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**OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2009-28**  
**Volume 3 Food Stamp Program**  
**Manual Transmittal 28**

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

**FROM:** Isabel Blanco, Executive Director  
Division of Family and Children Services

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

**PURPOSE**

The purpose of this transmittal is to implement changes in the shelter and dependent care verification requirements and to provide final clarifications on the TANF Community Outreach Services (TCOS) policy for disqualified household members. The verification requirements for shelter and dependent care have been simplified as a workload reduction initiative for field staff. The TCOS policy has been changed because Federal regulations will not allow categorical eligibility to be expanded to households that contain an IPV disqualified or convicted drug felon AU member. Households containing these disqualified members do not meet the criteria for categorical eligibility and must have their liquid resources counted when determining eligibility for food stamps. This transmittal also clarifies and updates policies for application processing, expedited application processing, and issuance. The Food Stamp Program's income limits, maximum allotments, standard deductions, and excess shelter cap effective October 1, 2009 have also been included in the manual.

**DISCUSSION**

This transmittal includes policy clarifications that are contained in the following sections:

Section 3035 - Verification – Policy is changed to accept the client’s statement for shelter expenses. Shelter expenses are verified only if the expense is questionable. Childcare policy is changed to verify the expense if the amount is more than \$ 200 per month.

Section 3105 - Application Processing – Policy is changed to state that an appointment is not required if an applicant is interviewed on the date of application. If the applicant misses the appointment on the date of application, a “notice of missed interview” should be sent to the AU. The initial appointment must be documented in SUCCESS or on the Appointment Letter. A clarification has been added back to Chart 3105.1, which states to-forward/fax applications received in the wrong office to the correct office the next day following the date the application is received.

Section 3110 – Expedited Application Processing – Policy is changed to state that a determination of expedited services must be made upon receipt of an application regardless of source (COMPASS, fax, mail, drop-off, etc.) A note has been added to this section to require a new application for expedited cases when postponed verification is not returned by the second month.

Section 3210 – Categorically Eligible Assistance Units – A final clarification regarding categorical eligibility under TCOS services is added. A household **may be** considered categorically eligible (i.e. *resources excluded*) if it contains the following ineligible members; however, these members can not be included in the AU. A member who is an ineligible alien; a member who is an ineligible student; a member who is an ineligible ABAWD (i.e. an ABAWD who has 3 countable months in the 36 month period and has not regained); a member who is ineligible because of failure to comply with work requirements, and a member who is SSN disqualified. A household **is not** considered categorically eligible if it contains an IPV disqualified member; it has a member who is a convicted drug felon; the *head of household* is work sanctioned; the household has transferred resources to become eligible for benefits; it is an elderly/disabled household whose gross income exceeds 200% of the FPL; it contains an elderly/disabled member and the household’s gross income exceeds 130% of the FPL The resources of all household members are counted when determining eligibility for benefits.

Section 3613 – Deductions – Standard deductions for **10/1/09 – 9/30/10** are:

AU Size	Standard Deduction
1–3	\$141
4	\$153
5	\$179
6 or more	\$205

Section 3615 – Dependent Care Deductions - Policy changed to state that dependent care expenses are verified when the amount is more than \$200 per month.

Section 3617 – Shelter and Utility Deductions– Policy changed to state that shelter costs are verified at initial application, review, or as an interim change if questionable. The excess shelter deduction is changed to \$459.

Section 3810 – Issuance – Policy is clarified to state that prorated initial benefits are not issued if less than \$10. Eligible one and two member AU's are not issued the minimum benefit amount for the initial month when eligibility for the ongoing benefit amount is less than the minimum benefit, but the AU will receive the minimum benefit amount (i.e. net income is above the net income limit).

Appendix A – Financial Standards - The income limits, maximum allotment amounts, and Basis of Issuance Tables, effective 10/1/09, are added to ODIS.

Appendix F- Forms - Table of Contents (TOC) - Add the following forms to Appendix F:

Form 173A – Appointment Letter (Rev. 08/09)

Form 173A-SP – Appointment Letter-Spanish (Rev. 08/09)

Form 286 – TANF/Food Stamp Review Form (Rev. 11/09)

Form 296 – Expedited Food Stamp Screening/Interview Guide (Rev. 09/09)

Form 296SP – Spanish Expedited Food Stamp Screening/Interview Guide (Rev. 09/09)

Form 297A – Rights and Responsibilities (Rev. 08/09)

Form 339 – Simplified Reporting Requirement (SRR) Notice (Rev. 08/09)

Form 339SP – Simplified Reporting Requirement Notice – Spanish (Rev. 08/09)

REMOVE Form 354 – Expense, Income/Resource Statement

Form 846 – Change Report Form (Rev. 08/09)

Form 846SP – Change Report Form-Spanish (Rev. 08/09)

Form 5460 – Notice of Privacy Practices (Rev. 11/09)

Form 5460SP – Notice of Privacy Practices Spanish (Rev. 11/09)

## **INSTRUCTIONS FOR MANUAL MAINTENANCE**

Remove Section 3035, Verification, and replace with attached Section 3035.

Remove Section 3105, Application Processing, and replace with attached Section 3105.

Remove Section 3110, Expedited Application Processing, and replace with attached Section 3110.

Remove Section 3210, Categorically Eligible Assistance Units, and replace with attached Section 3210.

Remove Section 3613, Deductions, and replace with attached Section 3613.

Remove Section 3615, Dependent Care Deductions, and replace with attached Section 3615.

Remove Section 3617, Shelter and Utility Deductions, and replace with attached Section 3617.

Remove Section 3810, Issuance, and replace with attached Section 3810.

Remove Appendix A, Financial Standards, and replace with attached Appendix A documents.

Remove Appendix F-Table of Contents (Rev. 07/09) and replace with Appendix F-Table of Contents (Rev. 01/10):

- Remove Form 173A-Appointment Letter (Rev. 05/09) and replace with Form 173A (Rev. 08/09)
- Remove Form 173A-SP-Appointment Letter-Spanish (Rev. 05/09) and replace with Form 173A-SP (Rev. 08/09)
- Remove Form 286-TANF/Food Stamp Review Form (Rev. 03/09) and replace with Form 286 (Rev. 11/09)
- Remove Form 296-Expedited Food Stamp Screening Guide (Rev. 11/07) and replace with Form 296 (Rev. 09/09)
- Remove Form 296SP-Expedited Food Stamp Screening Guide-Spanish (Rev. 11/07) and replace with Form 296SP (Rev. 09/09)
- Remove Form 297A-Rights and Responsibilities (Rev. 01/09) and replace with Form 297A (Rev. 08/09)
- Remove Form 339-Simplified Reporting Requirement Notice (Rev.09/08, and replace with Form 339 (Rev. 08/09)

- Remove Form 339SP-Simplified Reporting Requirement Notice-Spanish (Rev.09/08), and replace with Form 339SP(Rev. 08/09)
- Remove Form 354 – Expense, Income/Resource Statement from the Food Stamp Program manual.
- Remove Form 846-Change Report Form (Rev. 01/09), and replace with Form 846 (Rev. 08/09)
- Remove Form 846SP-Change Report Form-Spanish (Rev. 01/09), and replace with Form 846SP (Rev. 08/09)
- Remove Form 5460-Notice of Privacy Practices (Rev. 10/08), and replace with Form 5460 (Rev. 11/09)
- Remove Form 5460SP-Notice of Privacy Practices-Spanish (Rev. 10/08), and replace with Form 5460SP (Rev. 11/09)

Place Manual Transmittal 2009-28 Cover Letter following Manual Transmittal 2009-27 Cover Letter in Appendix C.

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

The material in this manual transmittal will be updated in the ODIS system effective **January 1, 2010.**

