

---

**DEPARTMENT  
POLICY**

Supplemental Food Assistance benefit issuances (supplements) **must** be issued:

- When the regular FAP issuance for the current or prior month(s) is less than the group is eligible for, or
- For periods when the group was eligible but received no regular benefits.

**Issuance**

Supplements are issued through Bridges. The supplemental benefit amount is deposited into the client's EBT food benefit account. The benefit is available the next day.

Bridges will notify the group that a supplement is authorized.

**Do NOT issue supplements to correct underissuances caused by the client's failure to report.**

**Offsetting**

Supplements correcting underissuances in previous months may be "**offset**" against overissuances. This means that the amount of the overissuance is subtracted from the amount of the supplement. This might result in the whole supplement being credited.

Offsetting occurs when:

- The benefit recovery system shows an overissuance balance, **and**
- A supplement is authorized to correct a previous month(s) underissuance, **and**
- The supplement was ordered by a court or administrative law judge and the order does **not** specifically prohibit offsetting.

**Offsetting is done automatically by Bridges.**

**INITIAL BENEFITS**

Bridges will automatically prorate initial benefits when prorated benefits are required based on the date eligibility begins.

**Exception:** Migrant/seasonal farmworker groups that were active in the FAP program the month **before** the application date are eligible for a full application month's benefit. This is true whether the entire group or any member of the group was active the month before the FAP application date. Bridges will **not** prorate initial benefits for such groups.

## RETROACTIVE BENEFITS

If the application processing is delayed beyond 60 days from the date of application, Bridges will issue a supplement to correct previous months benefits which may result in offsetting (see the “**CORRECTING PRIOR MONTHS BENEFITS**” section in this item).

## CORRECTING THE CURRENT MONTH BENEFIT

Bridges will issue a supplement when the current month benefit is less than the group is eligible for.

Such situations include but are **not** limited to the following:

- Due to administrative time frames or agency error, DHS fails to effect any increase of the regular current month benefit as required by policy.

**Exception:** When current month and prior month(s) underissuances are due to the same agency error, court order, etc., Bridges will consolidate them and issue a supplement under prior months.

- An eligible group requests a hearing within 11 days of the effective date of an immediate negative action affecting current month benefits. Issue the supplement within five days after receiving the hearing request **if** the negative action resulted from a voluntary report by the FAP group. If not, issue the supplement within ten days of receiving the hearing request.

See BEM 610 for issuing current month supplements for migrant groups.

---

**CORRECTING PRIOR  
MONTHS' BENEFITS**

These supplements are limited to underissuances in the **twelve months** before the month in which the earliest of the following occurred:

- The local office received a request for lost benefits from the eligible group.
- The local office discovered that a loss occurred.
- The group requested a hearing to contest a negative action which resulted in a loss.
- The group initiated court action to obtain lost benefits.

***Exception:*** When a disqualification hearing decision is later reversed by a court, individuals are entitled to lost benefits for all of the months they were disqualified.

Supplement the underissued group whether it is currently active or inactive. If the group's membership changes before the supplement is issued, issue it to the group containing the majority of the original group members. If no such group can be located, issue the supplement to the current group containing the original grantee. When groups requesting a supplement are denied, inform them via DHS-176.

Groups eligible for the supplementation may elect installments.

All prior month supplements are offset against overissuances except those on suspended collection due to an OIG referral. Offsetting is done automatically by Bridges.

**Correcting  
Underissuances  
Due to Agency  
Error**

A prior month supplement is issued when an agency error in a prior month caused an underissuance. Agency error includes loss of an application by a Social Security Office. Issue the supplement within ten days after discovery.

---

**Corrections  
Ordered by a Court  
or ALJ**

A prior month supplement is issued for prior months as ordered by a court or ALJ unless the order specifically prohibits offsetting against overissuances. Issue the supplement within the time frames established by the court or BAM 600.

**WITHOUT OFFSET**

Some supplements for prior month underissuances are **not** appropriate to offset the supplement against overissuances. Such situations include but are **not** necessarily limited to the following:

- A supplement to correct current month's benefits **cannot** be processed until the following month due to administrative time frames or agency error.
- An ALJ or court orders a supplement to correct an underissuance with **no** overissuance offset.

**Correcting Excess  
Recoupment**

Bridges will identify and issue a supplement for excess recoupment that has been paid by the client.

**Replacement Of  
Benefits Destroyed**

Issue a supplement to replace food that was destroyed through a verified domestic misfortune or disaster through no fault of the client.

**Example:** Domestic misfortunes or disasters include events which occur such as:

- Fires.
- Floods.
- Electrical outages.

The supplement for the current month cannot exceed the eligible group's monthly allotment. (see BAM 502).

**LEGAL BASE**

7 CFR 273.12(C)(1),.17

7 CFR 274.12  
7 CFR 274.6(a)(1)(iii)