



**B. J. Walker, Commissioner**

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November 1, 2006

**OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2006-21**  
**Volume 3 Food Stamp Program**  
**Manual Transmittal 21**

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

**FROM:** Martha Okafor, Deputy Director  
Programs and Policy

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

**Purpose**

The purpose of this manual transmittal is to implement eligibility requirements for Transitional Food Stamps. This transmittal also contains a change to the timeliness standard for SOP from five to seven days and implements the FNS Waiver to close a food stamp case if required verification is not returned within 10 days of request. It implements the mini-Simplified Food Stamp Program (mini-SFSP) which allows us to replace a set of work rules in our Food Stamp Program with work rules from our TANF program. This transmittal also adds the treatment of the Grandparents Raising Grandchildren CRISP and MSP payments in the food stamp case, and updates the changes to EBT Issuance procedures.

**Discussion**

This manual material includes revisions or updates to policy contained in the following sections:

Section 3035, Verification – Updated the Summary Verification Chart to add verification requirements for school attendance for a child under 18 years of age; liquid resources and termination of income. The Standard Deduction is also updated.

Section 3105, Application Processing - Updates to allow AUs 10 days to provide required verification. If the verification is not provided by the 10<sup>th</sup> day, the case can be denied the day following the date the verification is due. Also adds the client confidentiality and group interviews changes.

Section 3110, Expedited Application Processing – Updates the policy to change that an AU must receive benefits within seven calendar days following the date of application or the date eligibility for expedited processing is discovered.

Section 3380, Failure to Comply with E&T Work Requirements – Changes policy to add that the TANF clients with children under age 6 who are currently exempt from Food Stamp Program work requirements will be subject to a food stamp sanction under the mini-Simplified Food Stamp Program. No other rules have changed regarding work exemptions, or type of sanction in the Food Stamp Program, or any other rule under this notification.

Section 3405, Resources – Updates the Source/Type Resources Chart to add the Grandparents Raising Grandchildren Emergency/Crisis Intervention Services Resource. This payment is used to help pay for the cost of emergent needs incurred by the grandparents when the children come to live with them. This resource is exempt in the food stamp case.

Section 3420, Income – Updates the Type of Income Chart to add the Grandparents Raising Grandchildren Subsidy Payment. This is unearned TANF Subsidy in the amount of \$50.00 per child per month used to assist low income grandparents (60+) to cover additional expenses associated with rearing their grandchildren.

Section 3615, Dependent Care Deduction – Provides clarification that a deduction for dependent care is allowed when necessary, for an AU member to accept training or pursue education which is preparatory to employment.

Section 3710, Reviews – Removed the reference to Form 862, Notice of Continuing Your Food Stamp, which was used to notify the AU that the period of eligibility is about to end.

Section 3704, Transitional Food Stamps – Added policy on Transitional Food Stamps to food stamp recipients whose TANF case closed due to increased earnings. The household's food stamp benefits is frozen up to (5) months at the amount the AU received prior to the TANF case closure.

Section 3805, Electronic Benefits Transfer (EBT) – This section was updated to clarify Food Stamps EBT procedures and to make the section consistent with the TANF EBT procedures.

Appendix A, Basis of Coupon Issuance Tables- Revised the new issuance table which was effective October 1, 2006.

Appendix F, Forms – Updated Appendix F with revisions to Form 47 and Form 339 Eng/SP. Added Form 173A, Appointment letter Spanish, Form 297, Application for Benefits and 297A, Rights and Responsibilities to this MT. Added Form 240, Transitional Food Stamp Fact Sheet and Form 713G, Grandparents Raising Grandchildren Interagency/Interoffice Referral and Follow-Up form.

This form is used by staff to make referrals and share information needed by workers responsible for related case records. Added Form 820SP Third Party Verification of Citizens and Form 821SP Statement of Shelter Costs. Added updated version of 5460SP to this MT. The TOC for Appendix F was also updated.

Appendix G, Food Stamp Disaster – The Food Stamp Disaster Plan and Handbook were revised and updated in this section.

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

The policy contained in this manual transmittal will be effective November 1, 2006.

### **INSTRUCTIONS FOR MANUAL MAINTENANCE**

Remove Section 3035 Application Processing, Section 3110, Expedited Application Processing, Section 3405, Resources, Section 3420, Income, Section 3615, Dependent Care Deduction, Section 3710, Reviews, Section 3805, Electronic Benefits Transfer, Appendix A and G, and replace with the attached sections by the same numbers.