



B. J. Walker, Commissioner

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OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2004-13
Volume 3 Food Stamps
Manual Transmittal 13

TO: County Department of Family and Children Services
OFI Regional Managers
OFI Program Specialists
OFI State Operations Staff

FROM: Steve Love, Acting Division Director

RE: Employment and Training Policy Changes and SUCCESS Coding

PURPOSE

This manual transmittal contains updates and clarifications to the Work Registration and Employment and Training Policy (E & T) as a result of a programmatic overhaul of the E & T program. The policy contained in this manual transmittal is effective December 1, 2004.

DISCUSSION

This manual transmittal contains the following updates and/or clarifications:

- Section 3350, Work Registration- Clarified that work registration may be delay for expedited processing for other household members but the applicant. Work registration exemption policy regarding unfitness is changed to require verification of unfitness. Unfitness based on worker observation is not applicable for work registration exemptions. This is a new interpretation of policy. SUCCESS work status and exemption codes have been added. The new work code "FP" for counties exempt due a major city exempt by the ABAWD Waiver is not operable in SUCCESS. Counties will be notified in an email communication when the code is operable.
- Section 3355, Able Bodied Adults Without Dependents- Added the policy and SUCCESS codes for new categories of 15% exemptions that were effective October 1, 2004. The policy that defines ABAWD status has changed to include unfitness based on worker observation. This change was made due to the new interpretation of work registration exemption for unfitness. Chart 3355.2 ABAWD Eligibility Criteria, was reorganized and

statements added to provide clarity to noncompliance, regaining, the 2nd three months, and over-issuances. The requirement to track the number of months an ABAWD has received benefits without complying with the work requirement was added to policy. An ABAWD calendar is attached to manually track ABAWD time-limited benefits.

- Section 3360, E & T Participation Requirement- Added new standards for timely completion of certain E & T case management functions. The requirement to report offered slots has been removed. Reporting an offered slot is no longer required by federal regulations. SUCCESS closure codes and procedures added to clarify E & T case closures.
- Section 3365, E & T Orientation/Assessment/Work Plan/Work Experience Appointment- Removed the requirement to complete a 90-day review in E & T.
- Section 3370, E & T Participation Activities- Incorporated into policy two new work components; Job Search Secondary and Job Readiness Training. These activities are allowable as secondary activities provided an ABAWD is participating in a qualified activity for more than 50% of the required minimum participation hours. Policy is changed regarding monitoring employment hours of an ABAWD. Monthly contact is no longer required but verification of hours for each month of participation is required at review.
- Section 3375, E & T Support Services- Added UAS codes for drug screening and criminal background checks and removed the requirement of obtaining approval to allow the expense.
- Section 3380, Failure To Comply With E & T Work Requirements- Changed policy regarding the minimum sanction period. The only time the sanction is lifted prior to serving the minimum sanction period is when the ABAWD becomes exempt from work registration. This is a new interpretation of policy.
- Section 3810, Issuance- Added 48-hour timeframe for issuing replacements for loss of electricity due to a disaster.

ON-LINE MANUAL (ODIS) UPDATE

The policy contained in this manual transmittal will be downloaded effective December 2004.

INSTRUCTION FOR MANUAL MAINTENANCE

- Remove Section 3350, Work Registration and replace with the same.
- Remove Section 3355, Able Bodied Adults Without Dependents and replace with the same.
- Remove Section 3360, E & T Participation Requirements and replace with the same.
- Remove Section 3365-1, E & T Orientation/Assessment/Work Plan and replace with the same.

- Remove Section 3370, E & T Participation Activities and replace with the same.
- Remove Section 3375 E & T Support Services and replace with the same.
- Remove Section 3380, Failure To Comply With E & T Work Requirements and replace with the same.
- Remove Section 3810, Issuance and replace with the same.
- Make a notation on the Record of Receipt of Manual Transmittals, Food Stamps, Volume III.