



**STATE OF GEORGIA**  
**Division of Family and Children Services**

**Nathan Deal**  
Governor

**Bobby D. Cagle**  
Interim Director

October 24, 2014

**FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 38**

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

**FROM:** Bobby Cagle, MSW, Interim DFCS Director

**RE:** Food Stamp Program Manual Transmittal 38

The purpose of this transmittal is to provide policy updates to the Food Stamp Program income limits, standard deductions, excess shelter deduction, and maximum and minimum allotments based on the Food and Nutrition Service (FNS) cost of living adjustments (COLA) for Federal Fiscal Year (FFY) 2015. The Food Stamp Program income, allotment and deduction changes are effective **October 1, 2014 through September 30, 2015**. In addition, policy updates to the verification of shelter requirements and verification of terminated income requirements at renewal have been included in the manual.

This transmittal also provides policy updates to the SNAP Works Program requirements. Fifteen additional counties have been added to the SNAP Works Program. **Georgia will operate a mandatory work program in the following counties: Barrow, Bartow, Bibb, Bulloch, Carroll, Chatham, Cherokee, Clarke, Clayton, Cobb, Coweta, DeKalb, Dougherty, Douglas, Floyd, Fulton, Glynn, Gwinnett, Hall, Henry, Houston, Lowndes, Muscogee, Paulding, Richmond, Rockdale, Troup, and Wayne.** In addition, policy updates to arranged transportation services requirements and the addition of "job retention" services as a participation activity have also been included in the manual.

Policy revisions include:

- The requirement to verify shelter expenses at **initial application; recertification** if an address change is reported and the expense was not previously verified; and as an **interim change** if an address change is reported and the amount has changed by more than \$25 and was previously verified.
- The requirement to verify terminated income at renewal if the income was terminated within the last 30 days of the renewal application.
- Program updates to the SNAP Works Program to include "job retention" services for participants who have completed an employment and training component and who have successfully gained employment during their participation in the SNAP Works program.
- Changes to arranged transportation services payments and the requirement to provide incidental and transportation support payments to job retention participants.

**This transmittal is effective November 1, 2014.**