



Jim Martin, Commissioner

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**ECONOMIC SUPPORT SERVICES POLICY MANUAL
VOLUME 3 FOOD STAMPS
Manual Transmittal 7**

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

FROM: Juanita Blount-Clark
Director

RE: Healthcare Insurance Portability and Accountability Act (HIPAA) and Additional
Policy Clarifications

PURPOSE

This manual transmittal adds the HIPAA Section to the Food Stamp policy manual. There are also several clarifications and corrections as are cited below included.

DISCUSSION

Table of Contents, Food Stamp Program, Volume III, Added Section 3040, Healthcare Insurance Portability and Accountability Act (HIPAA) to the table of contents.

Section 3005 - Confidentiality

A reference was added to the Hearings Section regarding the release of information to A/R. There is also a statement added that the agency has the right to withhold the name(s) of individual(s) who disclosed information without AU's knowledge.

Section 3035 - Verification

Explanation as to what verification guidelines are to be used when an FS change is reported via or in conjunction with a companion case. Added an explanation of the importance and requirement to document reason(s) for terminations and denials of cases.

Section 3040 - HIPAA

Healthcare Insurance Portability and Accountability Act (HIPAA) section being added to the manual.

Section 3105 - Application Processing

Removed paragraph about waiving face-to-face requirement for elderly and/or disabled AUs at application. This is not allowed at application but is an option at review. Clarified what date to use to prorate benefits when verification is provided.

Section 3245 - Students

Clarified how to count vendor payments by ineligible students.

Section 3305 - Cooperation with Eligibility Investigations

This section expanded to speak individually about requirements and consequences for A/R's failure to cooperate with Quality Control, Office of Investigative Services, and Initial Eligibility Investigators investigations.

Section 3350 - Work Registration

Corrected a statement regarding mandatory work registrants and ABAWDS being involved in work activities.

Section 3360 - E&T Participation Requirement

The 15% historical exemption for SRR cases has been removed.

Section 3375 - E&T Support Services

Added expenses which are necessary, reasonable and directly related to participation in E&T Activities to Chart 3375.2, Incidental Support Services. Added information on referrals for other support services E&T workers should be making for ABAWDS.

Section 3420 - Income

Child Nutrition Payments for the child of a childcare provider has been changed from E (excluded) to I (included) income type.

Changed the requirement to always verify new unearned income.

Definition of loan has been corrected.

Section 3425 - Self-Employment Income

Added an explanation of self-employment.

Added Costs of Home Business to Chart 3425.1, Costs of Doing Business.

Section 3615 - Deductions

A statement about intent to pay was added. To allow a deduction, there must be an intent to pay the bill on the part of the AU.

Added Prescription Drug Insurance to Chart 3615.1, Allowable Medical Costs.

Section 3635 - Budget for an AU with Ineligible Aliens

Clarified when to prorate expenses billed to or paid by ineligible aliens.

Section 3710 - Reviews

Added clarification about waiving face-to-face requirement at review interviews.

Section 3715 - Interim Changes

Clarified how to handle changes that result in increase or decrease/ineligibility of benefit level as well as how to handle concurrent changes.

Section 3805 - Electronic Benefit Transfer (EBT)

Included information about Disaster EBT cards, single call PIN selection, Dormant Account Maintenance screen in EBSPPS to reactivate account, and Adjustment Rule activity. The adjustment Rule effective July 2003. This will only be an issue if the error was due to mechanical failure and if the vendor requests a correction. Requesting a correction will result in a hearing situation. The Client Advocates in the Special Projects Unit will handle the client inquiries on these hearings.

ON-LINE MANUAL (ODIS) UPDATE

This manual transmittal will be updated on ODIS effective August 2003.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Remove Table of Contents, Sections 3005-Confidentiality, 3035-Verification, 3105-Application Processing, 3305-Cooperation with Eligibility Investigations, 3350-Work Registration, 3360-E&T Participation Requirement, 3375-E&T Support Services, 3420-Income, 3425-Self-Employment Income, 3615-Deductions, 3635-Budget for an AU with Ineligible Aliens, 3710-Reviews, 3715-Interim Changes and 3805-Electronic Benefit Transfer (EBT) and replace with attached sections by the same numbers.

Insert Section 3040-Healthcare Insurance Portability and Accountability Act (HIPAA) after Section 3035.

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