

**From:** [Kain, Erica - FNS](#)  
**To:** [SM.FN.SNAP-PDD-COVID](#)  
**Cc:** [Panoor, Sheena - FNS](#); [Kopec, Christine - FNS](#); [Farinas, Jenie - FNS](#)  
**Subject:** COVID-19: Extend Cert and Interview Adjustments - July & Aug - Indiana  
**Date:** Wednesday, July 22, 2020 6:36:36 PM  
**Attachments:** [image001.png](#)  
[Executive Order 20-34 Extention of the Public Health Emergency.pdf](#)

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Good evening,

Please see Indiana's request below to extend the following waivers through August:

Postpone Expedited Service Interview	COV-138
Waive Initial & Recertification Interviews	COV-095
Extend Certification Periods and Waive Reporting Requirements	COV-037

Their Statewide emergency declaration expires August 3. It is attached.

Best,  
Erica



**Erica Kain**

Branch Chief, Program Operations Branch  
Supplemental Nutrition Assistance Program  
Midwest Region  
Food and Nutrition Service  
United States Department of Agriculture



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**From:** Smalley, David D [REDACTED]  
**Sent:** Wednesday, July 22, 2020 1:33 PM  
**To:** Kain, Erica - FNS [REDACTED]; Mikkelson, Julie - FNS [REDACTED]  
**Cc:** Cundari, Melissa - FNS [REDACTED]; Shields, Adrienne M [REDACTED]; Tryan, Suzanne [REDACTED]; Beam, Sunshine M [REDACTED]; Kopec, Christine - FNS [REDACTED]; Farinas, Jenie - FNS [REDACTED]  
**Subject:** RE: Extending cert periods for July and August

Hi Erica – thank you for getting me on the right path – we are confirming that we would like to extend all waivers noted below in your table. Sorry for the confusion on my part.

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**From:** Kain, Erica - FNS [REDACTED]

**Sent:** Wednesday, July 22, 2020 2:07 PM

**To:** Smalley, David D [REDACTED]; Mikkelson, Julie - FNS [REDACTED]

**Cc:** Cundari, Melissa - FNS [REDACTED]; Shields, Adrienne M [REDACTED]

[REDACTED]; Tryan, Suzanne [REDACTED]; Beam, Sunshine M [REDACTED]; Kopec, Christine - FNS [REDACTED]; Farinas, Jenie - FNS [REDACTED]

**Subject:** RE: Extending cert periods for July and August

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Hi Dave,

Yes, it's a separate waiver from the interview waiver.

Please confirm that the State would like to extend the following waivers through August:

Postpone Expedited Service Interview	COV-138
Waive Initial & Recertification Interviews	COV-095
Extend Certification Periods and Waive Reporting Requirements	COV-037
Waive Face-to-Face Interview	COV-159

Waiver COV-037 includes the suspension of periodic reports.

Best,  
Erica

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**From:** Smalley, David D [REDACTED]

**Sent:** Wednesday, July 22, 2020 12:57 PM

**To:** Kain, Erica - FNS [REDACTED]; Mikkelson, Julie - FNS [REDACTED]

**Cc:** Cundari, Melissa - FNS [REDACTED]; Shields, Adrienne M [REDACTED]

[REDACTED]; Tryan, Suzanne [REDACTED]; Beam, Sunshine M [REDACTED]; Kopec, Christine - FNS [REDACTED]; Farinas, Jenie - FNS [REDACTED]

**Subject:** RE: Extending cert periods for July and August

Yes, we are – did I miss that in my request?

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**From:** Kain, Erica - FNS [REDACTED]

**Sent:** Wednesday, July 22, 2020 1:54 PM

**To:** Smalley, David D [REDACTED]; Mikkelson, Julie - FNS [REDACTED]

**Cc:** Cundari, Melissa - FNS [REDACTED]; Shields, Adrienne M [REDACTED];  
[REDACTED]; Tryan, Suzanne [REDACTED]; Beam, Sunshine M [REDACTED];  
[REDACTED]; Kopec, Christine - FNS [REDACTED]; Farinas, Jenie -  
FNS [REDACTED]

**Subject:** RE: Extending cert periods for July and August

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Hi Dave,

We've received your interest in the waiver extensions.

For clarification, Indiana **is not** interested in extending certification periods and waiving periodic reporting requirements through August, correct?

Thank you,  
Erica



**Erica Kain**

Branch Chief, Program Operations Branch  
Supplemental Nutrition Assistance Program  
Midwest Region  
Food and Nutrition Service  
United States Department of Agriculture



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**From:** Smalley, David D [REDACTED]  
**Sent:** Wednesday, July 22, 2020 12:50 PM  
**To:** Mikkelson, Julie - FNS [REDACTED]  
**Cc:** Kain, Erica - FNS [REDACTED]; Cundari, Melissa - FNS [REDACTED];  
Shields, Adrienne M [REDACTED]; Tryan, Suzanne [REDACTED];  
Beam, Sunshine M [REDACTED]  
**Subject:** RE: Extending cert periods for July and August  
**Importance:** High

Good afternoon,

We thank FNS for this revised opportunity to extend previous waivers. Indiana is formally requesting to extend the following waivers through August 2020:

Postpone Expedited Service Interview	COV-138
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Waive Initial & Recertification Interviews (includes periodic reports)	COV-095
Waive Face-to-Face Interview	COV-159

As you are aware, we had already been approved for the waiver of option to provide face to face and as well for QC to provide face to face.

Again thank you for this opportunity and the continued support. If need additional information, please let me know.

Thanks, Dave

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**From:** Mikkelson, Julie - FNS [REDACTED]

**Sent:** Tuesday, July 21, 2020 12:41 PM

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
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[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Cc:** FNS - MWRO Supplemental Nutrition Assistance Program [REDACTED]

**Subject:** Extending cert periods for July and August

**Importance:** High

**\*\*\*\* This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. \*\*\*\***

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Dear State partners,

While the number of SNAP applications are starting to return to levels similar to before the onset of COVID-19, some States have shared with FNS their ongoing difficulties in handling their increased caseload sizes and reduced operational capacity. These States are struggling to maintain their responsibility for the administrative functions of operating the program responsibly. FNS strongly believes that it is of the utmost importance to ensure the program is administered appropriately so families receive the proper benefits in a timely fashion and that SNAP program integrity is consistently maintained to ensure public confidence in SNAP administration and use of taxpayer resources.

For States that are struggling, each corresponding regional office continues to provide tailored customer service. To best serve recipients, please do not hesitate to call on our team or your fellow

States for best practices and solutions in this dynamic and unprecedented situation.

Based on the recent feedback from some States, combined with the recent spike in COVID-19 cases in some parts of the country, FNS is providing an additional opportunity to seek approval for adjustments to extend certification periods or eliminate the interview, including States agencies that were previously denied for July. FNS hopes that approval of these adjustments during July and August will assist the State as it transitions to its new normal in the fall. State agencies should continue to plan appropriately and make necessary systems changes to return to normal processing.

If your State was previously denied for a July adjustment, or did not apply and is now interested, please respond to the FNS regional office within 3 business days and indicate which adjustments your State is seeking. FNS will respond to your request within 3 business days.

In order to request an extension, your State must have an emergency order that extends into the month in which you are requesting the adjustment or waiver. For example, in order to receive an extension for the month of August, the emergency order must extend into some part of August.

Looking ahead, requests for extensions beyond August will be approved on an extremely limited basis. In order to receive an extension beyond August, a State must have an emergency order that extends into the month in which the State is requesting the adjustment and provide data that demonstrates that the adjustment continues to be warranted given the current circumstances in the State. States must submit these requests by the 10th day the month before the adjustment would take effect with a response due back from FNS to the State by the 15<sup>th</sup>.

FNS expects that requests include data on substantial increases in new applications in recent months (e.g. July and August for September adjustment), sizable increases in a backlog of case actions or applications, or a significant decrease in staffing capacity due to COVID-19, among other supporting information. States are expected to reasonably adjust to changing circumstances, including caseload growth, and FNS will not approve requests where the data is merely comparable with the State agency's data from non-COVID-19 circumstances or where FNS was working with the State under a corrective action plan unrelated to COVID-19. These requests should also include plans to return to a new normal in a reasonably short time frame. Because approvals for adjustments beyond August will be extremely limited, States should make arrangements to ensure they are able to return to their new normal by September 1, 2020.

We stand ready to provide technical assistance and answer any of your questions.

*Julie Mikkelsen*

**SNAP Director**

**USDA FNS MWRO**

**77 W Jackson Blvd 20<sup>th</sup> floor**

**Chicago IL 60604**



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