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July 22, 2011

FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 31

TO: County Departments of Family and Children Services
State DFCS Staff

FROM: Rachelle Carnesale, Division Director
Division of Family and Children Services

RE: Food Stamp Program Policy Changes and Updates

PURPOSE: The purpose of this transmittal is to add the Tri-Agency (USDA, HHS, and ACF) Guidance regarding social security numbers (SSN), citizenship, and immigration status for applicants and non-applicants in the Food Stamp Program (FSP), to add the requirement to screen review applications for expedited services, to add the requirement to establish TCOS eligibility for review applications, to add the procedures for handling DFCS employee cases; and to update the voter registration requirements.

Section 3005, Confidentially has been updated to cover policy and procedures for handling DFCS employee cases.

Section 3010, Voter Registration has been updated with the most current National Voter Registration Act (NVRA) procedures.

Sections 3100, 3320, and 3325 have been updated to include the Federal Tri-agency Guidance, the requirement to provide an Social Security Number (SSN), citizenship, and immigration status for applicants and non-applicants. Individuals who are applying for food stamp benefits must verify their SSN, citizenship, and/or immigration status. Individuals who are not applying for FS benefits may be designated as non-applicants. Non-applicants do not have to verify SSN, citizenship, and immigration status but are ineligible for benefits. This policy has been added to the FSP manual.

Sections 3110, 3210, and 3710 have been updated to add the requirement to screen and provide expedited services for review applications and the requirement to establish TCOS eligibility for review applications. Based on federal regulations, review applications must be screened for expedited services if closed for an expired certification period and TCOS eligibility must be established when an AU is reapplying for food stamp benefits.

Sections 3215, 3220, and 3225 have been updated to include the most current contact information for FSP group home certifications (i.e battered women and childrens shelters, drug and alcohol treatment centers, and personal care homes).

The contact information for FNS retailer authorizations and EBT point of sales POS have also been updated.

In Appendix F, Forms, the current revisions to Forms 173SP, 173A, 173A SP, 296, 297, 297A, and 524SP have been included in the manual.

Food Stamp Program Manual Transmittal 31

Section	Instructions for manual maintenance	Page	Comments
3005	Remove and replace	5	Updated procedures for handling DFCS employee cases
3010	Remove and replace	1-5	Updated with current voter registration procedures
3035	Remove and replace	14, 15	Added verification requirements for unearned income and medical expenses
3100	Remove and replace	1	Added policy for providing SSN, citizenship, immigration status for applicants and non-applicants
3105	Remove and replace	2, 4-6, 11-12, 16	Updated policy with current federal regulations
3110	Remove and replace	2, 4, 6-7	Clarified poes for expedited applications with postponed verification
3210	Remove and replace	1-3	Added the requirement to establish TCOS eligibility for review applications and to exclude resources for AUs with IPV disqualified members
3215	Remove and replace	2-3	Updated contact information for EBT change DHR to DHS
3220	Remove and replace	1-4	Updated contact information for EBT, DBHDD, and DCH-HRC

3225	Remove and replace	2-4	Updated contact information for DCH-HRC, FNS retailers, EBT
3230	Remove and replace	none	Grammatical edits
3320	Remove and replace	1-25	Updated SSN, citizenship, and immigration status requirements for applicants and non-applicants and added most current FNS Guidance for non-citizens to manual
3325	Remove and replace	1-3	Updated SSN policy regarding applicants and non-applicants and SSN procedures
3335		1	Updated the <i>Work Number</i> requirements
3405	Remove and replace	1	Removed policy to count resources for AUs with IPV disqualified members
3710	Remove and replace	2, 3, 7, 8	Added requirement to screen review applications for expedited services
Appendix C	Add MT-31 Cover Letter		Add MT-31 Cover Letter following MT-30 Cover Letter
Appendix F	Remove and replace	2, 3, 4, 9	Updated with revised forms
MAN 3420	Remove and Replace		Updated 16 sections of the FSP manual