



COMMODITY SUPPLEMENTAL FOOD PROGRAM
POLICY AND PROCEDURE MANUAL

SUBJECT:	Certification Periods	Chapter:	2
		Section:	2.8
REFERENCES:	7 CFR 247.16	Page:	1 of 3
		Revised:	04-2014

PURPOSE: To define the length of certification periods for program benefits according to participant category.

POLICY: Program benefits shall be based upon certifications established in accordance with the time frames designated by federal regulation.

PROCEDURES:

- A. Each participant is certified for Program benefits for the intervals described in Table 1.

TABLE 1.

CATEGORY	CERTIFICATION PERIOD
Elderly	<p>An elderly applicant shall be certified at the time of entrance into the program for a period not to exceed six months based on information submitted on and with the Participant Application. The certification period may be extended without a formal review of eligibility for additional six-month periods, as long as the following conditions are met:</p> <ol style="list-style-type: none"> 1. The person’s address and continued interest in receiving program benefits are verified; 2. The local agency has sufficient reason to believe that the person still meets the income eligibility standards (e.g. the elderly person has a fixed income); 3. The certifying official signs and completes the next extension blocks on the participants Attachment 2.1C “Elderly Participant Extension of Certification Period” certifying conditions 1, 2, and 3 above are met; and 4. The certifying official notifies the elderly participant verbally or in writing of the period of the extension. Attachment 2.6, “Notice of Certification Status” may be used for written notice of certification period extension.

- B. Each certification period should allow for the issuance of food for a six-month period or to the end of the month in which eligibility expires as noted in Table 1 above. Certification periods for elderly participants may be shortened from six months to bring the certification visit of all family members together or to be consistent with an agency’s standard six-month schedule.

- C. Each participant shall be notified in writing **at least 15 days before the expiration of each certification period** that eligibility for the Program is about to expire using



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Attachment 2.6 Notice of Certification Status. See Sections 2.1 paragraph M and Section 2.6. Documentation of the notification shall be maintained on a log, the monthly sign-in sheets or a copy retained in the individual's file. Notification is not required when certification period of an elderly participant is extended in accordance with Section 2.1 paragraph L and as indicated in Table 1. In such cases the elderly participant's certification period is not expiring, it is being extended.

- D. Agencies may choose to establish a standard six-month schedule to process the certifications and certification extensions of elderly CSFP participants. Applications must be accepted and processed in accordance with Section 2.1. However the initial certification period may be scheduled to end during the next scheduled processing month. From that point forward certifications or extensions shall be for six-month periods or to the end of the month in which eligibility expires.
- E. Table 2 on page 4 of 4 may be used to identify six-month intervals.
 - 1. Agencies using a standard six-month schedule for elderly participants would follow one row. For example, an agency may choose April through September and October through March to be the standard six-month intervals. Notifications required in paragraph C above MUST be given prior to the 15th day of the sixth month, in this case March and September. Giving notifications during the fifth month of the interval, in this case February and August, could help to assure participants remember to bring needed verification information.
 - 2. Agencies not using a standard six-month schedule could follow the row corresponding to the certification month and could use the chart to determine the six-month certification period or period of certification extension and the months when required notifications and/or verifications must be accomplished.



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TABLE 2

One six-month interval						Next six-month interval					
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov