

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

[REDACTED] 2023  
**SIGNATURE CONFIRMATION**

[REDACTED]  
[REDACTED]  
**REQUEST# 225014**

**NOTICE OF DECISION**

**PARTY**

[REDACTED]  
[REDACTED]  
[REDACTED]

**PROCEDURAL BACKGROUND**

On [REDACTED] 2023, the Department of Social Services (the "Department") issued a Notice of Action ("NOA") to [REDACTED] (the "Appellant") denying his application for benefits under the Supplemental Nutritional Assistance ("SNAP").

On [REDACTED] 2023, the Appellant requested an Administrative Hearing to appeal the Department's decision to deny the SNAP.

On [REDACTED] 2023, the Office of Legal Counsel, Regulations, and Administrative Hearings ("OLCRAH") issued a notice scheduling the Administrative Hearing for [REDACTED] 2023.

On [REDACTED] 2023, 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 telephonically at the Appellant's request.

The following individuals participated in the hearing by telephone:

[REDACTED], Appellant  
Shannon Shlash, Department's Representative  
Jessica Gulianello, Hearing Officer

The hearing record was extended and held open for one business day to allow both parties time to submit additional information. Additional documents were received accordingly, and the hearing record closed on [REDACTED] 2023.

### **STATEMENT OF THE ISSUE**

The issue to be decided is whether the Department's [REDACTED] 2023, action to deny the Appellant's [REDACTED] 2023, application for benefits under the SNAP was correct.

### **FINDINGS OF FACT**

1. On [REDACTED] 2023, the Appellant submitted an online application ("ONAP") to the Department requesting benefits under the SNAP and cash assistance for a household comprised of two individuals: the Appellant (DOB: [REDACTED]) and [REDACTED] (DOB: [REDACTED]). The ONAP was received at [REDACTED] (outside the Department's normal business hours). The ONAP was therefore marked as received on the Department's next business day, [REDACTED] 2023. (*Exhibit 1: ONAP: submission date [REDACTED] 2023 - received date [REDACTED] 2023*)
2. On [REDACTED] 2023, the Department reviewed the ONAP and registered the Appellant's request for benefits under the SNAP in the online eligibility management system, ("ImpaCT"). The benefits under the SNAP remained in a pending status. (*Exhibit 2: Case Notes – Details dated [REDACTED] 2023, Hearing Summary, Department's Testimony*)
3. On [REDACTED] 2023, the Department conducted two cold calls in unsuccessful attempts to complete the interview via telephone required for the SNAP. (*Exhibit 2: Case Notes – Details dated [REDACTED] 2023, Hearing Summary, Department's Testimony*)
4. On [REDACTED] 2023, the Department issued the Appellant an Interview Notice requesting that he contact the Department to conduct an interview required for the SNAP due by [REDACTED] 2023. (*Exhibit 3: Interview Notice dated [REDACTED] 2023, Hearing Summary, Department's Testimony*)
5. On [REDACTED] 2023, the Department issued the Appellant a W-1348: Proofs We Need ("W-1348") form requesting the following due by [REDACTED] 2023:

| Household Member | Proofs Needed:                      | Acceptable Proofs:  |
|------------------|-------------------------------------|---|
| ██████████       | Proof of checking account balance   | Most recent bank or credit union statement, letter from the bank stating current balance  |
| ██████████       | Proof of checking account balance   | Most recent bank or credit union statement, letter from the bank stating current balance  |
| ██████████       | Proof of your gross earnings        | Most recent four weeks paystubs, letter signed by employer showing most recent four weeks of gross earnings and hours worked, DSS form W-35 |
| ██████████       | Proof of money received from others | Letter from the person giving you money stating how much and how often  |
| ██████████       | Last Date Worked                    | Letter from the employer stating the last date worked, the date and amount of the last pay and the reason the job ended                     |
| ██████████       | Proofs of loss of employment        | Termination letter from employer, DSS form W-35   |

The W1348 form also included the following statement:

“Please provide letter from ██████ stating amount and frequency that you are no longer receiving. if no longer receiving that letter stating date ended. also please provide self statement stating amount and frequency you are receiving from ██████ jobs. if no longer working ██████ jobs then letter stating date ended.” (*Exhibit 4: W-1348 dated ██████ 2023, Hearing Summary, Department’s Testimony*)

6. On [REDACTED] 2023, the Appellant contacted the Department's Benefit Center ("BC") by telephone to inquire about the SNAP. The Department verbally advised the Appellant of the required documentation. (*Exhibit 5: Case Notes – Details [REDACTED] 2023, Hearing Summary Department's Testimony*)
7. On [REDACTED] 2023, the Appellant contacted the Department's BC by telephone and requested to schedule an interview in person. The Department advised the Appellant that he may walk into a regional office ("Resources Center") to complete an in-person interview. The Appellant did not want to complete a telephone interview. (*Exhibit 6: Case Notes – Details dated [REDACTED] 2023, Hearing Summary, Department's Testimony*)
8. On [REDACTED] 2023, the Appellant went to the Department's [REDACTED] Resource Center. The Department reviewed the documentation required for the SNAP. (*Exhibit 7: Case notes – Details dated [REDACTED] 2023, Hearing Summary, Department's Testimony*)
9. On [REDACTED] 2023, the Appellant contacted the Department's BC. The Department conducted the required telephone interview ("TI") with the Appellant. The Appellant's request for benefits under the SNAP remained in a pending status as the Department awaited receipt of the requested documentation. (*Exhibit 8: Case Notes – Details dated [REDACTED] 2023, Hearing Summary, Department's Testimony*)
10. On [REDACTED] 2023, the Department issued the Appellant a NOA advising that his application for benefits under the SNAP was denied effective [REDACTED] 2023, citing the following reasons: "You did not return all of the required proofs by the date we asked" and "Does not meet program requirements". (*Exhibit 9: NOA dated [REDACTED] 2023, Hearing Summary Department's testimony*)
11. On [REDACTED] 2023, the Appellant dropped off documents to the Department's Resource Center located in [REDACTED] in the office "drop box". The Department's Resource was closed, and the documents were picked up by the Department's contractor, [REDACTED] for delivery to the [REDACTED] Scanning Center. (*Exhibit 18: RLOG Results / Email Correspondence dated [REDACTED] 2023 at [REDACTED], Appellant's Testimony*)
12. The Department does not have a record of the documentation that the Appellant submitted on [REDACTED] 2023. (*Exhibit 17: ImpaCT Document Search Results, Department's Testimony*)
13. The Appellant declared that he submitted the following documents on [REDACTED] 2023:

- 1). A signed self-statement dated [REDACTED] 2023 declaring his [REDACTED] business with [REDACTED] was dissolved on [REDACTED] 2018.
- 2). Two emails from [REDACTED] addressed to “[REDACTED]” dated [REDACTED] 2023.
- 3). [REDACTED] Bank Verification Letter dated [REDACTED] 2023 concerning [REDACTED].
- 4). Signed statement from the Appellant’s [REDACTED] dated [REDACTED] 2023 stating the following, “I have been helping my [REDACTED], financially as he has not been able to work. He is living in a house owned by [REDACTED]. I occasionally will give him cash for essential expenses.”
- 5). [REDACTED] Bank Verification Letter dated [REDACTED] 2023 concerning the Appellant.

*(Exhibit B: Appellant email dated [REDACTED] 2023 and six (6) jpg attachments)*

14. On [REDACTED] 2023, the Appellant contacted the Benefit Center. The Department informed the Appellant that they were unable to locate the required documentation and advised him of the preceding denial of benefits under the SNAP. *(Exhibit 10: Case Notes – Details dated [REDACTED]/2023, Hearing Summary, Department’s testimony)*
15. On [REDACTED] 2023, the Appellant requested a hearing to contest the SNAP denial. *(Exhibit A: Live Hearing Request, Exhibit 11: Live Hearing Request, Hearing Record)*
16. On [REDACTED] 2023, the Department reviewed the Appellant’s case in response to his request for a hearing. The Department subsequently discovered that the Appellant had submitted the following two letters received on [REDACTED] 2023, (prior to the SNAP application in question):
  - 1). A signed self-statement from the Appellant dated [REDACTED]/2023, attesting to no longer working [REDACTED] jobs as of [REDACTED] 2023.
  - 2). A signed statement from the Appellant’s [REDACTED] stating, “I have been helping [REDACTED], financially as he has not been able to work. He is living in a house [REDACTED] and [REDACTED]. I occasionally will give him cash for essential expenses.”*(Exhibit 14: Letter dated [REDACTED] 2023 from [REDACTED], Exhibit 15: Self Statement dated [REDACTED] 2023, Hearing Summary, Department’s testimony)*
17. On [REDACTED] 2023, the Department issued the Appellant a notice entitled, Notification From the Department of Social Services, form (“W-3016”) that stated,

“Agency received request for fair hearing for SNAP. We reviewed your case and saw that a detailed letter from [REDACTED] who gives you money is needed. Please provide detailed letter stating the exact amount he gives you monthly have him sign and date the document. If you honor this written request within 10 days agency will honor your application date due to the fact request for proofs did not detail what was needed. Please call Ms. Shlash with any questions. [REDACTED].” (*Exhibit 13: W-3016 dated [REDACTED] 2023), Hearing Summary, Department’s testimony*)

18. On [REDACTED] 2023, the Department received a signed statement from the Appellant’s [REDACTED] dated [REDACTED] 2023, that stated, “This letter is to confirm that I have been helping [REDACTED], with essential expenses as he has been taking care of [REDACTED], and unable to work since [REDACTED]. This has not been an exact amount as his expenses differ from month to month. Prior to losing his SNAP benefits the monthly amount was roughly \$200. Since losing his SNAP benefits I would approximate the amount to be \$500 a month to cover necessities. (*Exhibit 16: Signed statement from [REDACTED] [REDACTED] [REDACTED] dated [REDACTED] 2023, received on [REDACTED] 2023*)

19. The issuance of this decision is timely under the Code of Federal Regulations § 273.15 which requires that a decision must be reached, and the household notified within 60 days of receipt of a requested fair hearing. The Appellant requested an administrative hearing on [REDACTED] 2023. This decision therefore was due no later than [REDACTED] 2023. However, the hearing record, which had been anticipated to close on [REDACTED] did not close for the admission of evidence until [REDACTED] 2023, at the Appellant’s request. Because this [REDACTED] delay in the close of the hearing record arose from the Appellant’s request, this final decision was not due until [REDACTED] 2023, and is therefore timely. (*Hearing Record*)

## CONCLUSIONS OF LAW

1. Section 17b-2(7) of the Connecticut General Statute provides as follows: “The Department of Social Services is designated as the state agency for the administration of the supplemental nutrition assistance program pursuant to the Food and Nutrition Act of 2008.”

### **The Department has the authority to administer the SNAP.**

2. Title 7 of the Code of Federal Regulations (“C.F.R”) § Section 273.2(a)(2) provides as follows: Application processing. The application process includes filing and completing an application form, being interviewed, and having certain information verified. The State agency must act promptly on all applications and provide SNAP benefits retroactive to the month of application to those households that have completed the application process and have been determined eligible. States must meet application processing timelines, regardless of whether a State agency implements a photo EBT card policy. The State agency must make expedited service available to households in immediate need. Specific responsibilities of households and State agencies in the application process are detailed below.

7 C.F.R § 273.2(c)(1)(i) provides as follows: Households must file SNAP applications by submitting the forms to the SNAP office either in person, through an authorized representative, by mail, by completing an on-line electronic application, or, if available, by fax, telephone, or other electronic transmission.

### **The Department complied with the Federal Regulations and correctly determined the Appellant filed an ONAP requesting benefits under the SNAP.**

3. 7 C.F.R § 273.2(c)(1)(iv) provides as follows: Recording the filing date. The date of application is the date the application is received by the State agency. State agencies must document the application date on the application. If the application is received outside normal business hours the State agency will consider the date of application the next business day. For online applications, the date of application is the date the application is submitted, or the next business day if it is submitted after business hours. For telephonic applications, the date of application is the date on which the household member provides verbal assent.

### **The Department complied with the Federal Regulations and correctly determined the SNAP application date to be [REDACTED] 2023.**

4. 7 CFR § 273.1(a) provides as follows: General household definition. A household is composed of one of the following individuals or groups of individuals, unless otherwise specified in paragraph (b) of this section: (1) An individual living alone; (2) An individual living with others, but customarily purchasing food and preparing meals for home consumption separate and apart from others; or (3) A group of

individuals who live together and customarily purchase food and prepare meals together for home consumption. (b) Special household requirements - (1) Required household combinations. The following individuals who live with others must be considered as customarily purchasing food and preparing meals with the others, even if they do not do so, and thus must be included in the same household, unless otherwise specified. (i) Spouses; (ii) A person under 22 years of age who is living with his or her natural or adoptive parent(s) or step-parent(s); and (iii) A child (other than a foster child) under 18 years of age who lives with and is under the parental control of a household member other than his or her parent. A child must be considered to be under parental control for purposes of this provision if he or she is financially or otherwise dependent on a member of the household, unless State law defines such a person as an adult.

**The Department complied with the Federal Regulations and correctly determined the SNAP household comprised of two individuals, the Appellant, and [REDACTED].**

5. 7 C.F.R § 273.2(e)(1) provides as follows: 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 households to report for an in-office interview during their certification period, though they may request households to do so. For example, State agencies may not require households to report en masse for an in-office interview during their certification periods simply to review their case files, or for any other reason. State agencies may not require an in person interview solely to take a photo. Interviews may be conducted at the SNAP office or other mutually acceptable location, including a household's residence. If the interview will be conducted at the household's residence, it must be scheduled in advance with the household. If a household in which all adult members are elderly or disabled is certified for 24 months in accordance with § 273.10(f)(1), or a household residing on a reservation is required to submit monthly reports and is certified for 24 months in accordance with § 273.10(f)(2), a face-to-face interview is not required during the certification period. The individual interviewed may be the head of household, spouse, any other responsible member of the household, or an authorized representative. The applicant may bring any person he or she chooses to the interview. The interviewer must not simply review the information that appears on the application, but must explore and resolve with the household unclear and incomplete information. The interviewer must advise households of their rights and responsibilities during the interview, including the appropriate application processing standard and the households' responsibility to report changes. The interviewer must advise households that are also applying for or receiving PA benefits that time limits and other requirements that apply to the receipt of PA benefits do not apply to the receipt of SNAP benefits, and that households which cease receiving PA benefits because they have reached a time limit, have begun working, or for other reasons, may still qualify for SNAP benefits. The interviewer

must conduct the interview as an official and confidential discussion of household circumstances. The State agency must protect the applicant's right to privacy during the interview. Facilities must be adequate to preserve the privacy and confidentiality of the interview.

7 CFR § 273.2(e)(2) provides as follows: 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 Department complied with the Federal Regulations and correctly determined that an interview was required under the SNAP.**

**The Department correctly informed the Appellant of the interview requirements by issuance of the Interview Notice.**

**It should be emphasized that the Appellant contacted the Department several times by telephone and in-person between [REDACTED] 2023, through [REDACTED] 2023.**

**The Department subsequently completed a telephone interview with the Appellant on [REDACTED] 2023.**

6. 7 C.F.R. § 273.2(c)(5) provides as follows: Notice of Required Verification. The State agency shall provide each household at the time of application for certification and recertification with a notice that informs the household of the verification requirements the household must meet as part of the application process. The notice shall also inform the household of the State agency's responsibility to assist the household in obtaining required verification provided the household is cooperating with the State agency as specified in (d)(1) of this section. The notice shall be written in clear and simple language and shall meet

the bilingual requirements designated in § 272.4(b) of this chapter. At a minimum, the notice shall contain examples of the types of documents the household should provide and explain the period of time the documents should cover.

7 C.F.R § 273.2(h)(1)(i)(C) provides as follows: In cases where verification is incomplete, the State agency must have provided the household with a statement of required verification and offered to assist the household in 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 particular verification that was missing.

7 CFR § 273.2(f) provides as follows: verification is the use of documentation or a contact with a third party to confirm the accuracy of statements or information. The State agency must give households at least 10 days to provide required verification. Paragraph (i)(4) of this section contains verification procedures for expedited service cases.

7 CFR § 273.2(f)(2)(i) provides as follows: the State agency shall verify, prior to certification of the household, all other factors of eligibility which the State agency determines are questionable and affect the household's eligibility and benefit level. The State agency shall establish guidelines to be followed in determining what shall be considered questionable information. These guidelines shall not prescribe verification based on race, religion, ethnic background, or national origin. These guidelines shall not target groups such as migrant farmworkers or American Indians for more intensive verification under this provision.

**The Department complied with the Federal Regulations and correctly determined that the Appellant must verify questionable information to accurately establish the household's eligibility for benefits under the SNAP.**

**The Department issued the Appellant a W-1348 on [REDACTED] 2023. The verification due date of [REDACTED] 2023, afforded the Appellant ten (10) days to provide the requested documentation.**

**The Department testified that it later determined that not all documentation as requested on the W-1348 was required; however, the Appellant was not issued an updated W-1348. Additionally, it should be highlighted the language on the W-1348 was not clear and incomplete.**

7. 7 C.F.R § 273.10(g)(1)(ii) provides as follows: Notice of denial. If the application is denied, the State agency shall provide the household with written notice explaining the basis for the denial, the household's right to request a fair hearing, the telephone number of the SNAP office (a toll-free number or a number where collect

calls will be accepted for households outside the local calling area), and, if possible, the name of the person to contact for additional information. If there is an individual or organization available that provides free legal representation, the notice shall also advise the household of the availability of the service. A household which is potentially categorically eligible but whose SNAP application is denied shall be asked to inform the State agency if it is approved to receive PA and/or SSI benefits or benefits from a State or local GA program. In cases where the State agency has elected to use a notice of denial when a delay was caused by the household's failure to take action to complete the application process, as provided in § 273.2(h)(2), the notice of denial shall also explain: The action that the household must take to reactivate the application; that the case will be reopened without a new application if action is taken within 30 days of the date the notice of denial was mailed; and that the household must submit a new application if, at the end of the 30-day period, the household has not taken the needed action and wishes to participate in the program. If the State agency chooses the option specified in § 273.2(h)(2) of reopening the application in cases where verification is lacking only if household provides verification within 30 days of the date of the initial request for verification, the State agency shall include on the notice of denial the date by which the household must provide the missing verification.

**The hearing record reflects that the Appellant did not provide any documentation by the designated due date and/or within thirty (30) days from the date of his application date (equivalent to [REDACTED] 2023).**

**The Department complied with the Federal Regulations and correctly issued the Appellant a NOA on [REDACTED] 2023, denying his request for benefits under the SNAP citing failure to provide the required proof timely.**

8. 7 C.F.R § 273.2(f)(5)(ii) provides as follows: Whenever documentary evidence is insufficient to make a firm determination of eligibility or benefit level, or cannot be obtained, the State agency may require a collateral contact or a home visit in accordance with paragraph (f)(4) of this section. The State agency, generally, shall rely on the household to provide the name of any collateral contact. The household may request assistance in designating a collateral contact. The State agency is not required to use a collateral contact designated by the household if the collateral contact cannot be expected to provide an accurate third-party verification. When the collateral contact designated by the household is unacceptable, the State agency shall either designate another collateral contact, ask the household to designate another collateral contact or to provide an alternative form of verification, or substitute a home visit. The State agency is responsible for obtaining verification from acceptable collateral contacts.

7 C.F.R § 273.2(f)(4) provides as follows: Sources of verification - (i) Documentary evidence. State agencies shall use documentary evidence as the primary source of verification for all items except residency and household size. These items may be verified either through readily available documentary evidence or through a collateral contact, without a requirement being imposed that documentary

evidence must be the primary source of verification. Documentary evidence consists of a written confirmation of a household's circumstances. Examples of documentary evidence include wage stubs, rent receipts, and utility bills. Although documentary evidence shall be the primary source of verification, acceptable verification shall not be limited to any single type of document and may be obtained through the household or other source. Whenever documentary evidence cannot be obtained or is insufficient to make a firm determination of eligibility or benefit level, the eligibility worker may require collateral contacts or home visits. For example, documentary evidence may be considered insufficient when the household presents pay stubs which do not represent an accurate picture of the household's income (such as out-dated pay stubs) or identification papers that appear to be falsified. (ii) *Collateral contacts*. A collateral contact is an oral confirmation of a household's circumstances by a person outside of the household. The collateral contact may be made either in person or over the telephone. The State agency may select a collateral contact if the household fails to designate one or designates one which is unacceptable to the State agency. Examples of acceptable collateral contacts may include employers, landlords, social service agencies, migrant service agencies, and neighbors of the household who can be expected to provide accurate third-party verification. When talking with collateral contacts, State agencies should disclose only the information that is absolutely necessary to get the information being sought. State agencies should avoid disclosing that the household has applied for SNAP benefits, nor should they disclose any information supplied by the household, especially information that is protected by § 273.1(c), or suggest that the household is suspected of any wrongdoing.

7 C.F.R § 273.2(f)(5)(i) provides as follows: The household has primary responsibility for providing documentary evidence to support statements on the application and to resolve any questionable information. The State agency must assist the household in obtaining this verification provided the household is cooperating with the State agency as specified under paragraph (d)(1) of this section. Households may supply documentary evidence in person, through the mail, by facsimile or other electronic device, or through an authorized representative. The State agency must not require the household to present verification in person at the SNAP office. The State agency must accept any reasonable documentary evidence provided by the household and must be primarily concerned with how adequately the verification proves the statements on the application. However, the State agency has primary responsibility for verifying fleeing felon and parole or probation violator status in accordance with § 273.11(n). If a SNAP applicant's attestation regarding disqualified felon status described in § 273.2(o) is questionable, the State agency shall verify the attestation. Each element of a questionable attestation - that the individual has been convicted of a crime listed at § 273.11(s), and that the individual is not in compliance with the terms of their sentence - shall be verified by the State agency. The State agency shall determine whether an attestation is questionable based on the standards established under § 273.2(f)(2)(i). In conducting verifications of questionable

attestations under this paragraph, the State agency shall establish reasonable, consistent standards, evaluate each case separately, and document the case file accordingly.

The Appellant testified that he submitted documentation in-person on [REDACTED] [REDACTED] 2023, (before he had requested the hearing) at the Department's [REDACTED] Resource Center.

The Department's records substantiate the Appellant's declaration; however, the Department is unable to locate the documents that he had submitted in the "drop-box".

### DISCUSSION

I find that the verification the Appellant declared to have submitted on [REDACTED] 2023, to be insufficient as the documents did not validate the cash contribution amount that he received from [REDACTED]. However, the Department may have attempted a collateral contact to validate the financial support amount if the documentation had been correctly entered into the Appellant's electronic file. The Appellant should not be penalized for what appears to have been an administrative scanning error. Furthermore, it should be emphasized that the W-1348 had significant grammatical errors consequentially making it unclear what the Department required. The evidence reflected that the Appellant made several attempts by telephone and in person to comply with the Department's requirements under the SNAP. The Department declared that the Appellant had failed to provide the required documentation within sixty (60) days from the date of his application for benefits under the SNAP, equivalent to [REDACTED] 2023. However, the Department issued the Appellant a W-3016 on [REDACTED] 2023, affording him an additional ten (10) days to provide a detailed letter from his father to validate the financial support amount. Additionally, the W3016 stated, "If you honor this written request within 10 days agency will honor your application date due to the fact request for proofs did not detail what was needed." The evidence substantiates that the Department received a statement from the Appellant's [REDACTED] on [REDACTED] 2023 (within ten (10) days of the issuance of the W-3016 form) that validated there had not been an exact amount of financial support. The letter stated, "Prior to losing his [the Appellant] SNAP benefits the monthly amount was roughly \$200. Since losing his [the Appellant] SNAP I would approximate the amount to be roughly \$500 a month to cover necessities."

If the amount of financial assistance that the Appellant receives [REDACTED] [REDACTED] is subsequently reverted to a lower amount following the Department's determination of eligibility for benefits under the SNAP then the Appellant is encouraged to follow up with the Department to report the change and provide documentary evidence to substantiate the details including but not limited to the amount.

**DECISION**

The Appellant's Appeal is **GRANTED**.

**ORDER**

- 1). The Department shall reopen the SNAP as of [REDACTED] 2023.
- 2). The Department shall update the financial support amount as \$500 per month in accordance with the letter received from the Appellant's [REDACTED].
- 3). The Department shall issue the Appellant an updated NOA to advise of the household's eligibility for benefits under the SNAP.
- 4). Proof of compliance to the undersigned is due no later than [REDACTED] 2023.

*Jessica Gulianello*

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**Jessica Gulianello  
Hearing Officer**

CC: Shannon Shlash  
Tim Latifi, Sarah Chmielecki, Ralph Filek – SSOM's ([REDACTED])

### **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.