



Jim Martin, Commissioner

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August 12, 2002

ECONOMIC SUPPORT SERVICES MANUAL TRANSMITTAL NO. 3

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

FROM: Steven E. Love
Acting Director

RE: Corrections to Manual Transmittal 1

PURPOSE

This manual transmittal incorporates corrections and clarifications to material in Volume 3, Food Stamps.

DISCUSSION

The changes being made via this manual transmittal are as follows:

The Quality Meals Program was terminated effective July 1, 2002 in the State of Georgia. Section 3015 has been deleted from the manual and the references to Section 3015 have been deleted from the Table of Contents. Reference to QMP was also removed from pages 3205-6 and 3810-2.

Pages 3105-1 and 3105-17, Application Processing Section include additional information about the processing of applications filed within 30 days of the end of the previous POE.

Page 3105-4, Application Processing Section includes a statement regarding when the FS Field Consultant has to approve a waiver for a county office to conduct telephone interviews rather than face-to-face interviews.

Page 3105-18, note at the bottom of Chart 3105.3 clarifies adjusting POEs to reflect AU circumstances.

Page 3110-2, Expedited Application Processing Section now includes a NOTE: about using the telephone standard in determining eligibility for expedited processing.

Page 3110-4, Expedited Application Processing, Step 3 includes a statement about postponing certification for any AU member not meeting work requirements.

The address for the EBT Unit was updated on pages 3215-3, 3220-3, and 3225-3.

Page 3235-4, Seasonal Farmworkers includes additional clarifications related to processing applications for these AUs.

Chart 3315.1, page 3315-3, Intentional Program Violations Section has been reformatted.

Page 3320-3, Citizenship/ Alienage Section and Chart 3320.1, Determining Alien Status have been updated to include victims of severe forms of human trafficking which is a category of aliens who meet the criteria to receive FS. Chart 3320.1, Determining Alien Status has been reformatted to include all eligible categories of aliens.

Page 3320-9, Citizenship/ Alienage has been edited to include the correct access code for SAVE.

Page 3380-6 and 3380-9, Failure to Comply with E&T Work Requirements Section has had references to the 15% administrative exemption removed.

Page 3410-3, Vehicles Step 6 has been re-written for clarification of policy.

Page 3645-3, Educational Funds Budgeting Step 5 is clarified regarding mandatory fees.

Page 3710-8, Reviews Chart 3710.2 adds clarification regarding verification of terminated earned income.

Section 3805, Electronic Benefit Transfer now includes the policy for account set-up.

Replacement pages include corrections of grammar and typographical errors. All changes are indicated by a vertical line in the right-hand column.

ONLINE MANUAL (ODIS) UPDATE

The material contained in this manual transmittal was updated in the ODIS system effective August 1, 2002.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Remove TOC 1-4 and replace with attached corresponding pages.

Remove TOC 3000 and replace with attached corresponding page.

Remove page 3000-1 and replace with attached corresponding page.

Remove Section 3015.

Remove page 3100-1 and replace with attached corresponding page.

Remove pages 3105-1 – 6, 11 – 12, and 15 – 18 and replace with attached corresponding pages.

Remove pages 3110-1 – 4 and replace with attached corresponding pages.

Remove pages 3115-1 – 2 and replace with attached corresponding pages.

Remove pages 3120-1 – 2 and replace with attached corresponding pages.

Remove pages 3205-1 – 6 and replace with attached corresponding pages.

Remove pages 3215-3 and replace with attached corresponding page.

Remove pages 3220-3 – 4 and replace with attached corresponding pages.

Remove pages 3225-1 – 4 and replace with attached corresponding pages.

Remove pages 3235-1 – 4 and replace with attached corresponding pages.

Remove pages 3240-1 – 2 and replace with attached corresponding pages.

Remove pages 3245-1 – 4 and replace with attached pages 3245-1 – 3.

Remove pages 3315-1 – 4 and replace with attached corresponding pages.

Remove pages 3320-3 – 4 and 9 and replace with attached corresponding pages.

Remove pages 3350-5 – 6 and replace with attached corresponding pages.

Remove pages 3355-5 – 6 and 9 – 10 and replace with attached corresponding pages.

Remove pages 3360-3 – 4 and replace with attached corresponding pages.

Remove pages 3375-1 – 2 and replace with attached corresponding pages.

Remove pages 3380-5 – 12 and replace with attached corresponding pages.

Remove pages 3385-3 – 4 and replace with attached corresponding pages.

Remove pages 3410-3 – 4 and replace with attached corresponding pages.

Remove pages 3415-1 – 2 and replace with attached corresponding pages.

Remove pages 3420- 17 – 18 and 21 –22 and replace with attached corresponding pages.

Remove pages 3425-1 – 4 and 7 and replace with attached corresponding pages.

Remove pages 3605-1 – 2 and replace with attached corresponding pages.

Remove pages 3610-3 –4 and replace with attached corresponding pages.

Remove pages 3615-13 –14 and 21 –22 and replace with attached corresponding pages.

Remove pages 3645-1 – 4 and replace with attached corresponding pages.

Remove pages 3710-5 – 8 and replace with attached corresponding pages.

Remove pages 3715-3 –4 and replace with attached corresponding pages.

Remove pages 3805-1 – 6 and replace with attached pages 3805-1 – 7.

Remove pages 3810-1 –2 and replace with attached corresponding pages.

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