary units that do not meet the criteria for a 12 or 24 month approval period, and are subject to Simplified Reporting.

EXCEPTION

Set shorter approval periods to coincide with ANTICIPATED changes that may include, but are not limited to, the following:

- Budgetary units that include a qualified noncitizen who has an **USCIS** document with an expiration date that falls within the approval period. DO NOT approve beyond the calendar month in which the document expires.
- Budgetary units that include eligible students. The budgetary unit may be assigned an approval period to coincide with the beginning and ending dates of a semester or term.
- Budgetary units with no income. (See [EEI](#) when the budgetary unit's expenses exceed their income)

Document the reasons for the shorter approval period on **CADO** and in the [case file\(g\)](#).