



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

**Nathan Deal**  
Governor

**Bobby D. Cagle**  
Director

June 27, 2017

**FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 47**

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

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

**RE:** Food Stamp Program Manual Transmittal 47

The purpose of this transmittal is to provide updates to the Civil Rights policy and SNAP forms in response to the Civil Rights LEP compliance review and ADA requirements. This transmittal also includes updates to the transitional food stamp policy and guidelines for restoring household benefits when applications have been severely delayed because of the agency's failure to process applications timely.

The policy revisions are contained in the following FS policy sections:

- Section 3030, Civil Rights – This section is updated to give reference to the updated customer complaint procedures and contacts for discrimination and LEP/SI complaints in response to the Civil Rights LEP compliance review.
- Section 3105, Application Processing – The section is updated to provide the guidelines on authorizing benefits retroactive to 12 months for severely delayed applications.
- Section 3704, Transitional Food Stamps – This section is updated to provide clarification on the transitional food stamps eligibility requirements.
- Section 3710, Reviews – This section is updated to provide the policy on authorizing benefits retroactive to 12 months for severely delayed renewals.
- Section 3810, Issuance – This section is updated to provide clarification on replacement benefits for food destroyed in a disaster.
- Appendix F – Forms – the following forms have been updated in the forms section of the Food Stamp Manual:

- Form 47 – Food Stamp Program in Georgia (Rev. 05/17) - This form has been translated in the following 15 languages: Arabic, Bosnian, Burmese, Chinese, Farsi, French, Gujarati, Hindi, Japanese, Korean, Nepali, Portuguese, Russian, Spanish and Vietnamese.
  - Form 297 – Application for Benefits (Rev. 05/17) - This form has been translated in the following 15 languages: Arabic, Bosnian, Burmese, Chinese, Farsi, French, Gujarati, Hindi, Japanese, Korean, Nepali, Portuguese, Russian, Spanish and Vietnamese.
  - Form 297A – Rights and Responsibilities (Rev. 05/17) – This form has been translated in the following 15 languages: Arabic, Bosnian, Burmese, Chinese, Farsi, French, Gujarati, Hindi, Japanese, Korean, Nepali, Portuguese, Russian, Spanish and Vietnamese.
  - Form 298 – Senior SNAP Application (Rev. 05/17) – English and Spanish.
  - Form 406 – SNAP Works Program Voluntary Invitation Notice (Rev 04/17) – English and Spanish.
  - Form 494 – SNAP Works Mandatory Appointment Notice (Rev. 04/17) – English and Spanish.
  - Form 508 – Food Stamp/Medicaid/TANF Renewal Form (Rev. 05/17) - This form has been translated in the following 15 languages: Arabic, Bosnian, Burmese, Chinese, Farsi, French, Gujarati, Hindi, Japanese, Korean, Nepali, Portuguese, Russian, Spanish and Vietnamese.
  - Form 823 – ABAWD Work Requirements Fact Sheet (Rev. 04/17) – English and Spanish.
  - Form 830 – Food Stamp Work Requirements Fact Sheet (Rev. 04/17) – English and Spanish.
  - Form 846 – Change Report Form (Rev. 05/17) - This form has been translated in the following 15 languages: Arabic, Bosnian, Burmese, Chinese, Farsi, French, Gujarati, Hindi, Japanese, Korean, Nepali, Portuguese, Russian, Spanish and Vietnamese.
- Appendix J – Customer Complaint Procedures – This section is updated to include references to the civil rights complaint procedures.

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