



Jim Martin, Commissioner

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June 14, 2002

**ECONOMIC SUPPORT SERVICES POLICY MANUAL
VOLUME 3 - FOOD STAMPS
Manual Transmittal 2**

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

FROM: Steven E. Love,
Acting Director

RE: Food Stamp Simplified Reporting

PURPOSE

This manual transmittal incorporates into the ESS Policy Manual the policy and procedures for the Food Stamp Simplified Reporting Requirements (SRR).

DISCUSSION

The Non-Citizen Eligibility and Certification provisions of Public Law 104-193 (as amended by PL 104-208, PL 105-33 and PL 105-185), published in November, 2000, granted states the policy option that Food Stamp households with earned income be required to report only minimum changes in their circumstances. Georgia has chosen to implement this option, in an effort to decrease the reporting burdens on households with earned income and to decrease the frequency with which these households must come into the local office for recertification.

With the change to SRR, certified Food Stamp assistance units (AUs) with countable earned income and no ABAWD in the AU will be required to report only one change of circumstance during their period of eligibility (POE). The AU with earned income will be required to report only when the total gross household income exceeds the 130% Federal Poverty Level (FPL) for the household size. No other changes in circumstances will be required to be reported until the AU's next recertification. These AUs will have six-month POE's.

The change in reporting requirements will affect only the Food Stamp program. There is no change in the reporting requirements for either the TANF or the Medicaid programs. If an AU is certified for any program in addition to Food Stamps, the change reporting requirements for the other program(s) remain in effect. If the SRR AU reports any changes other than those affecting gross household income, the caseworker must take action on the reported change(s). Similarly, any changes received from third party or other sources (such as computer matching) must be acted on, even if the household is on SRR.

IMPLEMENTATION

Simplified Reporting Requirements (SRR) policy and procedures will be effective in the Food Stamp Program July 1, 2002. AUs with countable earned income and subject to SRR requirements will be converted to SRR for:

- applications taken 7/1/02 or later
- applications taken prior to 7/1/02 and approved on or after 7/1/02
- reviews completed effective 8/02 and later
- interim changes when earned income is added to the AU budget on 7/1/02 or later.

Should problems be encountered with system re-programming, counties will be notified of any change in implementation date.

Form 339, *FSP Simplified Reporting Requirements for Households with Earned Income*, is a new form to be used for all face-to-face contacts with SRR AUs. When an SRR AU is certified, recertified, or when an interim change to add earned income is completed with a face-to-face contact, the caseworker will explain the SRR requirements and complete a copy of the Form 339, which gives the AU the information regarding the 130% FPL for the AU size.

Form 339 is printed in English on one side and in Spanish on the other. It will be stocked in Central Supply. Until the initial printing is completed and the forms are in stock, counties must reproduce the form locally. A copy of the form is attached with this transmittal.

Food Stamp AUs meeting SRR criteria with reviews and applications pending on July 1 and approved later in the month will receive only the SUCCESS-generated notice explaining Simplified Reporting. It is suggested that completed Forms 339 to sent to these AUs, to provide additional information regarding Simplified Reporting.

SUCCESS PROGRAMMING

SUCCESS will automatically assign a six-month POE to all Food Stamp AUs with countable earned income and no ABAWD present in the AU. The SUCCESS notice generated with any approval or completed review of a case with countable earned income, or with any interim change after addition of countable earned income, will inform the AU of Simplified Reporting requirements and of their 130% FPL income limit.

ONLINE MANUAL (ODIS) UPDATE

The material contained in this transmittal will be updated in the ODIS system effective July 1, 2002.

ADDITION OF SECTION 3618

Following release of the ESS Policy Manual it was discovered that Section 3618, *Financial Management* was inadvertently omitted from both the printed and the online versions of Volume 3, Food Stamps. It is included with this transmittal, and will be added to the online manual effective July 1, 2002. This section should be reviewed with staff upon receipt in the county.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Insert the pages listed below, and remove any corresponding pages.

<u>Section 3105</u> Pages 3105-5, 6 Pages 3105-17, 18
<u>Section 3420</u> Pages 3420-3, 4
<u>Section 3618</u> Insert following Section 3615
<u>Section 3710</u> Pages 3710-5, 6
<u>Section 3715</u> Pages 3715-1 through 9

Make an update notation on the Record of Receipt of Manual Transmittals for Volume 3.