

**441—65.2(234) Application.**

**65.2(1) *Application filing.*** Persons in need of SNAP benefits may file an application in person at any local department office in Iowa or by mail, by fax, or online.

*a.* An application is filed the day a local department office receives an application for SNAP benefits that contains the applicant's name and address and is signed by either a responsible member of the household or the household's authorized representative. The application must be filed on Form 470-0462 or 470-0462(S). Applying through the self-service portal constitutes submission of this application.

*b.* When an application is submitted to a closed office, it will be considered received on the first day that is not a weekend or state holiday following the day that the office was last open. An electronic application received outside of normal business hours is considered received on the first department workday following the date the department office received the application.

*c.* If an incomplete application form is submitted, the application cannot be processed until a completed form is received.

*d.* Households receiving SNAP benefits in Iowa may apply for continued participation by submitting Form 470-2881.

**65.2(2) *Failure to provide verification.*** When a household files an initial application and the department requests additional verification, the applicant shall have ten days to provide the requested verification. If the applicant fails to provide the verification within ten days, the department may deny the application immediately. If the applicant provides the department with the requested verification prior to the thirtieth day from the date of application, the department shall reopen the case and provide benefits from the date of application. If the household provides the verification in the second 30 days after the date of the application, the department shall reopen the case and provide benefits from the date the verification was provided.

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