

STATE OF UTAH



**Department of
Workforce Services**

SNAP PLAN OF OPERATION
FFY 2016

Revised July 2015

SNAP PLAN OF OPERATION
Table of Contents

- I. State Agency Identification and Authorities
 - II. Federal-State Agreement
 - III. Program Administration
 - IV. Issuance of Benefits
 - V. Method of Computing and Claiming Reimbursable Costs
 - VI. Non-Discrimination
 - VII. Program Information Activities
 - VIII. Performance Reporting System
 - IX. Special Provisions
 - X. Signatures
-
- Exhibit A. Utah Department of Workforce Services State Organizational Chart
 - Exhibit B. Utah Eligibility Services Division Organizational Chart
 - Exhibit C. Utah Department of Workforce Services Offices
 - Exhibit D. Disaster SNAP Plan
 - Exhibit E. Nutritional Education Plan will be provided under separate cover
 - Exhibit F. Informational Activities Program
 - Exhibit G. Agreement with Internal Revenue Service (IRS)
 - Exhibit H. Agreement with Department of Health and Human Services and Office of Child Support Enforcement
 - Exhibit I. Employment and Training Plan will be provided under separate cover

I. STATE AGENCY IDENTIFICATION AND AUTHORITIES

A. Identification:

1. The Utah Department of Workforce Services is hereinafter called the State Agency.

2. The Mailing Address is:

Department of Workforce Services
P.O. Box 45245
Salt Lake City, Utah 84145-0249

B. Authorities:

The State Agency is authorized to administer the SNAP program by Title 35A, Workforces Code, of the Utah Code Annotated 1953 as amended.

C. Project Area:

Per 7 CFR 271.2, the State of Utah designates the entire State as one project area.

II. FEDERAL – STATE AGREEMENT

The State of Utah and the Food and Nutrition Service (FNS) of the United States Department of Agriculture, hereby agree to act in accordance with the provisions of the Food Stamp Act of 1977, as amended, implementing regulations, and the FNS-approved State Plan of Operation. The State and FNS further agree to fully comply with any changes in Federal law and regulations. This agreement may be modified with the mutual consent of both parties.

PROVISIONS

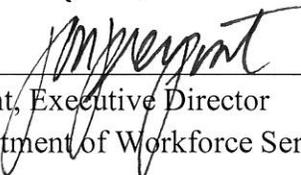
THE STATE AGREES TO:

1. Administer the program in accordance with the provisions contained in the Food Stamp Act of 1977, as amended, and in the manner prescribed by regulations issued pursuant to the Act; and to implement the FNS-approved State Plan of Operation.
2. Comply with Title VI of the Civil Rights Act of 1964 (P.L. 83-352), Section 11(c) of the Food Stamp Act of 1977, as amended, the Age Discrimination Act of 1975 (P.L. 94-135) and the Rehabilitation Act of 1973 (P.L. 93-112 Sec. 504) and all requirements imposed by the regulations issued pursuant to these Acts by the Department of Agriculture to the effect that, no person in the United States shall, on the grounds of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under the SNAP Program. (Not all prohibited bases will apply to all programs and/or employment activities.)
3. Implement the Program in a manner that is responsive to the special needs of American Indians on reservations and consult in good faith with tribal organizations about that portion of the State's Plan of Operation pertaining to the implementation of the program for members of the tribe on reservations.

FNS AGREES TO:

1. Pay administrative costs in accordance with the Food Stamp Act, implementing regulations, and an approved Cost Allocation Plan.
2. Carry out any other responsibilities delegated by the Secretary in the Food Stamp Act of 1977, as amended.

Date 8-11-15

Signature 
Jon Pierpont, Executive Director
Utah Department of Workforce Services

Date _____

Signature _____
(Regional Administrator, FNS)

III. PROGRAM ADMINISTRATION

D. State Level Supervision:

1. The State Agency shall be responsible for the supervision and direction of personnel and procedures used in the certification of eligibility, recertification, closure, and denial for participation in the SNAP Program. The State Agency shall also be responsible for supervision and direction of statewide personnel involved in issuance activities.
2. The SNAP Electronic Benefit Transfer (EBT) System Manager is responsible for accounting procedures and SNAP issuance of the SNAP Program except to those issuing agents, which are Local Employment Centers responsible to the Deputy Director of Workforce Services. The EBT Manager is responsible to the Director of Office of Finance.
3. The Department of Workforce Services, Public Assistance Overpayment Unit is responsible for fraud and non-fraud claims collections.

E. Organizational Exhibits as Attached to This Plan:

Exhibit A – State Organization Chart

Exhibit B – Organization Chart

Exhibit C – List of Utah Department of Workforce Services Offices

IV. ISSUANCE OF BENEFITS

Distribution of SNAP benefits is made through the Electronic Benefit Transfer (EBT) system. Clients use a magnetic striped debit card (the Utah Horizon card) at grocery stores and ATM's (for cash out) to access the value of their benefit.

V. METHOD OF COMPUTING AND CLAIMING REIMBURSABLE COSTS

Federal funds to meet the administrative costs of administering the SNAP Program will be drawn in accordance with SNAP Regulations, specifically Part 227, Payment of Certain Administrative Costs of State Agencies, and in accordance with FNS instructions.

VI. NON-DISCRIMINATION

- A. The State Agency assures the United States Department of Agriculture (hereinafter Department) that, in its administration of the SNAP Program in the State of Utah, it complies with all requirements imposed by or pursuant to Part 15 of Title 7, Code of Federal Regulations, of the regulations of the Department (29 F.R. 16274) to the end that no person in the State of Utah shall, on the grounds of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or activity conducted or funded by the Department be excluded from participation in, be denied benefits of, or be otherwise subject to discrimination under the SNAP Program. The State Agency further assures the Department that it has adopted methods of administration, which gives reasonable assurance that the local government officials of project areas comply with the requirements imposed by the Department of regulations.
- B. Assurance of compliance has been obtained from other such agencies of the State Agency or any other agency or organization to which it has delegated certain responsibility in connection with the issuance of food benefits (or the certification of general assistance households). This assurance is given in consideration of and for the purpose of obtaining Federal financial assistance for eligible households in approved project areas under the SNAP Program. This assurance obligates the State Agency for the period during which Federal financial assistance is extended to it by the Department under the SNAP Program. The State Agency recognizes and agrees that Federal financial assistance is extended in reliance on the representations and agreements made in this assurance and that the Department has the right to seek judicial enforcement to this assurance.

PROGRAM INFORMATION ACTIVITIES

VII. INFORMATIONAL ACTIVITIES PROGRAM

A copy of Utah's Information Activities Program is included.

VIII. PERFORMANCE REPORTING SYSTEM (PRS)

The Eligibility Services Division Director, responsible for PRS, reports to a Deputy Director who oversees the Eligibility Services Division. The Division Director is a full-time position with direct supervision of Management Evaluation and the Quality Control function. The two functions are handled separately although they are under the supervision of the same Division Director. Quality Control analysts review the SNAP

program, Child Care program and Temporary Assistance for Needy Families (TANF) program.

IX. SPECIAL PROVISIONS

F. Computerized Verification of Title II and Supplemental Security Income (SSI) Monies

Once initial income verification has been established, monthly SSI/State Data Exchange (SDX) and OASDI (BENDEX) files are utilized through the computer system to verify these types of income on all open SNAP cases.

G. Nutrition Education Plan

Utah contracts with Utah State University to conduct our Nutrition Education Plan.

H. Disaster Plan

The State Agency acknowledges 7 CFR Part 280 and agrees to provide assistance to qualified victims of a disaster in accordance with the above citation. The Division Director is the designated disaster coordinator.

Eligibility Services Division staff, as well as local office staff will administer SNAP assistance in the affected area in the event of an emergency.

Application may be made at a regularly established local State Agency Employment Center, at the Disaster Assistance Center, or other sites designated by the State Director through the State Agency Directors. A revised copy of the Disaster Plan is included.

I. Supplemental Security Income Households Applying for SNAP at the Social Security Administration

There is no agreement between the Social Security Administration and the State Agency concerning joint processing of SSI/SNAP households on file.

J. SNAP Recipients Required to Register for Work and Participate in Job Search

There is no agreement necessary to comply with the requirement to register SNAP recipients for work and participate in job search. The State Agency handles these functions.

K. Income Eligibility Verification System (IEVS)

A copy of the agreement between the Internal Revenue Service and the State Agency concerning the IEVS program is included. A copy of the agreement with the Department of Health and Human Services is also included.

L. Disclosure and Safeguards of Information from the Social Security Administration to the State Agency

A copy of the agreement between the Secretary of Health and Human Services and the State Agency concerning disclosure and safeguarding of information given to the State Agency by the Social Security Administration is on file.

M. Wage Match

There is no agreement necessary to comply with the requirement to match SNAP recipients with the wage match data. The State Agency handles both functions.

N. Systematic Alien Verification-SAVE

1. A copy of the agreement between U.S. Citizenship and Immigration Services and the State Agency is on file. There have been no changes to this agreement.
2. The access method is an online system accessed through the State of Utah's eFIND system.
3. The access points are the State Agency offices listed in Exhibit C.

O. Denial of Benefits to Drug Felons

The Utah State Legislature passed legislation that allows the Utah SNAP program to serve residents that have been convicted of a felony involving a controlled substance. (See Title 35A-8-311, of the Utah State Code)

P. Options selected under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996

1. Utah has opted to continue using the standard homeless shelter allowance that does not exceed \$143 per month for such expenses that may reasonably be expected to be incurred by households in which all members are homeless individuals but are not receiving free shelter throughout the month. (Section 809)
2. Only individuals not complying with the work requirements will be sanctioned. The work requirements include complying with the Employment and Training Program, voluntarily reducing work hours and voluntary quit provisions. (Section 815)

Utah's work requirement disqualification sanctions are designated at one month for the first occurrence, three months for the second and six months for the third or more occurrences. In the determination of which sanction occurrence to apply, Utah will only count sanctions that were applied during the previous three-year period.

Effective October 1, 2012, the sanctioned or disqualified individual can release the sanction after the minimum sanction period by agreeing to participate in the Employment and Training program or by meeting a Federal Exemption or State Exemption.

3. Utah has opted to issue combined allotments (prorated first month's allotment plus full second month's allotment) to expedited service applicants. (Section 828)
4. Utah has opted to allow the division of a month's SNAP benefit between a drug and alcoholic treatment center and the participating individual, if the individual leaves the center. (Section 830)

Q. Options Selected under the Food Stamp Reauthorization Act of 2002

- Utah has not implemented any new options under the Food Stamp Reauthorization Act of 2002.
1. Effective July 2003, Utah implemented the Simplified Standard Utility Allowance, section 4104 of the Farm Bill.

2. Effective January 1, 2006, Utah implemented the Simplified Definition of Income, under section 4102 of the Farm Bill. Under this provision, the State Agency chose to exclude educational income, as allowed by TANF.
3. Effective August 1, 2006, Utah implemented Semi-Annual Reporting, as allowed under section 4109 of the Farm Bill.
4. Effective May 1, 2011, Utah implemented Simplified Reporting for all SNAP recipients.

R. Administration of the SNAP Program on Indian Reservations is administered in accordance with 7 CFR Section 281.

The following illustrate the portions of the SNAP Program that are responsive to the special needs of American Indians on reservations as per the regulation.

- Outreach and education to the American Indian population.
- Monthly coordination with the Food Commodity distribution group, both the Ute and Navajo Nation, by exchanging lists of those who receive SNAP and those receiving commodities.
- Monthly meetings with the Utah Indian Health Advisory Board and quarterly meetings with the Ute tribe employees discussing coordination of the programs, referrals and ways to better improve pathways.
- SNAP information is in offices and when needed, workers will visit the reservations to complete applications.
- In our Blanding office, which services our Navajo population, there are four Navajo speaking eligibility workers.
- On the Navajo Reservation, volunteers are approved and trained by State Agency staff to accept and forward applications, reviews and verifications to the Blanding office. Volunteers are located in the clinics in Montezuma Creek, Monument Valley and Navajo Mountain on a daily basis.
- State Agency workers are assigned to outreach stations to provide SNAP services in the Montezuma Creek area twice a week, the Monument Valley area twice a week and the Fort Duchesne area once a week.

S. SNAP Program ADP/CIS Plan

The SNAP Program ADP/CIS Plan is on file and maintained at the State Office, as required by Section 272.10(a)(1) and (2). The ADP/CIS checklist was submitted in August 2011.

T. Recipient Claims Options

As allowed under CFR 273.18, (e)(2)(i), the State of Utah implemented new claims threshold amounts October 1, 2006.

Utah's threshold for Agency Error and Inadvertent Household Error claims is \$300 for inactive SNAP cases and \$50 for active cases. All claims discovered as a result of a quality control review, or with the error type of Suspected Intentional Program Violation (SIPV), will be established.

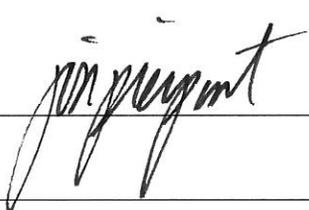
U. Additional Options Implemented

1. Effective May 1, 2007, Utah implemented the Mini Simplified Food Stamp Program (MSFSP). SNAP Education and Training (E & T) Work Requirements replaced Utah TANF Program Requirements. When a TANF customer's financial case closes because of non-participation in his/her employment plan, a SNAP sanction is also applied unless a Federal or State E & T exemption is met.
2. Effective January 1, 2007, all motorized vehicles, including recreational vehicles, are exempt as an asset.

X. SIGNATURES

This is to certify that this SNAP Plan of Operation is current and correct as of this date.

NAME: Jon Pierpont
TITLE: Executive Director
Utah Department of Workforce Services

SIGNATURE: _____


Date: 8-11-15 _____