



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

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) MANUAL
TRANSMITTAL NO. 77**

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

FROM: Candice Broce
Commissioner

DATE: June 7, 2024

RE: Supplemental Nutrition Assistance Program (SNAP) Manual Transmittal 77

The purpose of this transmittal is to provide updates to the following SNAP policy sections: Verification, Application Processing, Expedited Application Processing, Students, Work Registration, Income, Social Security Administration (SSA) Death Verification Inquiry, Prospective Budgeting, Excess Medical Deduction, Child Support Deduction, Shelter and Utility Deductions, Recertifications (Renewals), Periodic Reporting and Issuance. These sections have been updated to reflect verbiage references of Food Stamps (FS) to SNAP, absent parent to non-custodial parent, Office of Child Support Services (OCSS) and/or Office of Child Support Enforcement (OCSE) to Division of Child Support Services (DCSS), Period of Eligibility (POE) to Certification Period and review to recertification (renewal). Additionally, Forms 298, 826, and 826A have been updated in this transmittal under the forms section.

This transmittal also includes revisions to the *Appendix E Glossary* to update and add additional terms or acronyms.

The policy revisions include:

- Section 3035 – Verification – This section was updated to reflect changes to verification requirements for earned income, unearned income, self-employment, and child support at Periodic Reporting on chart 3035.1, added a clarification note regarding mileage as a medical expense under the Application and Recertification sections on Chart 3035.1, added a clarification note about the review of work registration status at Periodic Reporting, updated verbiage

referencing absent parent to non-custodial parent, updated references of Period of Eligibility (POE) to Certification Period, updated verbiage referencing Food Stamps to SNAP, updated statement to say non-AU member, and updated statement to say “AU’s statement is accepted for certain work registration statuses”.

- Section 3105 – Application Processing – The section was updated to reflect corrections to the first criterion for the Screening & Referral to SNAP Works, added a note to clarify that Form 859 is mandatory if work registrants are in the AU, corrected the policy section name and number referenced in Chart 3105.3 to 3810, Issuance, made grammatical corrections, updated statement in under “Cases Pending Over SOP” to say “*the cause of delay must be determined and documented in the case if the agency is unable to determine the AU’s eligibility, and the AU is unable to participate by the application SOP*”, updated verbiage referencing Food Stamps to SNAP and updated statement under chart 3105.2 to say “*this policy also applies to recertification/renewal applications and periodic reports*”.
- Section 3110 – Expedited Application Processing – This section was updated to reflect corrections to the first criterion for the Screening & Referral to SNAP Works, updated references of Period of Eligibility (POE) to Certification Period, updated to spell out standard of promptness (SOP) in its first use, and updated verbiage referencing Food Stamps to SNAP.
- Section 3245 – Students – This section was updated to correct the definition of “majority” in regards to meals received by an institution, added a clarification note about verification requirements of student status when used as a work registration exemption, made grammatical corrections, and updated verbiage referencing Food Stamps to SNAP.
- Section 3350 – Work Registration – This section was updated to add a new case action in which work registration status must be determined for AU members at periodic reporting if a change is reported that impacts work registration, added clarification regarding individuals who are chronically homeless and/or unfit for employment, removed three types of individuals from the exemptions from work requirements section (homeless, veteran, and former foster care individuals) and added them to the mandatory registrant section and the 3350.2 chart, updated the first bullet in mandatory registrant criteria to say “*under 18 or ages 53-59 and does not meet any other exemptions/exceptions*”, removed “temporarily ill” from the unfit for employment work registration exemption type on chart 3350.1, added the specific criteria that define an ABAWD on chart 3350.2, updated references of personal work plan (PWP) to individual employment plan (IEP), and updated references of Period of Eligibility (POE) to Certification Period.

- Section 3420 – Income – This section was updated to add a new income source (diverted income) to Chart 3420.2, updated the Cafeteria Plans income source to Cafeteria/Section 125 Plans and added unearned income types and examples under this income source in Chart 3420.2, updated all verbiage referencing BG (budget group) to EDG (Eligibility Determination Group), updated verbiage referencing period of eligibility (POE) to certification period, and made grammatical corrections.
- Section 3525 – Social Security Administration (SSA) Death Verification Inquiry – This section was updated to add additional acceptable verification sources for SSA death matches, added a note of clarification about online obituaries and family-placed death notices, updated verbiage referencing period of eligibility (POE) to certification period, updated verbiage referencing review to recertification (renewal), corrected referenced policy section name from 3715 – Ongoing Case Management to 3715 – Interim Changes, and updated verbiage referencing Food Stamps to SNAP.
- Section 3605 – Prospective Budgeting – This section was updated to correct policy under the 3605.2 and 3605.3 charts regarding monthly income and monthly expenses for stable and fluctuating income and expenses, added a statement to say representative income/expenses are calculated at periodic reporting when there is a change in the AU’s income and/or expenses, removed statement saying “*Form 809 should be sent to the corporate headquarters of the employer*” and added a note that a statement from the employer is acceptable, updated verbiage referencing Office of Child Support Services (OCSS) to Division of Child Support Services (DCSS), updated verbiage referencing review to recertification (renewal), and updated verbiage referencing Food Stamps to SNAP.
- Section 3614 – Excess Medical Deduction – This section was updated to reflect the current mileage rate for medical transportation expenses, added a note of clarification regarding the client’s statement being accepted for medical transportation expenses related to mileage, added additional examples of types of transportation in the 3614.1 chart, made grammatical corrections, updated verbiage referencing review to recertification (renewal), updated verbiage referencing period of eligibility (POE) to certification period and updated verbiage referencing Food Stamps to SNAP.
- Section 3616 Child Support Deduction – This section was updated to reflect the corrected verification source under basic considerations to say “*statement from the individual paying the support*”, updated verbiage referencing Office of Child Support Enforcement (OCSE) to the Division of Child Support Services (DCSS), and updated verbiage referencing review to recertification (renewal).

- Section 3617- Shelter and Utility Deductions – This section was updated to reflect all corrected misspellings and grammatical errors, updated verbiage referencing review to recertification (renewal), and updated statement to say “address housing expenses at initial application, recertification (renewal), periodic reporting (when applicable).
- Section 3710- Recertifications (Renewals) – This section was updated to reflect the change in policy for interview requirements (removed statement “an interview is required at least once every 12 months) and alternate renewals (removed the definition for alternate renewal, removed steps for completing alternate renewals, and added an explanation as to why alternate renewals are no longer applicable for regular SNAP cases), updated the untimely renewal definition to state it is one submitted by the AU between the 16th and last day of the month of the current certification period, added definition for late recertification (renewal), made corrections to the first criterion for the Screening & Referral to SNAP Works, added clarification note that Form 859 is mandatory if work registrants are in the AU, corrected the policy section name and number referenced in Chart 3710.1 from 3450 – Benefit Recovery to 3810 – Issuance, and updated verbiage referencing period of eligibility (POE) to certification period.
- Section 3730- Periodic Reporting – This section was updated to reflect clarifications regarding when Periodic Reports are due, defined what is considered a filed Periodic Report, added a note of clarification of the requirements when the form 528 is not used, corrected processing Periodic Report steps as it relates to interfaces and the Periodic Report form submitted, and updated verbiage referencing period of eligibility (POE) to certification period.
- Section 3810- Issuance – This section was updated to reflect grammatical corrections, added the household size in regards to system closure of cases in which the net income is less than the maximum, but the AU is eligible for zero benefits or eligible for less than the minimum allotment, updated verbiage referencing 10 days to 10 “calendar” days, and updated verbiage referencing Food Stamps to SNAP.
- Appendix E – Glossary – This section was updated to add additional terms or acronyms and definitions: Express Lane Eligibility, Former Foster Care Children, Pathways, and Supplemental Security Insurance.
- Appendix F – Forms – Updates were made to forms: 298, 826, and 826a. The revision dates for the forms were updated and verbiage referencing Food Stamps was changed to SNAP.

The form changes include:

- Form 298 Georgia Senior (Rev. 04/24) – This form has been updated to reflect any verbiage referencing Food Stamps to SNAP and corrected grammatical and formatting error.
- Form 826 Ineligible ABAWD Time-Limit Adverse Action Notice (Rev. 05/24) – This form was updated to spell out Supplemental Nutrition Assistance Program (SNAP) in its first use.
- Form 826A Ineligible ABAWD Second Third Month Period Adverse Action Notice – (Rev. 05/24) – This form was updated to spell out Supplemental Nutrition Assistance Program (SNAP) in its first use.

This transmittal is effective May 2024.