



B. J. Walker,

Georgia Department of Human Services • Division of Family and Children Services
Two Peachtree Street, Suite 19-490 • Atlanta, Georgia 30303-3142 • 404-651-8409 • 404-657-5105

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**OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2010-30
Volume 3 Food Stamp Program
Manual Transmittal 30**

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 add the *Expedited Interview Waiver* requirements to the expedited application processing section of the manual. Under the *Expedited Interview Waiver*, the interview may be postponed for households who meet the criteria for expedited services and whose identity has been verified. This waiver also allows expedited applications to be approved for FS benefits prior to the interview for the initial first and/or second month of the certification period. This waiver will help the agency to process expedited applications timely; eliminate/reduce the number of invalid denials; delay the interview as part of postponed verification, and improve access to food stamp benefits to needy households. **This waiver is approved for the period of November 1, 2010 through April 30, 2012.**

TCOS policy has been changed to confer categorical eligibility through the applicant's signature on the FS application-Form 297. This transmittal also clarifies and updates policies for self-employment income and Food Stamp reviews. The Food Stamp Program's standard deductions for household sizes 1-3, the excess shelter deduction, and the standard and limited utility deductions, effective October 1, 2010, have also been included in the manual.

DISCUSSION

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

Section 3110 – Expedited Application Processing – In this section, the expedited interview waiver requirements are included. The interview for expedited applications is postponed if the household is eligible for expedited services and identity has been provided either in the case file or through a data match for the head of household or authorized representative. Benefits are approved for the initial first and/or second month of the certification period. The procedures for processing expedited applications have been revised to incorporate these changes.

Section 3210 – Categorically Eligible Assistance Units – This section is changed to state that obtaining the applicant's signature on the FS application-Form 297 is sufficient in establishing TCOS eligibility.

Section 3425 – Self-employment Income – The note regarding the use of the 40% deduction for corporations has been removed. This statement was removed to simplify policy regarding the budget for self-employment income.

Section 3613 – Standard Deductions – Effective 10/1/10 through 9/30/11, the standard deduction for AU sizes 1-3 is \$142.

Section 3617 – Shelter and Utility Deductions – Effective 10/1/10 through 9/30/11, the shelter and utility allowances are as follows:

- The excess shelter deduction is \$458;
- The SUA is \$309; LUA is \$ 251, and
- The phone standard is \$35.

Section 3710 – Reviews – This section incorporates procedures for standard and alternate reviews and the use of the Form 286, TANF/FS Review Form.

Appendix D – Documentation Standards - This section will be **REMOVED** from the Food Stamp Program manual and moved to the OFI website.

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

- Form 173 - Verification Checklist (Rev. 06/10)
- Form 173A – Appointment Letter (Rev. 12/09)
- Form 222 – Medicaid/FS Alternate Review Form (Rev. 11/10)
- Form 286 – TANF/FS Review Form (Rev. 10/10)
- Form 296 – Expedited Screening Food Stamp Interview Tool (Rev. 09/10)
- Form 297 – Application for Benefits (Rev. 10/10)
- Form 297A – Rights and Responsibilities (Rev. 05/10)
- Form 806 – Medical Statement (Rev. 10/10)
- Form 880 – Verification Your Case manager May Ask For (Rev. 07/10)

Appendix G- Food Stamp Manual Reference Guide - This section will be **REMOVED** from the Food Stamp Program manual and moved to the OFI website.

INSTRUCTIONS FOR MANUAL MAINTENANCE

- Remove Section 3110, Expedited Application Processing, and replace with the new Section 3110.
- Remove Section 3210, Categorically Eligible Assistance Units, and replace with the new Section 3210.
- Remove Section 3425, Self-Employment Income, and replace with the new Section 3425.
- Remove Section 3613, Standard Deductions, and replace with the new Section 3613.
- Remove Section 3617, Shelter and Utility Deductions, and replace with the new Section 3617.
- Remove Section 3710, Reviews, and replace with the new Section 3710.
- **Remove Appendix D**, Documentation Standards, from the Food Stamp Program manual
- **Remove Appendix G**, Food Stamp Manual Reference Guide, from the Food Stamp Program manual
- Remove Appendix F-Table of Contents (Rev. 06/10) and replace with Appendix F-Table of Contents (Rev. 12/10): Remove all old forms and replace with the new form revisions as stated above for Appendix F. Add Form 222 to the Food Stamp Program manual.

Place Manual Transmittal 2010-30 Cover Letter following Manual Transmittal 2010-29 Cover Letter in Appendix C.

ON-LINE MANUAL (ODIS) UPDATE

The material contained in this transmittal will be updated on the ODIS website effective **December 1, 2010**.

