



**STATE DEMONSTRATION REQUEST
ELDERLY SIMPLIFIED APPLICATION DEMONSTRATION (ESAP)**

Type of Request: Initial

Date of Request 1/12/2023

State KY

Region: SERO

Statutory Citations

Section 3(f). Defines “certification period” as the period for which households are eligible to receive SNAP benefits. The certification period shall not exceed 12 months, except that the certification period may be up to 24 months if all adult household members are elderly or disabled. A State agency shall have at least one contact with each certified household every 12 months.

Section 11(e)(3). Requires that the State verify all non-excludable income and household size (if questionable).

Regulatory Citations

7 CFR 273.2(f). Requires the State agency to verify gross nonexempt income, utility expenses, medical expenses, social security numbers, residency, and identity.

7 CFR 273.10(f)(1). Allows the State agency to certify households in which all adult members are elderly or disabled for up to 24 months.

7 CFR 273.14(b)(3). Requires that the State agency interview application households prior to recertification.

Justification for request

The addition of an Elderly Simplified Application Project (ESAP) to Kentucky's SNAP program will focus on improving both access and continuing participation for our target group.

Description of alternative procedures

As you describe alternative procedures, please consider and address the areas, comments, and questions below regarding proposed ESAP procedures.

- a) **Eligibility:**
SNAP households with at least one member aged 60 or older, or a disabled member, no earned income and no ABAWD members will be eligible for ESAP.
- b) **Application Form:**
The application form will remain the same, but additional questions will be added to the expedited screening questions to indicate potential ESAP eligibility.
- c) **Expedited Service:**
ESAP applications will be processed with the same time standards as all other expedited SNAP applications.
- d) **Conversion of Households:**
Describe the State's strategy for converting eligible households in regular SNAP to ESAP. Similarly, describe the State's strategy for converting ESAP households to regular SNAP if they are no longer eligible for the ESAP, but remain eligible for SNAP. Similarly, describe the State's strategy for converting ESAP households to regular SNAP if they are no longer eligible for the ESAP, but remain eligible for SNAP.
Eligibility for ESAP will be determined at application and recertification. At discontinuance of any ESAP case, the system will automatically run eligibility for regular SNAP prior to disposal. When households report changes during the certification period that make them ineligible for ESAP, cases will be evaluated for regular SNAP eligibility and return to normal certification period.
- e) **Interview:**
As part of the interview process, applicants will be informed of ESAP change reporting requirements, periodic reporting and renewal process. The approval notice and ESAP renewal notices will also include this information.
- f) **Verification:**
Describe the State's procedures for addressing the specific verification components of the ESAP. How will the State verify information for ESAP applicants? How often will this information be verified? What databases will be used in data matching? What data fields will be matched? What

Food and Nutrition Service
ESAP Application Form

are the procedures for discrepancies in information? What documents will the household need to provide verification for? How often will this information be verified? What databases will be used in data matching? What data fields will be matched? What are the procedures for discrepancies in information? What documents will the household need to provide verification i.e. medical deductions, residency? Below is an example of how the information should be provided:

- *Beneficiary & Earnings Data Exchange (BENDEX) – at each renewal*
- *Electronic Disqualified Recipient System (eDRS) – at initial certification*
- *National Database of New Hires (NDNH) – at each renewal*
- *Old Age, Survivors, and Disability Insurance (OASDI) –*
- *Supplemental Security Income (SSI/SDX) – at app and renewal*
- *Systematic Alien Verification for Entitlements Program (SAVE) – ran prior to initial certification*
- **KY anticipates utilizing the following system matches:**
 - *Beneficiary & Earnings Data Exchange (BENDEX) – at each renewal*
 - *Electronic Disqualified Recipient System (eDRS) – at initial certification*
 - *National Database of New Hires (NDNH) – at each renewal*
 - *Old Age, Survivors, and Disability Insurance (OASDI) –*
 - *Supplemental Security Income (SSI/SDX) – at app and renewal*
 - *Systematic Alien Verification for Entitlements Program (SAVE) – ran prior to initial certification*
- Applicants choosing SMD will need to provide verification of over \$35 in medical expenses
- If match information is questionable, a request for verification will be issued
- Application will be required to verify household size, shelter, medical expenses.

g) **Certification Period and Recertification:**

A mail in recertification form will be sent to all ESAP cases in the 35th month of certification. A periodic report form (FS-2) will be mailed to all ESAP cases in the 11th and 23rd month of certification, with instructions to complete and return.

h) **Reporting:**

What reporting system does the State use for ESAP households? Describe the State's reporting process for ESAP households such as anticipating changes in household circumstances, acting on changes, ensuring appropriate deductions over time. How will the State inform participants of these reporting requirements, in the eligibility notice and initial interview?

KY uses Simplified Reporting and applicants will be notified of client responsibilities during interview and by periodic report forms. QC will review annually a random selection of 200 active ESAP cases and 100 denied/discontinued ESAP cases.

i) **Outreach:**

Food and Nutrition Service
ESAP Application Form

Information about the ESAP will be shown on the agency website.

j) Training:

All staff will be trained on ESAP eligibility and case processing. The procedures will be added to Basic SNAP training courses, with training provided to current staff prior to implementation statewide.

k) Evaluative Components:

The State will provide an annual report for each year of the project. Annual reports are due three months after the end of each reporting period. The annual reports include three parts: certification and recertification, timeliness, and QC. The State will use the templates in the ESAP Reporting Template spreadsheet provided by FNS.

The State must select cases for the annual review at random. Cases reviewed through the QC process may be included in the project evaluation. If an insufficient number of cases are pulled through the regular QC process to meet minimum evaluation requirements, the State may select additional cases and conduct a desk review of case information, including verification of client information via telephone if necessary. State reports should describe methods of data collection and analysis, including the random case selection process, in an executive summary of the report.

Describe any issues that may prevent the State from implementing the evaluative components of this demonstration project.

The agency anticipates meeting the reporting requirements.

Description of anticipated changes in program enrollment, cost, or other impacts on households and State agency operations.

There will be initial costs for system changes and training as well as new ESAP only processing staff, offset by a reduction in regular SNAP cases. The agency understands the project must show cost neutrality.

Caseload information:

Percent of caseload eligible under the waiver (60+, no earned income): 50%

Additional relevant characteristics such as special demographic characteristics, trends in enrollment etc.: KY will also include households with a disabled member and no earned income.

Anticipated implementation date: 11/1/2023

Signature of requesting official:

DocuSigned by:
Lesa Dennis
2597068C24204CA...
Print Name: Lesa Dennis

Title: CHFS Acting Commissioner

State Agency Contact

Name: Todd Trapp, Director

Email: Todd.trapp@ky.gov

Telephone: 502-564-1106

Regional Office Contact

Name: SERO

Name: [Click here to enter email.](#)

Name: [Click here to enter text.](#)

Food and Nutrition Service
ESAP Application Form