

## WAIVER REQUEST OUTLINE

1. **Waiver serial number (if request is extension):**
2. **Type of request:** Initial
3. **Primary regulation citation:** 7 CFR 273.18
4. **Secondary regulation citation, if any:**
5. **State:** PA
6. **Region:** MARO
7. **Regulatory requirements:** Must send 704 - 60 Day Offset Notice when client is at a second payment late delinquency status.
8. **Proposed alternative procedures:** Due to agency shutdowns from the COVID-19 pandemic, the delinquency process is being temporarily suspended. Upon return to the office and prior to restarting delinquency, OSIG staff will first post all payments to claims in the OIG Avoidance and Recovery System (OARS). Once payments have been posted, delinquency will restart. All clients that are in a second payment late delinquency status will immediately receive a 704 notice.
9. **Justification for request:** Due to agency shutdown, Claim Accounting staff is unable to process payments and the agency cannot mail client notices.
10. **Anticipated impact on households and State agency operations:** If we are unable to process payments and mail out notices timely to clients, the system will erroneously update their delinquency status and the client could be sent to TOP for intercept.
11. **Caseload information, including percent, characteristics, and quality control error rate for affected portion:** Unable to determine during agency shutdown.
12. **Anticipated implementation date and time period for which waiver is needed:** Implemented 3/16/20. Time period: 3/16/20 through 4/10/20, barring no extensions to the agency shutdown from Governor Wolf.
13. **Proposed quality control review procedures:** OSIG staff will monitor data upon turning delinquency process and client noticing back on to ensure clients are receiving notices.
14. **Signature and title of requesting official:**

A handwritten signature in cursive script that reads "Melissa K. Yerges".

Melissa K. Yerges  
Director, Bureau of Administration, Policy and Training

**15. Date of request: 3/16/20**