



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

**Nathan Deal**  
Governor

**Bobby D. Cagle**  
Director

**FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 46**

**TO:** OFI District Management, County Department of Family and Children Services,  
State Office Staff

**FROM:** Bobby D. Cagle  
DFCS Director

**DATE:** January 17, 2017

**RE:** Food Stamp Program Manual Transmittal 46

The purpose of this transmittal is to provide updates to the Food Stamp Program's Employment and Training (E&T) policy. With the submission of the federal fiscal year (FFY) 2017 Employment and Training State Plan, several changes have been made to E&T program operations. Georgia has accepted the ABAWD Waiver for FFY 2017. Twenty-four (24) Georgia counties were identified as 3/36 time-limited counties. The E&T Program will operate a voluntary work program in the following 24 counties: Banks, Barrow, Bartow, Brooks, Catoosa, Clarke, Cobb, Coweta, Dade, Fayette, Forsyth, Gordon, Gwinnett, Hall, Heard, Jackson, Lowndes, Madison, Oconee, Oglethorpe, Paulding, Troup, Walker and Walton.

The E&T Program will also operate a mandatory work program in the following 10 counties: Bulloch; Chatham; Clayton; Cherokee; Douglas; DeKalb; Glynn; Gwinnett; Hall; Henry and Rockdale. The mandatory program will not serve all ABAWDs residing in the mandatory service areas. ABAWDs in the ten (10) counties are eligible to participate in an E&T Pilot Study that was awarded to Georgia in March 2015.

Additionally, this transmittal provides updates to the ABAWD Work requirements, SNAP Works participation activities; SNAP Works support services, and the Food Stamp Program's compliance procedures for failure to participate in SNAP Works activities.

The policy revisions include:

- Updates to the work registration status interview requirements;
- Update to number of counties under the ABAWD time-limit;
- Updates to the compliance policy for failure to participate in SNAP Works activities and/or meet the ABAWD Work Requirements;
- FS Form additions and revisions that incorporate changes to the SNAP Works Program and ABAWD requirements.

The Form changes include:

- Form 334, Voluntary Program Good Cause Form – English and Spanish
- Form 335, SNAP Works Program Completion Notice – English and Spanish
- Form 406, SNAP Works Voluntary Program Invitation – English and Spanish
- Form 481, SNAP Works Program Check Request Form – English
- Form 513, SNAP Works Voluntary Program Personal Work Plan – English and Spanish
- Form 826A, Ineligible ABAWD Second Three Month Period Adverse Action Notice
- Form 830, Food Stamp Work Requirements (Rev. 12/16) – English and Spanish

**This transmittal is effective January 1, 2017.**