

Department of Social and Health Services

Olympia, Washington

EAZ Manual

Revision #	806
Category	Eligibility Reviews/Food Assistance Recertification – Process for Basic Food
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Summary

Added the following steps in Worker Responsibilities under WAC 388-434-0010:

3. Recertification Interview

- a. If the client calls before the end of the certification period to do an interview but we have not received the review form:
 - i. Complete the interview.
 - ii. Send a letter requesting for a completed and signed review form.
 - iii. If the review form is received after the certification period ends but before the end of the following month, issue prorated benefits from the date the form is received. Another interview is not required.
 - iv. If the review form is received later than the end of the month following the month the certification period ends, an intake is required before benefits can be issued.