

STATE OF CONNECTICUT  
DEPARTMENT OF SOCIAL SERVICES  
OFFICE OF LEGAL COUNSEL, REGULATIONS, AND ADMINISTRATIVE  
HEARINGS  
55 FARMINGTON AVENUE  
HARTFORD, CT 06105-3725

██████████, 2021  
SIGNATURE CONFIRMATION

CASE # ██████████  
CLIENT ID # ██████████  
REQUEST # ██████████

**NOTICE OF DECISION**

**PARTY**

██████████  
██████████  
██████████

**PROCEDURAL BACKGROUND**

On ██████████ 2021, the Department of Social Services (the "Department") issued a Notice of Action ("NOA") to ██████████ (the "Appellant") denying her request for Supplemental Nutritional Assistance ("SNAP") benefits.

On ██████████, 2021, the Appellant requested an administrative hearing to appeal the Department's decision to deny such benefits.

On ██████████, 2021, the Office of Legal Counsel, Regulations, and Administrative Hearings ("OLCRAH") issued a notice scheduling the administrative hearing for ██████████ 2021.

On ██████████, 2021, OLCRAH issued a notice scheduling the administrative hearing for ██████████ 2021 due to the Appellant's request for rescheduling of the ██████████ 2021 hearing.

On ██████████ 2021, in accordance with sections 17b-60, 17-61 and 4-176e to 4-189 inclusive, of the Connecticut General Statutes, OLCRAH held an Administrative Hearing. The hearing was held telephonically due to the COVID-19 pandemic with no objection from any party. The following individuals participated in the hearing:

██████████, Appellant  
Christopher Filek, Department's Representative  
Joseph Alexander, Administrative Hearing Officer

### **STATEMENT OF THE ISSUE**

The issue to be decided is whether the Department's decision to deny the Appellant's application for SNAP benefits is correct.

### **FINDINGS OF FACT**

1. On ██████████ 2021, the Appellant applied for SNAP benefits for a household of one. (Hearing Record and Department's Exhibit 3: Case Note dated ██████████ 2021)
2. On ██████████ 2021, the Department conducted a SNAP phone interview with the Appellant and sent a W-1348 "Proofs We Need" form requesting proof of self-employment income and proof of Unemployment Compensation Benefits. The due date for the requested information was ██████████, 2021. (Department's Exhibit 1: W-1348 dated ██████████ 2021)
3. On ██████████ 2021, the Department conducted a SNAP review and determined proof of self-employment income had not been received. (Hearing Record and Department's Exhibit 2: Search Results)
4. On ██████████ 2021, the Department sent a Notice of Action informing the Appellant her application for SNAP benefits was denied for failing to provide the requested proofs. (Hearing Record)
5. Sometime following the ██████████ 2021 request for information, the Appellant submitted proof of her self-employment income via her online ConneCT account as well as via mail. (Appellant's Testimony)
6. The issuance of this decision is timely under the Code of Federal Regulations which requires that a decision must be reached, and the household notified within █ days of receipt of a requested fair hearing. The Appellant requested and administrative hearing on ██████████, 2021. The administrative hearing was originally scheduled to be held on ██████████ 2021 but was rescheduled for ██████████ 2021 due to the Appellant's request. The additional █ days are added to the time period to issue a decision making this decision due no later than ██████████ 2021 and is therefore timely. (Hearing Record)

## CONCLUSIONS OF LAW

1. Section 17b-2(6) of the Connecticut General Statutes authorizes the Commissioner of the Department of Social Services to administer the SNAP program in accordance with federal law.
2. Title 7 of the Code of Federal Regulations (“CFR”) § 273.2(e)(1) provides in part that except for households certified for longer than 12 months, and except as provided in paragraph (e)(2) of this section, households must have a face to face interview with an eligibility worker at initial certification and at least once every 12 months thereafter. State Agencies may not require to report for an in office interview during their certification period, though they may request households to do so.
3. Title 7 of the CFR § 273.2(e)(2) provides that the State agency may use a telephone interview instead of the face-to-face interview required in paragraph (e)(1) of this section for all applicant households, for specified categories of households, or on a case-by-case basis because of household hardship situations as determined by the State agency. The hardship conditions must include, but are not limited to, illness, transportation difficulties, care of a household member, hardships due to residency in a rural area, prolonged severe weather, or work or training hours that prevent the household from participating in an in-office interview. If a State agency has not already provided that a telephone interview will be used for a household, and that household meets the State agency's hardship criteria and requests to not have an in-office interview, the State agency must offer to the household to conduct the interview by telephone. The State agency may provide a home-based interview only if a household meets the hardship criteria and requests one. A State agency that chooses to routinely interview households by telephone in lieu of the face-to-face interview must specify this choice in its State plan of operation and describe the types of households that will be routinely offered a telephone interview in lieu of a face-to-face interview. The State agency must grant a face-to-face interview to any household that requests one.

### **The Appellant completed the required SNAP telephone interview.**

4. Title 7 CFR § 273.14(b)(4) provides that information provided by the household shall be verified in accordance with §273.2(f)(8)(i). The State agency shall provide the household a notice of required verifications provided in §273.2(c)(5) and notify the household of the date by which the verification requirements must be satisfied. The household must be allowed a minimum of 10 days to provide the required verification information. Any household whose eligibility is not determined by the end of its current certification period due to the time period allowed for submitting any missing verification shall receive an opportunity to participate, if eligible, within 5 working days after the household submits the missing verification and benefits cannot be prorated.
6. Title 7 CFR § 273.2(h)(i)(C) provides for in cases where verifications in incomplete, the State agency must have provided the household with a statement of required verification and offered to assist the household with obtaining required verification and allowed the household sufficient time to provide the missing verification. Sufficient time

shall be at least 10 days from the date of the State agency's initial request for the verification that was missing.

**The Department correctly sent the Appellant the W-1348 "Proofs We Need" form requesting information needed to determine SNAP eligibility and allowed 10 days to provide such information.**

7. "The household has primary responsibility for providing documentary evidence to support statements of the application and to resolve any questionable information." Title 7 CFR 273.2(f)(5)(i)
8. Title 7 CFR 273.2 (g)(3) provides for denying the application and states households that are found to be ineligible shall be sent a notice of denial as soon as possible but not later than 30 days following the date the application was filed. If the household has failed to appear for a scheduled interview and has made no subsequent contact with the State agency to express interest in pursuing the application, the State agency shall send the household a notice of denial on the 30th day following the date of application.

**The Department correctly denied the Appellant's application for SNAP benefits because she did not submit all the required information by the due date.**

### **DECISION**

The Appellant's appeal is **DENIED**.



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**Joseph Alexander**  
**Administrative Hearing Officer**

CC: Brian Sexton, Operations Manager, DSS, Middletown Regional Office  
Christopher Filek, Fair Hearing Liaison, DSS, Middletown Regional Office

## **RIGHT TO REQUEST RECONSIDERATION**

The Appellant has the right to file a written reconsideration request within **15** days of the mailing date of the decision on the grounds there was an error of fact or law, new evidence has been discovered or other good cause exists. If the request for reconsideration is granted, the appellant will be notified within 25 days of the request date. No response within 25 days means that the request for reconsideration has been denied. The right to request a reconsideration is based on §4-1181a (a) of the Connecticut General Statutes.

Reconsideration requests should include specific grounds for the request: for example, indicate what error of fact or law, or what other good cause exists.

Reconsideration requests should be sent to: Department of Social Services, Director, Office of Administrative Hearings and Appeals, 55 Farmington Avenue, Hartford, CT 06105-3725.

## **RIGHT TO APPEAL**

The Appellant has the right to appeal this decision to Superior Court with 45 days of the mailing of this decision, or 45 days after the agency denies petition for reconsideration of this decision, provided that the petition for reconsideration was filed timely with the Department. The right to appeal is based on §4-183 of the Connecticut General Statutes. To appeal, a petition must be filed at Superior Court. A copy of the petition must be served upon the Office of the Attorney General, 165 Capitol Avenue, Hartford, CT 06106 or the Commissioner of the Department of Social Services, 55 Farmington Avenue, Hartford, CT 06105-3725. A copy of the petition must also be served on all parties to the hearing.

The 45-day appeal period may be extended in certain instances if there is good cause. The extension request must be filed with the Commissioner of the Department of Social Services in writing no later than 90 days from the mailing of the decision. Good cause circumstances are evaluated by the Commissioner or her designee in accordance with §17b-61 of the Connecticut General Statutes. The Agency's decision to grant an extension is final and is not subject to review or appeal.

The appeal should be filed with the clerk of the Superior Court in the Judicial District of New Britain or the Judicial District in which the appellant resides.

