

## 18 Elderly Simplified Application Project (ESAP)



A streamlined Nutrition Assistance application, verification, and approval process for the elderly.

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### Policy

The Nutrition Assistance (NA) Elderly Simplified Application Project (ESAP) is a demonstration project approved by the Food and Nutrition Service (FNS). The goal is to increase NA participation among the elderly population by streamlining **all** of the following processes:

- Application
- Interview
- Verification

All participants of the ESAP budgetary unit must meet **both** of the following:

- 60 years old or older
- No earned or self-employment income

NOTE In-kind is not considered income for ESAP. (See [In-kind Income](#) for the definition of in-kind income)

ESAP participants must meet the same eligibility requirements as NA participants who are elderly or have a disability. (See [Elderly or Have a Disability - NA Special Considerations](#) for additional information.)

In addition to special considerations for elderly participants, ESAP eligible budgetary units receive **all** of the following considerations:

- A 36-month approval period
- A Mid Approval Contact (MAC) is not required
- A renewal interview is not required unless **one** of the following occurs:
  - Requested by the participant, see [Interview Requirements](#) when the participant requests special accommodations
  - Prior to denying a renewal application
  - When information provided by the participant or authorized representative is [questionable\(g\)](#) or incomplete
- Assigned to Simplified Reporting (See [Simplified Reporting](#) for the types of changes that must be reported)
- Simpler and shorter ESAP Application (FAA-1821A)
- Designated ESAP telephone and FAX numbers for the interview and verification

(See [FAA Site Code 705C](#) for contact information)

ESAP participants are not eligible for benefits when disqualified for, and not limited to, **any** of the following:

- They are a fleeing felon
- They have a disqualifying drug conviction
- They have an intentional program violation

For a full list of disqualification reasons, see [Disqualified Participants](#).

### **ESAP Application**

Any official application forms submitted are screened for ESAP eligibility. (See [Application Requirements](#) for a list of acceptable applications.) The ESAP Nutrition Assistance Application (FAA-1821A) form is used for ESAP and is only used when applying for NA. When an ESAP participant is applying for other programs, the Application for Benefits (FAA-0001A) or the HEAplus online application must be submitted.

All [new applications\(g\)](#) screened as eligible for ESAP must also be screened for potential eligibility for NA expedited services. (See [Requirements for NA Expedited Services \(NAX\)](#) for NA expedite criteria.) To comply with NA expedite time frames, the Expedited NA – Postponed Verification (F121) notice is sent when authorizing expedited benefits with postponed verification. (For policy and procedures regarding NA expedited services with postponed verification, see [NA Expedite Applications With Postponed Verification](#).)

### **ESAP Interview Process – New Application**

An interview is required for all ESAP new applications. When an ESAP participant is not interviewed on the same day, the ESAP Appointment Notice (X096) is sent.

ESAP participants who do not complete an interview by the deadline provided in the appointment notice are responsible to contact FAA as soon as possible to complete their interview.

When an interview is not completed by the eligibility determination time frame, the application is denied. A new application is not required when an interview is completed by the 30th calendar day after the application is denied.

The ESAP Notice of Missed Interview (X036) is sent when the participant fails to complete an interview by the deadline provided by the X096.

### **ESAP Interview Process – Renewal Application**

The ESAP Notice of Expiration (NOE) is sent when it is time to reapply. (See [NA Notice of Expiration](#) for the NOE mail date.)

The ESAP Notice of Expiration (X091) notice includes the ESAP renewal application. The ESAP participant must complete and return the form or any official application to FAA to continue receiving benefits.

FAA reviews the renewal application. An ESAP renewal interview is not required when

the information in the application matches the information obtained from system interface. An interview may be required when the information or verification provided by the participant or authorized representative is questionable or discrepant. FAA sends the ESAP Appointment (F046) notice requesting the participant to contact FAA to complete an interview.

FAA does not deny a renewal application without first attempting to schedule an interview unless the ESAP budgetary unit is obviously ineligible based on the information on the renewal application.

### ESAP Changes/Conversions

Changes in circumstances may be reported by the budgetary unit, through systems reports or reported by a third-party. For polices on changes, see [When to Effect Changes](#)).

Changes in budgetary unit composition, age (turning 60), earned income, or self-employment income may result in **one** of the following conversions:

- From regular NA to ESAP. When the budgetary unit is now eligible for the considerations offered by ESAP, **all** of the following applies to the budgetary unit:
  - The budgetary unit retains its approval period
  - No longer required to complete the MAC
  - The reporting requirement either remains or changes to simplified reporting
- From ESAP to regular NA. When the budgetary unit is no longer eligible for ESAP considerations, **all** of the following applies to the budgetary unit:
  - Retains the 36-month approval period
  - Requires completion of the Mid Approval Contact (MAC) (For additional information, see [NA 36-Month Approval Period MAC Requirement](#).)
  - The reporting requirement either remains or changes to standard reporting

### ESAP Categorical Eligibility

When an ESAP budgetary unit is NA categorically eligible, all participants who are included and eligible to receive NA are categorically eligible. ESAP categorical eligibility includes **each** of the following household types:

- ESAP Basic Categorical Eligibility (ESB) (See [Basic Categorical Eligibility](#) on how basic categorical eligibility is determined)
- ESAP Expanded Categorical Eligibility (ESE) (See [Expanded Categorical Eligibility](#) on how expanded categorical eligibility is determined)
- ESAP Regular (ESA)

NOTE NA Categorical Eligibility (Basic or Expanded) does not exist when a participant is disqualified for participation.

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### Procedures

## Identifying ESAP Cases

When NA benefits are authorized, an ESAP case displays **both** of the following:

- An ES in the FS TYPE field on CAP2
- An ESB, ESE, or ESA in the HOUSEHOLD TYP field on FSBH

## ESAP Notices

The following notices are used for the ESAP Project:

- ESAP Appointment Notice (F046 or X906)
- ESAP Approval Notice (F125)
- ESAP Conversion to NA (F712)
- ESAP Mass Conversion Notice (X038)
- ESAP More Information is Needed (F013)
- ESAP NOE with Renewal Application (X091)
- ESAP Notice of Missed Interview (X036)
- ESAP Renewal Approval (F126)
- NA Conversion to ESAP (F711)

NOTE When the required notice is not listed above, send the regular NA notice. For notice listing, see [Notice List-Overview](#).

## ESAP Interview

An interview is required for all ESAP [new applications\(g\)](#). When an ESAP participant is not interviewed on the same day, AZTECS sends the ESAP Appointment Notice (X096) through the [TIPS transfer\(g\)](#) process and assigns the case to 705C. AZTECS sends the ESAP Notice of Missed Interview (X036) when an interview is not completed by the deadline provided in the X096 notice.

A renewal interview is not required, unless the information provided on the application or from system interface is questionable, incomplete, or discrepant. A renewal application cannot be denied without first attempting to conduct an interview, unless the budgetary unit is obviously ineligible based on the information provided on the application.

When completing a renewal determination complete **all** of the following:

- Review the renewal application
- Update AZTECS, when needed
- Review system interface
- When the budgetary unit is obviously ineligible based on the information provided on the application, complete **all** of the following:

Deny the renewal application using the appropriate Denial Closure Reason Code. (See [Denial Closure Reason Reference Links](#) for the applicable Denial Closure Reason Code.)

Send the applicable notice

Document the [casefile\(g\)](#)

- When the budgetary unit is potentially eligible, complete **either** of the following:

When the information provided on the application matches the information obtained from the system interface, complete **all** of the following:

- Authorize the NA benefits
- Send the ESAP Renewal Approval (F105) notice
- Assign the case to site code 705C

When the information provided on the application or information obtained from the system interface is questionable, incomplete or discrepant, attempt to contact the participant and complete **either** of the following:

- When contact with the participant is successful and all discrepancies are clarified, complete **all** of the following:

Authorize the NA benefits

Send the ESAP Renewal Approval (F105) notice

Assign the case to site code 705C

- When the attempt to contact the participant is unsuccessful, send the ESAP Appointment (F046) notice.

NOTE AZTECS sends the X036 notice when an interview is not completed by the deadline provided in the F046 Notice

### ESAP Changes/Conversions

Changes in budgetary unit's composition, earned income, self-employment income, or age (turning 60) may result in **one** of the following conversions:

- From regular NA to ESAP. When this occurs, complete **all** of the following:

Redetermine benefits

Send the appropriate change notice allowing for [NOAA\(g\)](#)

Send the NA Conversion to ESAP (F711) notice

Assign the case to 705C

- From ESAP to regular NA. When this occurs, complete **all** of the following:

Redetermine benefits

Send the appropriate change notice allowing for NOAA

Send the ESAP Conversion to NA (F712) notice

When the change causing the conversion is processed before the 17th month of the 36-month approval period, add a free form alert for the first workday of the 17th month. Type ESAP TO REGULAR MAC SEND F027 as the reason for the alert. (See [Adding Free From Alerts](#) for instructions.)

NOTE Do not set the alert when the change causing the conversion is processed during or after the 17th month. (See [How to Determine the 17th Month](#) (pdf 99 kb))

Assign the case to the appropriate site code

## AZTECS ESAP Determination

AZTECS determines ESAP eligibility by **either** of the following:

- Caseload
- Food Stamp Allotment Determination (FSAD). When an NA case is keyed, AZTECS completes **all** of the following:

Reviews the date of birth and participation codes of all persons in the case

Reviews the earned and self-employment screens

AZTECS determines whether the NA case meets ESAP eligibility when **all** of the following are met:

- All persons in the case, regardless of the participation codes, are age 60 or older
- No income is keyed in EAIN
- No income is keyed in SEEI except for in-kind income

For AZTECS to make a correct determination, delete any optional or non-participants from the case. Do not use the participation code of OU to remove these participants. (See [FUNCTION 5. DELETE CLIENT FROM PROGRAM](#) for instructions on how to delete a person from a program).

NOTE Do not delete an ineligible student. Use the participation code of OU to remove these participants.

When an NA case meets ESAP eligibility, **both** of the following occurs when the case is processed through FSAD:

- A 36-month approval period is assigned
- The budgetary unit is assigned to simplified reporting

## Specialized ESAP Unit

FAA Site Code 705C is designated as the ESAP Unit. Assigning all ESAP cases to 705C is important to ensure case maintenance is assigned to the correct workload. Case maintenance includes **all** of the following:

- Working ACTS Alerts
- Processing renewal applications



- Processing changes

### ESAP Eligibility is Discovered During an Interview

When ESAP eligibility is discovered during the interview, complete the interview. Educate the participant about ESAP and the considerations offered by the project. Complete **one** of the following:

- When additional verification is needed, send the ESAP More Information (F013) notice allowing 10 calendar days for the participant to provide the information. Assign the case to Site Code 705C.
- When no additional verification is required and the budgetary unit is eligible, complete **all** of the following:

Authorize the NA benefits.

Send either the ESAP Approval Notice (F125) or the ESAP Renewal Approval (F105) notice.

Assign the case to Site Code 705C.

- When the budgetary unit is not eligible, complete **all** of the following:

Deny the application using the appropriate Denial Closure Reason Code.

Send the appropriate denial notice.

Assign the case to the appropriate site code.

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### Verification

System interface and the [case file\(g\)](#) must be reviewed before verification is requested. No additional verification is needed when AZTECS interface or HEAplus hubs have identified the participant has already verified the eligibility factor.

When system interface is unable to verify eligibility factor, the ESAP Demonstration Project allows the use of participant statement verification unless the statement is unclear, questionable, or discrepant.. Documentation must support the use of a participant's statement.

Verification required is determined by the eligibility factor or expense being verified. For the ESAP Demonstration Project, participant statement verification can be used as the primary source of verification for **any** of the following:

- Identity
- Income
- Shelter expenses
- Telephone expense
- Utility expenses

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### AZTECS Keying Procedures

When it is determined that the case is an ESAP eligible, assign the case to site code

705C by keying 705 in the SITE CODE field on CARC. When it is determined that the case is not ESAP eligible key on CARC the site code that serves the participant's residential ZIP Code.

When a renewal interview is needed, send the ESAP Appointment (F046) Notice and complete **all** of the following:

- Change the INDA INTERVIEW DATE to the last day of the date indicated in the F046 Notice
- Remove the Y in the COMPLETED field

When an ESAP participant is working in exchange for room, board or other needs, complete **all** of the following:

- Key Y in the WS field to access EAIC
- Type the name of the person on the EMPLOYER field the participant is performing the in-kind work for
- Key IK in the INC TYPE field
- Key the frequency in the FREQ field
- Key the date the participant is paid in the DATE PAID field
- Key the number of hours the participant spends performing the in-kind work in the HOURS field
- Key the value of the in-kind work in the GROSS AMOUNT field
- Press ENTER. AZTECS automatically fills the HR. RATE field

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### HEAplus Procedures

All paper applications received are data entered into HEAplus to allow for automatic interface with the federal and state hubs.

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### Legal Authorities

ESAP Demonstration Project Waiver

[Prior Policy](#)

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