



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

August 1, 2005

**OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2005-17**  
**Volume 3 Food Stamps**  
**Manual Transmittal 17**

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

**FROM:** Clifford O’Conner, Deputy Director  
Division of Family and Children Services

**RE:** Updates to the Food Stamp Program Manual

**PURPOSE**

The purpose of this manual transmittal is to add documentation standards and Automated Documentation Tools (ADTs) requirements to the policy manual. This transmittal also contains policy clarifications and updates received since the last manual transmittal. The updates and clarifications are effective August 1, 2005.

**DISCUSSION**

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

Section 3105, Application Processing— Clarifies steps to take when the head of the AU dies or leaves the AU. A new application is required, but benefits are not prorated if the application is made within 10 days. Also adds the requirement for documentation of a scheduled appointment including in those counties with a same day appointment system.

Section 3110, Expedited Application Processing--- Gives details for processing expedited applications when the client misses an appointment or submits an application via fax or mail.

Section 3245, Students— Aligns definition of an institution of higher education with current federal regulations. The term “recognized by the state as an institution of higher education” has been removed.

Section 3355 Able Bodied Adults Without Dependents (ABAWD)— Updates the list of waived and exempt counties based on the 2005 waiver that was released via Food Stamp Email effective April 1, 2005.

Section 3375, E & T Support Services— Corrects policy on providing support services for E & T participants to accept employment. Employment is not an E & T component so federal regulations prohibit reimbursement or purchases for incidentals related to employment. The UAS code 589 was also removed from the list of allowable incidentals since work-experience, education and/or training are the only qualified components.

Section 3385, Failure To Perform A Required Action— Corrects procedures on how to apply the penalty in SUCCESS.

Section 3420, Income— Adds subsidized employment to Chart 3420.2 and updates the list of agencies eligible for income exclusion under Title V of the Older Americans Act.

Section 3617, Shelter and Utility Deductions— Adds policy related to the telephone standard and shared utility situations to Chart 3617.3, Shared Utility Expenses.

Section 3705, Notification— Clarifies policy to state that only adequate notice is required for imposing a sanction during the initial application, or the last month of the POE, or on a closed case. Timely notice is not required in these instances.

Section 3710, Reviews— Removes the reference to the Form 222, TANF/FS/Medicaid Alternate Review Form from the manual. The Medicaid program only uses this form. The Form 286, Food Stamp Interview Guide, is used for documenting interviews when the SUCCESS is not available or for group or telephone interviews.

Appendix D, Case Record Organization, Case Record Retention, SUCCESS Documentation Standards and ADTs— Updates policy on documentation standards and ADTs.

Appendix F, Forms-- Updates Appendix F with latest form revisions.

## **INSTRUCTIONS FOR MANUAL MAINTENANCE**

- Remove Section 3105, Application Processing and replace with the same.
- Remove Section 3110, Expedited Application Processing and replace with the same.
- Remove Section 3245, Students and replace with the same.
- Remove Section 3355 Able Bodied Adults Without Dependents and replace with the same.
- Remove Section 3375, E & T Support Services and replace with the same.
- Remove Section 3385, Failure To Comply With A Required Action and replace with the same.

- Remove Section 3420, Income and replace with the same.
- Remove Section 3617, Shelter and Utility Deductions and replace with the same.
- Remove Section 3705, Notification and replace with the same.
- Remove Section 3710, Reviews and replace with the same.
- Remove Appendix D, SUCCESS Documentation Standards and replace with the same.
- Remove Appendix F TOC and Form 104, Statement of Child Care Expense and replace with the same.
- Place Manual Transmittal 2005-17 Cover Letter following Manual Transmittal 2005-16 Cover Letter in Appendix C.

**ON-LINE MANUAL (ODIS) UPDATE**

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

