



**B. J. Walker, Commissioner**

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**OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2006-20**  
**Volume 3 Food Stamp Program**  
**Manual Transmittal 20**

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

**FROM:** Martha Okafor, Deputy Director for Programs & Policy  
Division of Family and Children Services

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

**PURPOSE**

The purpose of this manual transmittal is to provide policy clarification on the eligibility requirements for drug and alcohol treatment centers and to add the citizenship verification requirements for newborns. This transmittal also updates the exempt and waived counties based on the 2006 ABAWD waiver. The terminology for non-compliance months as it relates to the 3 of 36 months was changed to the term “countable months”. Also included in this transmittal are the updates to Title VI-Civil Rights policy based on changes in the federal instructions for the Food Stamp Program. These updates and clarifications are effective August 1, 2006.

**DISCUSSION**

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

Section 3030, Title VI-Civil Rights – Updates the civil rights policy and procedures for Limited English Proficiency (LEP) individuals, civil rights training, and discrimination complaints.

Section 3220, Residents of Drug and Alcohol Treatment Centers – Updates the eligibility requirements for residents of drug and alcohol treatment centers to participate in the Food Stamp Program. Federal guidelines clarified that drug and alcohol treatment centers do not have to be licensed to participate in the Food Stamp Program, provided the center is an FNS authorized retailer or has a statement from the state’s Title XIX agency, Mental Health, Developmental

Disabilities, and Addictive Diseases (MHDDAD) stating that the center is operating to further the purposes of Title XIX.

In Georgia, MHDDAD is the Title XIX agency responsible for determining whether a community or faith-based organization is providing rehabilitation or treatment services according to Title XIX.

Section 3320, Citizenship/Alien Status – Includes the citizenship verification requirements for newborns and the requirements and timeframes for establishing good cause.

Section 3350, Work Registration – Adds the policy for voluntary work registrants for counties that may operate a voluntary work program.

Section 3355, Able Bodied Adults Without Dependents (ABAWDS) – Updates the list of waived and exempt counties based on the 2006 ABAWD waiver that was released via Food Stamp Email #09-06, effective April 1, 2006. The terminology for non-compliance months as it relates to the 3 of 36 months was changed to “countable months” to clarify the difference between a non-compliance month and non-compliance as it relates to failure to participate. A countable month is a month in which a mandatory ABAWD did not meet the 80-hour work requirement or the required number of work experience hours. Non-compliance is the term used to define failure to participate with an E&T work requirement such as registration, participation, verification of hours, etc. Every act of non-compliance may not result in a countable month and every countable month is not precluded by a sanction.

Section 3360, E&T Participation Requirements – Changes criteria for granting the 15% exemption in E&T.

Section 3380, Failure to Comply with E&T Work Requirements – Adds the **note: Voluntary registrants who do not comply with work requirements are not subject to sanctions.**

Appendix F, Forms – Updates Appendix F with revisions to Form 173A and Form 880 and adds the following forms to Appendix F: Form 820, Third Party Verification of Citizenship, and Form 821, Statement of Shelter Costs.

Appendix H - Adds the EBT Handbook to the FSP manual.

## **INSTRUCTIONS FOR MANUAL MAINTENANCE**

- Remove Section 3030, Title VI, Civil Rights, and replace with the same.
- Remove Section 3220, Residents of Drug and Alcohol Treatment Centers, 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 3355, Able Bodied Adults Without Dependents (ABAWDS), and replace with the same.

- Remove Section 3360, E&T Participation Requirements, and replace with the same.
- Remove Section 3380, Failure to Comply with E&T Work Requirements, and replace with the same.
- Remove Appendix F – TOC, Form 173A, and Form 880 and replace with the revisions. Add the following forms to Appendix F: Form 820, Third Party Verification of Citizenship, and Form 821, Statement of Shelter Costs.
- Add Appendix H to the Food Stamp Program manual.
- Place Manual Transmittal 2006-20 Cover Letter following Manual Transmittal 2006-19 Cover Letter in Appendix C.

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

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