

Department of Social and Health Services

Olympia, Washington

EAZ Manual

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Category Mid-Certification Reviews
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Summary

The Office of Programs and Policy added guidance for the new Food-Only MCR form under Clarifying Information for WAC 388-418-0011, *What is a mid-certification review, and do I have to complete one in order to keep receiving benefits?*

Please see highlighted text below:

1. **Required proof for the mid-certification review:** What proof a person must give us for us to count a mid-certification review as complete depends on the benefits they receive:
 - To complete the MCR for Basic Food, the person does not have to answer questions about pregnancy, individuals with disabilities, health insurance, cash resources, vehicles, or utility costs. **These questions are not included on the Food-Only version of the MCR which is mailed to Basic Food and FAP households not receiving any cash benefits that require an MCR.**
 - If someone receives Basic Food only, there is no requirement to provide verification of reported changes before we act on the changes unless there is a change in income that will increase the Basic Food benefit. If the person does not provide verification of income that will increase the benefit, do not make the income change, let the benefit continue at the current amount, and verify

the income change during the next recertification.

- If someone receives cash and Basic Food, the form instructs to give us proof of the changes they tell us about on the MCR, except increases in deductions. If a person does not include the verification with the MCR, consider whether the change affects benefits or is questionable before pending for more information.
- If a person reports an increase in their deductions, such as shelter or dependent care costs, we only require proof of the higher deduction if the income deduction is questionable.
- If someone receives TANF, they must give us proof of their income on mid-certification review even if their income hasn't changed.

- If you are processing a mid-certification review where the person **reports no changes** for Basic Food and TANF and the person did not give proof of their income, process the review as complete for Basic Food.
- **If someone receives Basic Food only, the person has the option to complete the process by using the new Food-Only MCR form with questions relating to food benefits only or the multi-program MCR form and only answer the questions needed for the food benefits.**