

## **B Assigning Nutrition Assistance Approval Periods**

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.

Set an alert on EWAL to complete a [Mid-Approval Review](#) 12 months from the effective month of the new approval.

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 only **able-bodied** participants who require three FULL months of benefits. Assign a four month approval period when there is a prorated benefit month.
- 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)**.