

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO.: 7-2006

DATE: October 23, 2006

TO: County Directors of Social Services

EFFECTIVE: **November 1, 2006**, make the following changes to the Food Stamp Certification Manual.

I. BACKGROUND

The purpose of this change notice is to add clarifications and make corrections to the Food Stamp Certification Manual as reflected in updated interpretations from the United States Department of Agriculture (USDA) and changes in federal regulations.

II. SPECIFIC CHANGES

A. Section 210, Household Concept

1. Clarifies children must be included in the FSU with the parents even if another household member has legal custody.
2. Incorporates DSS Administrative Letter No. 4-2006.
3. Adds an example for children who spend summer months away from their parents household.

B. Section 220, Authorized Representative

1. Adds policy for claims against Authorized Representatives.
2. Expands policy to include the head of household s signature is not required on the DSS-1688 when the Authorized Representative has legal guardianship of a disabled person not capable of signing the DSS-1688.
3. Clarifies procedure to deactivate an Authorized Representative when a food stamp case terminates.
4. Renumbers Section 220, Authorized Representative.

C. Section 250, Resources

Adds note to count loans as a resource when money is in a checking, savings, or CD unless the money is Disaster Relief and Emergency Assistance Payments.

D. Section 263, Sources of Income

1. Adds note to accept the client s statement when income terminates in the month prior to the application month, unless questionable.
2. Updates income chart to include Refugee Match Grants as countable income.

E. Section 265, Variable Income

Adds instruction to verify contract wage information with the employer.

F. Section 280, Income Deductions

Changes the child support deduction to a child support exclusion and clarifies procedures for budgeting child support exclusions in accordance with DSS Administrative Letter 6-2005.

G. Section 310, Interviewing

Adds clarification that households who file an application but fail to contact the agency by the 30th day must reapply for benefits.

H. Section 320, Expedited Service

Clarifies that assignment of a one or two month certification period can occur when eligibility for a future month is verified prior to the disposition of an application, reapplication, or recertification.

I. Section 345, Changes Prior to Disposition

Adds a note to provide a change report form to the household when the application is approved.

J. Section 350, Case Disposition

Adds clarification to reopen and process an application denied for failure to provide verification within five calendar days of receipt of the required information.

K. Section 400, Standard Recertification Category

1. Adds verified upon receipt as a change reporting requirement for Standard Recertification Category.
2. Clarifies the requirement to shift the base period for late recertifications.
3. Updates Figure 400-1, Recertification Verification Requirements.

L. Section 450, Semi-Annual Recertification Category

1. Clarifies the requirement to shift the base period for late recertifications.
2. Updates Figure 450-1, Recertification Verification Requirements.

M. Section 500, Simplified Recertification Category

1. Adds verified upon receipt as a change reporting requirement for Simplified Recertification Category.
2. Adds exception for Timely Simplified Recertifications.
3. Clarifies the requirement to shift the base period for late recertifications
4. Updates Figure 500-1, Recertification Verification Requirements.

N. Section 550, Transitional Food Stamp Benefits

1. Adds that Benefit Diversion cases are not eligible for Transitional Food Stamp (TFS) Benefits.

2. Clarifies procedures to follow when transferring cases to TFS.
3. Clarifies instructions for completing the DSS-8590 when transferring cases to TFS.
4. Clarifies policy for not reacting to subsequent WFFA approvals or terminations.

O. Section 600, Simplified Nutritional Assistance Program (SNAP)

1. Adds case processing instructions to complete a thorough name search of the Common Name Database for existing individual ID numbers and active food stamp cases.
2. Adds SNAP Report SLA452EP, SNAP Cases Closed Due to Disqualified Individual.

P. Section 635, Notices

1. Adds clarification to key the DSS-8590 the first workday after the adverse action expires to allow the household 10 full days notice.
2. Adds an exception for sending the Notice of Adverse Action in the month prior to the last month of the certification period when time does not allow a change in benefits for the last month of the certification period.

Q. Section 705, Hearings

Corrects section references in Section 705.

R. Section 800, Claims

Adds Suspected Intentional Program Violation Referrals and renumbers Section 800.

S. Section 815, Inadvertent Household Error (IHE) Claims

Corrects code LR to O for posting restored benefits in EPICS.

T. Section 905, Restoration of Lost Benefits

Adds clarification to the note concerning the issuance of restored benefits when a debtor has a claim in EPICS.

U. Appendix 3100, Social Security District Offices

Updates office information to include Granville, Vance, and Franklin counties.

V. Appendix 3300, Glossary

Updates terms and commonly used acronyms.

III. IMPLEMENTATION INSTRUCTIONS

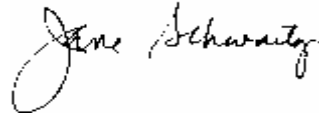
These changes are effective with each application, change in situation, or recertification taken or processed on or after November 1, 2006.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

<u>REMOVE</u>		<u>INSERT</u>	
<u>Section</u>	<u>Pages</u>	<u>Section</u>	<u>Pages</u>
210	1-2, 9-12	210	1-2, 9-12
220	1-2	220	1-3
250	1-2, 5-6	250	1-2, 5-6
263	1-2, 11-21	263	1-2, 11-22
265	1-4, 7-8	265	1-4, 7-8
280	1-2, 21-25	280	1-2, 21-25
310	1-4	310	1-4
320	1-2, 7-9	320	1-2, 7-9
345	1	345	1
350	1-4	350	1-4
400	1-14	400	1-14
Figure 400-1	1	Figure 400-1	1
450	1-4, 9-10	450	1-4, 9-10
Figure 450-1	1	Figure 450-1	1
500	1-10	500	1-11
Figure 500-1	1	Figure 500-1	1
550	1-3	550	1-3
600	1-2, 5-6	600	1-2, 5-6
635	1-4	635	1-4
705	1-4, 9	705	1-4, 9
800	1-6	800	1-6
815	1-2, 9-10	815	1-2, 9-10
905	1-2	905	1-2
Appendix 3100	1-2	Appendix 3100	1-2
Appendix 3300	1-2, 11-15	Appendix 3300	1-2, 11-15

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,



Jane Schwartz, Chief
Economic Services Section

JS:dl
Attachments