



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 18, 2021**

RE: Food Stamp Program Manual Transmittal 63

The purpose of this transmittal is to provide policy updates to the Food Stamp Program. This transmittal provides updates to the following sections: Income, Application Processing, Expedited Application Processing, Prospective Budgeting, Students, Excess Medical Deduction, Reviews, Senior SNAP, Interim Changes, and Verification.

In addition, the following forms have been updated: Form 298- Senior SNAP Application, Form 507- ABAWD Manual Tracking Calendar, Form 841- Food Loss Replacement, Form 875- Verification of Educational Assistance Income, Form 5460- HIPAA Notice of Privacy Practices, and Form 5667- Office of Inspector General Request for Case Review.

The policy revisions include:

- Section 3035 (Verification)
Student Status for Higher Education: Work Study Criteria or Expected Family Contribution updated.
- Sections 3105 (Application Processing) and 3710 (Reviews)
Provisions have been added to allow acceptance of electronic signatures utilizing Adobe signature or other E-signature software. In addition, the language regarding authorized representatives has been updated.
- Section 3110 (Expedited Application Processing)
Interview scheduling language has been updated to schedule an interview for all applicants who are not interviewed on the day they submit their applications.
- Section 3245 (Students)
The two temporary student eligibility provisions provided by the Consolidated Appropriations Act, 2020 have been added.

- Section 3420 (Income)
This section has been updated to include treatment of Federal Pandemic Unemployment Compensation (FPUC), Lost Wages Assistance (LWA), Pandemic Emergency Unemployment Compensation (PEUC), Pandemic Unemployment Assistance (PUA) and State Extended Benefits (SEB). In addition, the Workforce Investment Act (WIA) name has changed to the Workforce Innovation and Opportunity Act (WIOA).
- Section 3605 (Prospective Budgeting)
Effective February 1, 2021, child support received in the last two days of the month is now counted the month in which it is received.
- Section 3614 (Excess Medical Deduction)
The mileage rate has been updated.
- Section 3715 (Interim Changes)
A spelling error has been corrected in this section.
- Section 3725 (Senior SNAP)
Provisions have been added to allow acceptance of electronic signatures utilizing Adobe signature or other E-signature software. Interview scheduling language has been updated to schedule an interview for all applicants who are not interviewed on the day they submit their applications. In situations where the household composition changes and all members are no longer elderly and/or have earned income, Georgia Gateway will cascade from Senior SNAP to regular SNAP/FS without the household having to reapply.

The form changes include:

- Form 298 (Rev. 2/21) (English and Spanish)
- Form 507-Updated with the new 36- month period (Rev 12/20) (English and Spanish).
- Form 841 (Rev. 4/20)
- Form 875- Updated to include expected family contribution and work study participation eligibility (Rev. 1/21) (English and Spanish).
- Form 5460 (Rev. 1/21) (English and Spanish)
- Form 5667 (Rev. 10/18)

This transmittal is effective February 1, 2021.