



**B. J. Walker, Commissioner**

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**OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2004-11  
VOLUME 3 FOOD STAMPS  
Manual Transmittal 11**

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

**FROM:** Janet R. Oliva, Ph.D  
Director

**RE:** Updates to the Food Stamp Program Manual

**PURPOSE**

This manual transmittal contains updates and clarifications received since the last manual transmittal.

**DISCUSSION**

This manual material includes clarification of policy on Financial Management, updates to Administrative Disqualification Hearings released by the Food and Nutrition Service in February 2004, the most recent Basis of Issuance sheet and Appendix F, Forms.

The forms table of contents lists all of the Food Stamp Program forms. This manual transmittal does not contain a hard copy of each form. Some forms will not be available in soft copy. As forms are revised, they will be added to the manual.

**MANUAL MAINTENANCE**

- Remove Section 3618, Financial Management and replace with same.
- Remove Appendix B pages B-17 through B20 and replace with pages B-17 through B-22.
- Place the Basis of Issuance sheet in Appendix A immediately preceding the issuance tables.
- Place Manual Transmittal 11 Cover Letter following Manual Transmittal 10 Cover Letter in Appendix D.
- Place Appendix F, Forms, immediately following Appendix E.

Make an update notation on the Record of Receipt of Manual Transmittals for Volume III. The policy contained in this transmittal is effective July 1, 2004.

**ONLINE MANUAL (ODIS) UPDATE**

The material contained in this manual transmittal will be updated in the ODIS system effective July 1, 2004.