



Food and Nutrition Service  
Park Office Center  
3101 Park Center Drive  
Alexandria VA 22302

DATE: April 1, 2019  
SUBJECT: Supplemental Nutrition Assistance Program: Extending Approval Periods for Certain Administrative Waivers  
TO: Regional Directors  
Supplemental Nutrition Assistance Program  
All Regions

In a continuous effort to provide State agencies with opportunities for greater flexibility, the Food and Nutrition Service (FNS) will provide longer approval periods for the administrative waivers listed below as these waivers have been shown to improve the efficiency and effectiveness of SNAP operations. FNS believes this change will reduce workload and alleviate undue administrative burden on State agencies.

The extended approval periods listed in the table below will apply to all initial waiver requests received after release of this memo and all waiver extension requests with effective implementation dates after release of this memo. Waiver extension requests must be submitted in accordance with the terms of their current approvals.

Waiver Type	Prior Approval Period	New Approval Period (Initial Requests)	New Approval Period (Extension Requests)
Combine Reminder Notice and Adequate Notice (Combined Notices)	2 years	5 years	5 years
Deny Applications Before the 30 <sup>th</sup> Day (Early Denial)	1 year	5 years	5 years
Prisoner Pre-Release Application Filing (Pre-Release)	2 years	2 years	4 years
Providing Postage for Change Report Forms (No Postage)	2 years	2 years	4 years
Reinstate Eligibility (Reinstatement)	2 years	5 years	5 years
Unscheduled Interview (On-Demand)	2 years	2 years	4 years

Please be advised that FNS reserves the right to approve these waivers with alternate approval periods in cases where the State agency demonstrates significant challenges in the successful implementation or operation of these waivers.

We continue to encourage Regional Offices to work with State agencies to ensure all administrative waiver requests are submitted 60 days prior to their target implementation date.

Thank you for your cooperation as we work to streamline our waiver processes. Please contact Sasha Gersten-Paal at [Sasha.Gersten-Paal@usda.gov](mailto:Sasha.Gersten-Paal@usda.gov) with questions about this memorandum.

Sincerely,

A handwritten signature in black ink that reads "Lizbeth Silberman". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Lizbeth Silbermann  
Director  
Program Development Division

USDA is an Equal Opportunity Provider, Employer, and Lender

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.