



Automated Community Connection to Economic Self-Sufficiency Information – Application Processing/Time Standards

The purpose of this handout is to explain the process and the expected time standards for processing Food Stamp, Medicaid, and TCA (Cash Assistance) applications.

When you apply, the next step is to complete a short interview with a DCF Intake worker.

The Intake Interview phone number is 866-517-7295. If you have little or no income and are applying for Food Stamps, begin calling in to do your interview after submitting the application on-line (between the hours of 8:00am-4:30pm, M-F). Otherwise, you will receive either a phone call from an Intake worker to discuss your application, or a notice will be mailed giving you instructions on what is needed to complete the Intake interview. Certain Medicaid applications (except Nursing Home Medicaid or Disability determinations) do not require this interview.

Verifications Needed –

- Verification of last 4 week's gross income for each household member applying (earnings, child support, SSI/SSD, VA, unemployment, workman's compensation, contributions from others, etc).
- Verification of Identity for the Head of Household, and all members applying for Medicaid (except for those Medicaid applicants already receiving SSI or Medicare).
- Verification of Citizenship for all household members applying for Medicaid (except those members already receiving SSI or Medicare).
- Verification of Pregnancy and due date for pregnancy related Medicaid.
- Verification of Up-front cooperation with Child Support for families containing minor children with a parent absent from the home.
- For Cash Assistance, you need verification that each adult has registered with the local Workforce program and completed orientation.
- For Disability Medicaid applications, you will be provided a handout on the required medical documentation needed.
- For Nursing Home Medicaid applications, you will need to provide a Level of Care form completed by the physician. This form can be obtained at the nursing home or from DCF.
- There may be other items needed as determined by the worker processing your application. You will receive a written list of all items needed following the submission of your application.

Application Time Standards

Food Stamps-

Expedited Food Stamps are processed within 7 days as long as ID has been verified for the head of household.

Regular Food Stamp applications are processed within 30 days.

Cash Assistance-

Cash assistance applications are processed within 30 days. The initial month's benefits are prorated from date of approval, but no more than 30 days from the date of application.

Medicaid –

Medicaid applications are processed within 30 days.

Medicaid applications which require a Disability determination are processed within 90 days.



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