

Policy Clarification

Supplemental Nutrition Assistance Program – All

PFS-22450-575

Submitted: March 13, 2026

Agency: CAOs

Subject: Elderly/Disabled Simplified Application Process (ESAP) Certification Period

Question: If a Supplemental Nutrition Assistance Program (SNAP) household is considered elderly and/or disabled and eligible for FS 75 but has zero income, should that household have a six-month or 36-month reapplication period?

Response By: SNAP Policy

Date: March 27, 2026

Households that meet the criteria for a 36-month reapplication period and a six-month application period, should be placed in the 36-month reapplication period under FS 75, also known as ESAP. These households are frequently reminded to report changes through the PA 239 SP and a PA 1942 outlining the reporting requirements.

ESAP households receive an annual interim contact letter, (PA 1937). This letter is sent 12 months after the date SNAP eligibility is authorized and every 12 months after that. The letter tells the ESAP household to contact the County Assistance Office (CAO) if any of the following changes exist:

- Change in address.
- Change in household composition.
- New job.
- Changes in income; or
- Changes in medical expenses.

If the CAO discovers that an ESAP household did not report a change timely or at all, then the CAO must review the case for an overpayment.