



Beverly J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Steven E Love, Acting Division Director
Two Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142
Phone: 404-651-8409 • Fax: 404-657-5105

April 1, 2005

OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2005-15
Volume 3 Food Stamps
Manual Transmittal 15

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: Updates to the Food Stamp Program Manual

PURPOSE

This manual transmittal contains updates and clarifications received since the last manual transmittal and are effective April 1, 2005.

DISCUSSION

This manual material includes clarification on policy in the following sections:

Section 3365, E&T Orientation/Assessment/Work Plan - Removed the **NOTE** from page 3365-5 under Steps to complete the Assessment/Orientation. The E&T case manager does not send an Orientation/Assessment letter to the ABAWD who is working 80 hours per month.

Section 3425, Self Employment Income – Expanded the definition of Self-Employment. Under Self Employment Income, added an explanation for budgeting income when the business is a sole proprietor or incorporated.

Under Chart 3425.1 - Costs of Doing Business, Unallowable Expenses, added the following NOTE, “These expenses may be used to determine taxable income for IRS and tax purposes, but may not be used for determination of income for FSP purposes”.

Section 3605, Prospective Budgeting – Added phrase “has changed” to second column of Chart 3605.2, How to Determine Monthly Income/Expenses. It was inadvertently left off in a previous manual transmittal.

Section 3614, Excess Medical Deduction – A correction was made on Page 3614-9, in the section on

incurred medical expenses. Under “OR” the word “with” was changed to “without” so that it reads, “if the total monthly prescription drug costs purchased without the card would exceed the prorated credit amount.”

Appendix F, Forms, - Updated Appendix F with copies of form revisions and added new forms.

INSTRUCTIONS FOR MANUAL MAINTENANCE

- Remove Section 3365, E&T Orientation/Assessment/Work Plan and replace with same.
- Remove Section 3425, Self-Employment Income, and replace with same.
- Remove Section 3605, Prospective Budgeting and replace with same.
- Remove Section 3614, Excess Medical Deduction and replace with same.
- Remove Appendix F, Form – Remove Instructions and Forms and replace with attached Instructions and Forms.
- Remove Instructions and Form 143. This form is being eliminated.
- Place Manual Transmittal 2005-15 Cover Letter following Manual Transmittal 2005-14 Cover Letter in Appendix D.

ON-LINE MANUAL (ODIS) UPDATE

The material contained in this manual transmittal will be updated in the ODIS System effective April 1, 2005.