



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

FROM: Candice Broce
DFCS Director

DATE: March 9, 2022

RE: Food Stamp (SNAP) Program Manual Transmittal 67

The purpose of this transmittal is to provide policy updates, clarifications and revisions to the following sections of the Food Stamp (SNAP) Program's manual; verification requirements, application processing, categorical eligibility, excess medical deduction, interim changes, reporting requirements and issuance.

This transmittal also provides updates to Form 296 Expedited Food Stamp Screening Tool (English and Spanish), Form 297 Application for Benefits (15 languages), Form 297A Rights and Responsibilities (15 languages), Form 298 Georgia Senior Supplemental Nutrition Assistance Program (SNAP) Application (English and Spanish), and Form 508 Food Stamp(SNAP)/TANF/Medicaid Renewal Form (15 languages).

The policy revisions include:

- Section 3035 – Verification – Chart 3035.1 in this section is updated to reflect new verification requirements for identity, earned income, self-employment income, unearned income, and vendor payments.
- Section 3105 – Application Processing – This section is updated to reflect that verification is required if the applicant's statement regarding income establishes ineligibility.
- Section 3210 – Categorical Eligibility – This section is updated to reflect that a household is not considered categorically eligible if:
 - It reapplied after it has won lottery or gambling winnings that exceed the \$3750. When it is the first time a household reapplies after a lottery or gambling winning that exceeds \$3750 eligibility is determined under regular SNAP rules, which considers resources. This requirement is not permanent and only applies to the first time a household is certified following the loss of eligibility for lottery and gambling winnings in excess of \$3750.

This section is also updated with the steps an eligibility worker should take for households reapplying after losing eligibility due to lottery and gambling in excess of \$3750 prior to determining eligibility.

- Section 3614 – Excess Medical Deduction – This section is updated to reflect only one standard medical deduction can be given per AU. The mileage rate was also updated to reflect the current rate of .585 per mile and an outdated Medicare premium was removed from an example.
- Section 3715 – Interim Changes – This section is updated to provide clarification on changes reported by the Georgia Lottery Corporation in which an AU has won substantial lottery or gambling winnings in the amount of \$3750 or more. This section has also been updated to reflect that if the amount of income has changed by more than \$50 or if the information is incomplete, inaccurate, inconsistent or outdated; verification from a third-party source is required. If a change in income will result in termination or denial of benefits; verification from a third-party source is required.
- Section 3720 – Reporting Requirements – This section is updated to reflect the changes reported by the AU or the Georgia Lottery Corporation that the AU or an AU member has won substantial lottery or gambling winnings in the amount of \$3750 or more.
- Section 3810 – Issuance – This section is updated to provide clarification regarding restoration of benefits and when a change that results in an increase in benefits is effective.
- Appendix F- Forms –The following forms have been updated:
 - Form 296 Expedited Food Stamp Screening Tool (Rev. 3/22) – Updated the utility deductions (English and Spanish).
 - Form 297 Application for Benefits (Rev. 12/21) – Updated language regarding verification of expenses (15 languages).
 - Form 297a Rights and Responsibilities (Rev. 12/21) – Updated language in the Intentional Program Violation Chart to include felony convictions as an adult for aggravated sexual abuse, murder, sexual exploitation, and other abuse of children, a Federal or State offense involving sexual assault, or an offense under State law determined by the Attorney General to be substantially similar to such an offense after 2/7/2014 (15 languages).

- Form 298 Georgia Senior Supplemental Nutrition Assistance Program (SNAP) Application – Updated language regarding verification of expenses (Rev. 1/22- English) and (Rev. 2/22-Spanish).
- Form 508 Georgia Department of Human Services Food Stamp (SNAP)/Medicaid/TANF Renewal Form (Rev 12/21) – Updated language regarding verification of expenses (15 languages).

This transmittal is effective March 1, 2022.