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April 30, 2013

## **FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 35**

**TO:** Regional Directors, Regional Managers, County Department of Family and Children Services, and State Office Staff

**FROM:** Ron Scroggy, Division Director  
Division of Family and Children Services

**RE:** Food Stamp Program Policy Changes and Updates

The purpose of this transmittal is to add the Georgia Senior SNAP program policies and procedures to the Food Stamp Program manual. The Georgia Senior SNAP program is an elderly simplified application project designed to make it easier for seniors (60 years and older) to receive food stamp benefits. This project eliminates the interview requirement, verification of income requirement, and provides a period of eligibility (POE) of 12 months for seniors. The Georgia Senior SNAP project is approved from December 1, 2012 through November 30, 2017. This transmittal also includes changes to the expedited and un-expedited application SOP dates, identity verification requirements, procedures for processing expedited applications, contract employment income, review application requirements, and the food stamp issuance dates.

### Policy revisions include:

- Changes to the SOP standards for un-expedited applications to the 27<sup>th</sup> day from the date of application;
- Changes to remove the waiver requirement to postpone the interview for expedited applications and changes to the SOP standards for expedited applications to the 6<sup>th</sup> day from the date of application;
- Changes to remove data matches as a source of identity verification;
- Changes to the definition of loans. A written agreement signed by both parties is required in order to consider the income a loan;
- Changes to the social security number (SSN) validations and procedures for Client ID corrections;
- Changes to the budgeting of contract employment income;
- Changes to file a review application with name, address, and signature and changes to the SOP standard for un-timely review applications to the

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- 29<sup>th</sup> day from the date of application;
- Addition of the Georgia Senior SNAP project policies and procedures;
- Changes to the FS issuance dates based on last two digits of head of household's client ID; and
- Revisions to *Form 296-Expedited FS Screening Tool* (Rev. 03/13), *Form 297-Application for Assistance*, (Rev. 04/13), *Form 297A-Rights and Responsibilities* (Rev. 04/13), and *Form 508-Food Stamp/Medicaid/TANF Renewal Form* (Rev. 04/13)

**The material in this transmittal is effective May 1, 2013.**