



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Mary Dean Harvey, Division Director
2 Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142 Phone: 404 657-5202 • Fax: 404 657-5105

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OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2005-19
Volume 3 Food Stamp Program
Manual Transmittal 19

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

FROM: Mary Dean Harvey, Director
Division of Family and Children Services

RE: Updates to the Food Stamp Program Manual

PURPOSE

The purpose of this manual transmittal is to provide clarification of policy on when to allow the SSI/FS work registration exemption and when not to apply the voluntary quit policy to work registrants. In addition, policy is given on when to allow an expense as a deduction in the Food Stamp Program. These policy updates and clarifications are made to align program policy with federal regulations. This transmittal also adds to the manual Medicare Part-D policy and changes to the verification requirements for citizenship to ensure that all individuals who receive food stamp benefits are eligible. The updates and clarifications are effective February 1, 2006.

DISCUSSION

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

Section 3035, Verification- Changes the verification requirements for citizenship to TPS (Third Party Source) for applications, reviews, and interim changes.

Section 3245, Students- Clarifies policy to state that a student is not enrolled in higher education if the student attends only for the purpose of participating in classes such as GED, English as a second language, continuing education, extra curricula courses, etc.

Section 3320, Citizenship/Alien Status – Revises the verification requirements for citizenship. AU statement is no longer accepted. A Third Party Source must be provided.

Section 3350, Work Registration – Adds verification requirements to Chart 3350.1, Work Registration Exemptions. Re-writes policy related to the UCB work registration exemption of this section. Also, corrects policy on when to allow the SSI/FS initial application work registration exemption for AU members who have filed a joint application for SSI/FS. The SSI/FS work registration exemption is allowed when an AU member files a joint SSI/FS application at the SSA office. The agency must make a determination of unfitness for employment by requesting verification of incapacity or a disability when an AU member reports filing a SSI application at the county office.

Section 3380, Failure to Comply With E&T Work Requirements – Removes the last paragraph under the bullet, “voluntarily and without good cause quits a job,” Voluntary quit policy is not applied to individuals who meet a work registration exemption due to participation in TANF ES or application for UCB. Federal regulations prohibit the application of work sanctions when individuals meet a work registration exemption.

Section 3405, Resources – Adds a chart under the heading, “**Transfer of Resources**” to outline policy on how to determine the beginning date of a disqualification penalty when an AU transfers resources to become eligible for FS benefits.

Section 3420, Income – Adds income types to Chart 3420.2, Types of Income: Enhanced Relative Rate (ERR) Payments, Montgomery GI Bill Payments, National Flood Insurance Payments (NFIP), and Veterans Administration Payments For Children Of Vietnam Veterans With Birth Defects.

Section 3611, Deductions Overview – Clarifies policy to state that a deduction is allowed in the Food Stamp Program when the expense is incurred or billed to the AU currently or on an ongoing basis, regardless of the AU’s intent or ability to pay.

Section 3614, Excess Medical Deductions – Adds the heading, “**Medicare Part-D**”. Also, adds policy related to Medicare Part-D and how to budget out-of-pocket medical expenses for AU members enrolled in Part-D.

Section 3615, Dependent Care Deduction – Clarifies policy to state that a dependent care expense is allowed as a deduction when the expense is incurred or billed to the AU.

Section 3618, Financial Management – Adds Chart 3618.1, Determining The Financial Management Of An AU.

Section 3715, Interim Changes – Clarifies policy to state that the agency has the same 10-day period to verify and act on a change when an AU reports a change.

Appendix D, Documentation Standards and ADTs – Adds the drop down boxes for the ADDR-NARR, FS STAT, ERN2, UINC, and SHEL ADTS. Also, adds ADTs for FS Aliens and the FS Medical Deduction.

Appendix F, Forms – Updates Appendix F with revisions to Form 173, Form 809, Form 830, and Form 5460. Adds Form 173A, Appointment Letter, and Form 495 to Appendix F.

INSTRUCTIONS FOR MANUAL MAINTENANCE

- Remove Section 3035, Verification, and replace with the same.
- Remove Section 3245, Students, and replace with the same.
- Remove Section 3320, Citizenship/Alien Status, and replace with the same.
- Remove Section 3350, Work Registration, and replace with the same.
- Remove Section 3380, Failure To Comply With E&T Work Requirements, and replace with the same.
- Remove Section 3405, Resources, and replace with the same.
- Remove Section 3420, Income, and replace with the same.
- Remove Section 3611, Deductions Overview, and replace with the same.
- Remove Section 3614, Excess Medical Deductions, and replace with the same.
- Remove Section 3615, Dependent Care Deduction, and replace with the same.
- Remove Section 3618, Financial Management, and replace with the same.
- Remove Section 3715, Interim Changes, and replace with the same.
- Remove Appendix D – TOC and replace with the same.
- Remove Appendix F – TOC and Form 173, Form 809, Form 830, and Form 5460 from Appendix F and replace with the revisions. Add Form 173A, Appointment Letter, and Form 495 to Appendix F.
- Place Manual Transmittal 2005-19 Cover Letter following Manual Transmittal 2005-18 Cover Letter in Appendix C.

ON-LINE MANUAL (ODIS) UPDATE

The material in this manual transmittal will be updated in the ODIS system effective February 1, 2006.