



TO: Regional Directors, County Department of Family and Children Services, OFI Field Operations Staff and OFI State Office Staff

FROM: Tom C. Rawlings
Division Director

DATE: **February 26, 2020**

RE: Food Stamp Program Manual Transmittal 60

The purpose of this transmittal is to provide policy updates, clarifications and revisions to the Food Stamp Program's work requirements, ABAWD work requirements, simplified reporting requirements, ABAWD time limits and interim changes policy. Policy has been changed to assign a four (4) month certification period to ABAWD households and to add an additional reporting requirement to food stamp households that requires them to report when they receive lottery or gambling winnings in the amount of \$3,500 or more. Additionally, edits and revisions have been made to the students policy, the budget for IPV and work sanctioned individuals section, and the Appendix F Forms section. References to the *period of eligibility (POE)* have been removed and replaced with the term "certification period" and references to the term *review* have been replaced with the term "recertification (renewal)."

This transmittal also includes revisions to several Food Stamp Program forms. The Form 139, 139SP, 173A, 173ASP, 806, 806SP, 809 and 809SP were revised to include the TANF program forms revision date of (06/16). Revisions to the Form 47, 297, 297A, 508 823, 830 and 846 were made to incorporate the lottery or gambling winnings reporting requirements, the ADA and civil rights requirements and the ABAWD time limit and work requirements.

The policy revisions include:

- Section 3105 – Application Processing – This section is updated to change the certification period for ABAWD AUs from six (6) months to **four (4) month** certification periods. References to POE were removed and replaced with the term "certification period" throughout this section of the manual.
- Section 3245 – Students - This section is updated to provide edits and clarifications to the student exemption criteria.

- Section 3350 – Work Registration – This section is updated to provide a definition for “chronically homeless” individuals and to provide clarifications to the “unfitness for employment” criteria.
- Section 3355 – ABAWDS – This section is updated to provide policy changes to the ABAWD waiver requirements, time limited counties and the ABAWD participation exemption. The Bureau of Labor Statistics (BLS) data for a county or area for the most recent 12-month period must now show the average unemployment rate is over 10% for that specific area/county, and the BLS data for a county/area for the most recent 24-month period must now show the average unemployment rate of 20% or more above the national unemployment rate for that specific area/county. The 15% participation exemptions that were used to exempt ABAWDs from the work requirements are now called the “discretionary exemption” based on the final ABAWD rule published by the USDA, Food and Nutrition Service on December 4, 2019.
- Section 3625 - Budget for an AU with IPV Disqualified or Work Sanctioned Individuals or Lawbreakers – This section is updated to make a distinction between IPV disqualified and work sanction individuals by replacing the (“/”) with the word “or” throughout the section.
- Section 3715 - Interim Changes – This section is updated to add the reporting requirement to report substantial lottery or gambling winnings of \$3,500 or more and the requirement to process changes that an AU member is identified as a fleeing felon or parole violator. Additionally, the requirement to “act on reported changes that result in an increase in benefits no later than the first allotment issued 10 days *after* the date the change is reported and verified” was added to the manual. References to the term review has been replaced with the term “recertification (renewal)” throughout this section of the manual.
- Section 3720 – Simplified Reporting Requirements - This section is updated to add the reporting requirement to report substantial lottery or gambling winnings of \$3,500 or more and the requirement to process changes when an AU member is identified as a fleeing felon or parole violator. References to the term review has been replaced with the term “recertification (renewal)” throughout this section of the manual.
- Appendix F Forms has the following form revisions:

The form changes include:

- Form 47, SNAP (Food Stamps) in Georgia (Rev. 02/20) – 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 139, Contribution Verification (Rev. 06/16) – Revision date changed to the TANF program’s date of 06/16.
- Form 139 SP, Contribution Verification-Spanish (Rev. 06/16) - Revision date changed to the TANF program’s date of 06/16.
- Form 173A, Appointment Letter for Telephone Interviews (Rev. 06/16) - Revision date changed to the TANF program’s date of 06/16.
- Form 173A SP, Appointment Letter for Telephone Interviews-Spanish (Rev. 06/16) - Revision date changed to the TANF program’s date of 06/16.
- Form 297, Application for Benefits (Rev. 02/20) – 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. 02/20) - 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, Georgia Senior SNAP Application (Rev. 02/20). This form has been translated in Spanish.
- Form 507, ABAWD Manual Tracking Calendar (Rev. 02/20)
- Form 507 SP, ABAWD Manual Tracking Calendar-Spanish (Rev. 02/20)
- Form 508, FOOD STAMP/MEDICAID/TANF Renewal Form (Rev. 02/20) - 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 806, Medical Statement (Rev. 06/16) - Revision date changed to the TANF program’s date of 06/16.
- Form 806 SP, Medical Statement-Spanish (Rev. 06/16) - Revision date changed to the TANF program’s date of 06/16.
- Form 809, Employment Verification Form (Rev. 06/16) - Revision date changed to the TANF program’s date of 06/16.
- Form 809 SP, Employment Verification Form-Spanish (Rev. 06/16) - Revision date changed to the TANF program’s date of 06/16.

- Form 823, ABAWD Work Requirements-What You Need to Know (Rev. 02/20) – This form has been translated in Spanish.
- Form 830, Food Stamp Work Requirements (Rev. 02/20) - This form has been translated in Spanish.
- Form 846, Change Report Form (Rev. 02/20)- 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 858

This manual transmittal is effective March 1, 2020.