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May 27, 2003

**ECONOMIC SUPPORT SERVICES POLICY MANUAL
VOLUME 3 FOOD STAMPS
Manual Transmittal 6**

TO: County Departments of Family and Children Services
Field Directors
State Staff

FROM: Juanita Blount-Clark
Director

RE: Categorical Eligibility TANF-to-Work Support Payments, ABAWD
Exempt/Mandatory Counties/Cities, Sanctioning for Failure to Comply With
Work Requirements, Failure To Verify for Interim Changes

PURPOSE

This manual transmittal incorporates into the Economic Support Services (ESS) Policy Manual policies and procedures updates regarding:

- Change in policy regarding changes of address during pending applications
- Clarification of verification of terminated earned income
- Categorical eligibility due to TANF-to-Work Support Payments (TWSP)
- ABAWD counties and cities changing to exempt effective March 2003 and ABAWD counties and cities changing to mandatory effective May 2003.

NOTE: Refer to FSP email 2003-07 for specific instructions regarding newly exempt or newly mandatory counties and cities).

- Change to not count as non-compliance months in SRR cases, the months in which a non-reportable change makes an AU member an ABAWD.

- Sanctioning only the individual for failure to comply with work requirements
- Delete references to applying the Failure To Comply With A Required Action policy when the head of the AU for work fails to comply.
- Clarification of categories of qualified aliens
- New policy, effective April 1, 2003, that allows qualified aliens who have been in the United States as a qualified alien for five years to receive food stamp benefits.

DISCUSSION

Manual Section 3105, Application Processing has been changed to allow transfer of a FS case when the AU reports a change of address while an initial application is pending. This policy is necessary to ensure simplified reporting (SR) cases are allowed a 6-month POE as required by SR policy.

Manual Sections 3105, Application Processing, 3420 Income, and 3605, Prospective Budgeting have been updated to clarify policy on what must be verified when earned income is terminated. The final amount of pay must be verified by third party verification if that can be accomplished within SOP. If verification cannot be obtained within SOP, a representative amount can be determined for the final pay period based on other verification and the prospective budgeting process.

Manual Section 3210, Categorically Eligible Assistance Units, has been updated to include TANF-to-Work Support Payments (TWSP) as a factor in determining categorical eligibility. An AU where all members are receiving /included in a TWSP are considered categorically eligible for Food Stamps for the month of the payment.

Manual Section 3320, Citizenship/Alienage, has been updated to include policy that allows qualified aliens who have been in the United States for 5 years in qualified alien status to receive food stamp benefits. This policy is effective April 1, 2003.

Manual Section 3355, Able-Bodied Adults Without Dependents (ABAWD) has been updated with the changes in exempt and mandatory ABAWD counties and cities. Procedures for implementation of the policies were provided in FSP E-mail #2003-07.

Manual Section 3380, Failure to Comply With E&T Work Requirements, has been updated to reflect a change in who is sanctioned for failure to comply with work requirements. Only the mandatory registrant who fails to comply with the E&T requirement is work sanctioned. Entire AUs are no longer sanctioned when the head of the AU fails to comply. This policy changed effective February 1, 2003. The policy was issued initially in FSP e-mail #2003-2. Implementation procedures were provided in the e-mail.

In SRR cases, the months in which a non-reportable change makes an AU member an ABAWD are not considered non-compliance months and are not counted as a 15% participation exemption months.

Manual Section 3385, Failure To Perform A Required Action, has been updated to delete references to apply this policy when the head of the AU for work purposes fails to comply.

Manual Section 3515, Clearinghouse has been corrected. The age to access Clearinghouse has been changed to 16.

ON-LINE MANUAL (ODIS) UPDATE

The material contained in this manual transmittal is effective on receipt (unless otherwise noted) and will be updated in the ODIS system effective June 1, 2003.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Remove Sections 3010, 3105, 3210, 3320, 3355, 3380, 3385, 3420, 3515, 3605, and 3630 and replace with the attached sections by the same numbers.

Make a notation on the Record of Receipt of Manual Transmittal for Volume 3.