



Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

FOOD STAMP (SNAP) PROGRAM MANUAL TRANSMITTAL NO. 70

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

FROM: Candice Broce
Commissioner

DATE: January 17, 2023

RE: Food Stamp (SNAP) Program Manual Transmittal 70

The purpose of this transmittal is to provide updates to the SNAP National Voter Registration Act (NVRA), citizenship and issuance policies.

Additionally, this transmittal provides policy updates to Appendix E Glossary, and Appendix F Forms. Updates were made to Forms 47, 297, 297A, 508 and 846 (16 languages) to reflect the current contact information for ADA requests. Form 298, Form 299, Form 859 (English and Spanish) was updated to reflect the current contact information for ADA requests. The Form 864 was added as a new form to the policy manual.

The policy revisions include:

- Section 3010 – Voter Registration – Policy revised based on guidance provided by the Office of General Counsel
- Section 3320 – Citizenship – Updated definition of Afghan Humanitarian Parolees (Non-SI Parolees) and added definition for Ukrainian Humanitarian Parolees as well as the criteria for eligibility for Afghan Humanitarian Parolees and Ukrainian Humanitarian Parolees.
- Section 3810 – Issuance – Language in this section is updated to reflect households eligible for zero benefits or an amount less than the minimum allotment will be closed.

The form changes include:

- Form 47 Food Stamp Program in Georgia (Rev. 11/22) – 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. Changes were made to reflect the new lottery and gambling limit and the updated Non-Discrimination Statement.
- Form 297- Application for TANF, Food Stamps or Medical Assistance (Rev. 10/22) 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. Changes were made to update the mailing address and contact number for ADA request. Additional changes were made based on guidance provided by Federal partners.
- Form 297A - Rights and Responsibilities (Rev. 10/22) - 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. Changes were made to update the mailing address and contact number for ADA request. Additional changes were made based on guidance provided by Federal partners.
- Form 298 Georgia Senior SNAP Application (Rev. 11/22) – Changes were made to update the mailing address and contact number for ADA request. (English & Spanish)
- Form 299 Senior SNAP Brochure (Rev. 11/22) –Changes were made to update the mailing address and contact number for ADA request. (English & Spanish)
- Form 508 - Food Stamp, TANF, Medicaid Renewal Form (Rev. 10/22) - 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. Changes were made to update the mailing address and contact number for ADA request. Additional changes were made based on guidance provided by Federal partners.
- Form 516 Record of Attendance and Performance Report (Rev. 11/22) – This form was received from the TANF Unit. Updates were made to the title of Section B. (English and Spanish).

- Form 846 Change Report Form (Rev. 11/22) – 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. Changes were made to update the mailing address and contact number for ADA request.
- Form 859 SNAP Work Rules (Rev. 11/22) – Changes were made to update the mailing address and contact number for ADA request. (English and Spanish).
- Form 864 SNAP Works Screening and Referral Tool (Rev. 8/22) - New form added

Appendix changes include:

- Appendix E – Glossary Updated expungement definition to 274 days

This transmittal is effective January 1, 2023.