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**ECONOMIC SUPPORT SERVICES POLICY MANUAL
VOLUME 3 FOOD STAMPS
Manual Transmittal 10**

TO: County Departments of Family and Children Services
Field Directors
State Staff

FROM: Janet R. Oliva, Ph.D
Director

RE: Updates to the Food Stamp Program Manual

PURPOSE

This manual transmittal contains updates and clarifications received since the last transmittal and new policy for telephone interviews at review. The manual transmittal also serves to add to the manual the sections that contain the glossary, food stamp disaster plan and case record management.

DISCUSSION

The following changes are included in this manual transmittal:

- Section 3105, Application Processing – Corrected Chart 3105.2 about processing applications. Add a policy statement to clarify when the standard of promptness count begins. Changed period of eligibility policy in Chart 3105.3.
- Section 3110, Expedited Application Processing – Added a reference to the ABAWD section of the manual in reference to compliance/regaining prior to certification of an applicant.
- Section 3235, Seasonal Farmworkers (Migrant and non-Migrant) - Deleted policy statement about three-month periods of eligibility and exceptions to expedited processing.
- Section 3320, Citizenship/Alienage – Clarified policy in Chart 3320.1. Certain qualified aliens who do not meet the criteria for indefinite citizenship eligibility, may be eligible under the 7-year criteria until they have been in the United States for 5 years. Added the amount for a credited quarter earnings for 2004.
- Section 3405, Resources – Changed manual to reflect that the AU’s statement, unless

questionable, is used to verify debt or encumbrances against resources.

- Section 3415 Real Property – Defined indebtedness as the payoff amount.
- Section 3710 Reviews - Added policy for completing telephone interviews at review.
- Appendix D – Appendix D – Added Case Record Management policy to the manual.
- Appendix E – Appendix E – Added the Glossary to the manual.
- Appendix G – Appendix G – Added the Food Stamp Disaster Plan to the manual.

MANUAL MAINTENANCE

- Remove Section 3105, Section 3110, Section 3235, Section 3320, Section 3405, Section 3415 and Section 3710 and replace with the attached sections of the same numbers.
- Place Appendix D, Case Record Management, immediately following Appendix C.
- Place Appendix E, Glossary, immediately following Appendix D.
- Place Appendix G, Food Stamp Disaster Plan, following Appendix G.
- Place Manual Transmittal 10 Cover Letter in Appendix D.

Make an update notation on the record of Receipt of Manual Transmittals for Volume III. Any changed or new policy in this manual transmittal is effective March 1, 2004.

ONLINE MANUAL (ODIS) UPDATE

The material contained in this manual transmittal will be updated in the ODIS system effective March 1, 2004.