



FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 57

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

FROM: Tom C. Rawlings
DFCS Director

DATE: October 17, 2019

RE: Food Stamp Program Manual Transmittal 57

The purpose of this transmittal is to provide updates to the policy sections for the ODIS clean-up project. Chapters 3300, 3400 and 3500 have been updated to the Arial 12-point font for all policy sections of these chapters of the Food Stamp manual. These chapters and sections have also been updated to the approved new policy format.

This transmittal also includes updates to removing references to the legacy system (SUCCESS) and changing to the current system (Gateway). Additionally, SUCCESS procedures have been changed to reflect the Gateway procedures. The Form 297A has also been updated to remove the TCOS information and the case manager signature.

Chapter 3300 Revised to include the following sections:

- Section 3305 – Cooperation with Eligibility Investigations - (This section updated to Arial 12-point font).
- Section 3310 – Lawbreakers - (This section updated to Arial 12-point font).
- Section 3315 – Intentional Program Violations - (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3320 – Citizenship/Alien Status - (This section updated to Arial 12-point font).
- Section 3325 – Enumeration - (This section updated to Arial 12-point font, updated SUCCESS to Gateway and updated to Gateway procedures).
- Section 3335 – Identity - (This section updated to Arial 12-point font).
- Section 3340 – Residency - (This section updated to Arial 12-point font).

- Section 3345 – E&T Work Requirement Overview – (This section updated to Arial 12-point font).
- Section 3350 – Work Registration – (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3355 – Able-Bodied Adults Without Dependents (ABAWDs) – (This section updated o Arial 12-point font and updated SUCCESS to Gateway).
- Section 3360 – E&T Participation Requirements – (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3365 – E&T Orientation/Assessment/Work Plan – (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3370 – E&T Participation Activities – (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3375 – E&T Support Services – (This section updated to Arial 12-point font).
- Section 3380 – Failure to Comply with Work Requirements – (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3385 – Failure to Perform a Required Action – (This section updated to Arial 12-point font and updated to Gateway procedures).

Chapter 3400 Revised to include the following sections:

- Section 3405 – Resources - (This section updated to Arial 12-point font).
- Section 3415 – Real Property - (This section updated to Arial 12-point font).
- Section 3420 – Income - (This section updated to Arial 12-point font).
- Section 3425 – Self-Employment - (This section updated to Arial 12-point font).
- Section 3430 – Military Pay – (This section updated to Arial 12-point font).

Chapter 3500 Revised to include the following sections:

- Section 3505 – Income and Eligibility Verification System (IEVS) - (This section updated to Arial 12-point font).
- Section 3515 – Clearinghouse - (This section updated to Arial 12-point font).
- Section 3520 – Social Security Administration (SSA) Prisoner Verification Inquiry - (This section updated to Arial 12-point font).
- Section 3525 – Social Security Administration (SSA) Death Verification Inquiry - (This section updated to Arial 12-point font).
- Section 3530 – Social Security Number (SSN) Validation - (This section updated to Arial 12-point font and updated to Gateway procedures).

The form changes include:

- Form 297A – Rights and Responsibilities (Rev. 8/19) – The TCOS information and case manager signature removed. 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.

This transmittal is effective November 1, 2019.