



Beverly J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Steven E Love, Acting Division Director
Two Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142
Phone: 404-651-8409 • Fax: 404-657-5105

June 1, 2005

OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2005-16
Volume 3 Food Stamps
Manual Transmittal 16

TO: County Department of Family and Children Services
OFI Regional Managers
OFI Program Specialists
OFI State Operations Staff

FROM: Steve Love, Acting Division Director

RE: Updates to the Food Stamp Program Manual

PURPOSE

The purpose of this manual transmittal is to issue updates and clarifications received since the last manual transmittal was issued. The updates and clarifications are effective June 1, 2005.

DISCUSSION

This manual material includes clarification on policy contained in the following sections:

Section 3035, Verification – added Summary Verification Chart to Section 3035.

Section 3040, HIPAA - added statements regarding the HIPAA requirement to mail Form 5460, Notice of Privacy Practices, to all adult AU members, 18 or older, who do not have a face -to- face interview.

Section 3205, Income – Under Chart 3205.1, Determining the Composition of a FS AU, changed statement to read, “Refer to Section 3420, Self Employment Income, for instructions on how to budget boarder payments”.

Section 3365, E&T Orientation/Assessment/Work Plan/Work Experience - added statement, “ The ABAWD must sign HIPAA Training Log and Form 5460, Notice of Privacy Practices” to specify HIPAA requirements for ABAWDS participating in work experience activities.

Section 3380, Failure To Comply With E&T Work Requirements. A number of changes have been made to this Section as follows:

- moved statements, “ Notice to AU that a sanction will be imposed” and “Imposition of a sanction requires timely notice” to Page 3380-5. Added statements regarding timely notice and adequate notice for closed cases and AUs in the last month of the poe.

- removed statement, “exempt under 15% participation exemption,” on Page 3380-7 as this policy is no longer applicable when lifting sanctions for work registration exemptions.
- re-wrote the 4th paragraph to state, “deny the case for the application month and certify the case for the ongoing month,” to clarify the action taken on a case when a sanctioned individual reapplies for FS in the last month of the minimum sanction period.
- added heading “**Lifting Sanctions, Before or After, The Minimum Sanction Period Ends**”.
- changed paragraph on Page 3380-8, to read, “ If the mandatory registrant becomes exempt from work registration prior to completing the minimum sanction period, lift the sanction”.
- changed heading to “**Lift Sanction After Minimum Sanction Period**”.
- changed paragraph on Page 3380-9, to read, “ If the sanctioned mandatory registrant or ABAWD requests to comply after the minimum sanction period has been served then the EW starts the compliance process by completing the SUCCESS work screen with AJS notification, which initiates a referral to the E&T case manager” to provide clarification of policy when lifting sanctions.
- added heading “**ES TANF Sanctioned AU Member**” as well as the paragraph on Page 3380-9 to clarify sanction periods for FS mandatory registrants who are also serving sanctions because of non-compliance in the TANF ES program.
- changed the 5th paragraph under Compliance in Chart 3380.2, Methods to Comply with Employment And Training to read, “ If TANF/ES non-compliance results in closure of the TANF AU, the sanctioned AU member is not sanctioned for longer than 12 months”. Combined Chart 3380.2, Methods To Comply With Employment And Training, and Chart 3380.3, Compliance Procedures, into one chart to provide clarification of policy regarding compliance procedures for mandatory registrants and ABAWDS.

Section 3385, Failure To Perform A Required Action– deleted **Note** on Step 1 and Paragraphs 2 and 3 on Page 3385-3. Added statement, “ Refer to Section 3380, Failure To Comply With E&T Work Requirements, when the individual fails to comply with a TANF requirement. The procedures for failure to comply with TANF ES were re-written to provide simplified instructions on how to prevent an increase in FS benefits if an individual fails to comply with TANF work requirements.

Section 3420, Income- deleted Paragraph 2 on page 3420-5, Boarder Income, that read expenses paid in excess of \$70 because the policy is obsolete.

Section 3618, Financial Management - expanded the concept and definition of Financial Management; and added explanations on how to determine the financial management of an AU as well as the EW’s responsibility during the eligibility interview.

Section 3710, Reviews –added statement, “ Refer to Chart 3035.1, Summary Verification Chart, for verification requirements at review. Also deleted Chart 3710.2 from Section 3710, Reviews.

Appendix F, Forms– updated Appendix F with form revisions for Form 139, Form 297A, Form 830, and Form 846SP.

Appendix G, Food Stamp Disaster Plan – replaced the term Economic Support Services Section (ESSS) with the term Office of Family Independence (OFI) throughout the Appendix.

INSTRUCTIONS FOR MANUAL MAINTENANCE

- Remove Section 3035, Verification, and replace with the same.
- Remove Section 3040, Health Information Portability Accountability Act of 1996, and replace

with the same.

- Remove Section 3205, Assistance Units, and replace with the same.
- Remove Section 3365, E&T Orientation/Assessment/Work Plan/Work Experience, and replace with the same.
- Remove Section 3380, Failure To Comply With E&T Work Requirements, and replace with the same.
- Remove Section 3385, Failure to Perform A Required Action, and replace with the same.
- Remove Section 3420, Income, and replace with the same.
- Remove Section 3618, Financial Management, and replace with the same.
- Remove Section 3710, Reviews, and replace with the same.
- Appendix F- remove, Form 139, Form 297A, Form 830, and Form 846SP from Appendix F and replace with the revisions.
- Remove Appendix G, Food Stamp Disaster Plan, and replace with the same.
- Place Manual Transmittal 2005-16 Cover Letter following Manual Transmittal 2005-15 Cover Letter in Appendix C.

ON-LINE MANUAL (ODIS) UPDATE

The material contained in this manual transmittal will be updated in the ODIS System effective June 1, 2005.