



B. J. Walker, Commissioner

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**OFFICE OF FAMILY INDEPENDENCE MANUAL TRANSMITTAL 2007-22**  
**Volume 3 Food Stamp Program**  
**Manual Transmittal 22**

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

**FROM:** Mary Dean Harvey, Director  
Division of Family and Children Services

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

**PURPOSE**

The purpose of this transmittal is to update the manual with policies and procedures issued in County Letters, Memos, and Numbered emails. Also, guidelines for managing clearinghouse information have been added. The verification section is updated to include the new verification requirement for some liquid resources. Clarification of what is defined as an Institution of Higher Education regarding student eligibility criteria and updates to the exempt and waived counties based on the 2007 ABAWD waiver are provided. **The updates and clarifications for this transmittal are effective August 1, 2007.**

**DISCUSSION**

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

Section 3035, Verification – The *Summary Verification Chart* is updated to add the verification requirements for liquid resources. Checking and savings accounts, stocks and bonds, certificate of deposits, and IDA and IRA accounts. Effective 4/1/07, policy was changed to verify liquid resources by a third party source at initial application and every review. Client statement is no longer accepted.

Section 3245, Students – Policy is changed to clarify the requirements of an institution of higher education. A student is enrolled in an institution of higher education based on the institution’s requirements and not the student’s status or course.

Section 3340, Residency – Adds county residency policy to the manual. Policy only addressed state residency.

Section 3355, Able Bodied Adults Without Dependents (ABAWDS) – Updates the list of waived and exempt counties based on the 2007 ABAWD Waiver that was released via Food Stamp Email #07-09 effective April 1, 2007. The number of exempt counties under the waiver increased from 78 counties to 91 counties. Counties with no allocated E&T staff are the only counties exempt under the 15% exemption. This new waiver does not contain areas wherein a city is waived but the county is not.

Section 3375, E&T Support Services – Changes the support services for E&T participant transportation from \$3.00 to \$5.00 per day or a \$25 to \$30 per month minimum payment, whichever is greater.

Section 3405, Resources – Adds the policy to verify all checking and savings accounts, stocks and bonds, certificates of deposits, and IDA and IRA accounts at initial application, review, or an interim change. This policy change was made because of recent QC trends that revealed an increase in payment errors due to unreported resources.

Section 3420, Income – The Types of Income Chart, Chart 3420.2, is updated to add the Refugee Cash Assistance (RCA) payment. This payment is provided to new entrant refugees, asylums, Amerisians, and victims of human trafficking who are ineligible for TANF benefits. Payments are provided for up to 8 months on a one time basis.

Section 3515, Clearinghouse – Add policies and procedures for managing clearinghouse wage files at initial application and review.

Section 3704, Transitional Food Stamps – Policy is added to state that a TANF/RCA case assistance case may be eligible for transitional benefits for employment related reasons. TANF cases closed in order to save TANF months and Refugee Cash Assistance (RCA) cases are eligible for transitional benefits if their cash assistance is closed due to new or increased earnings.

Section 3810, Issuance – Adds a list of items that can and can not be purchased with food stamp benefits.

Appendix F- Adds the following forms to Appendix F: Form 482SP, Form 494, ABAWD Participation Appointment Notice, Form 495SP, Form 496, Food Stamp E&T Case Accuracy Review Form, Form 497, Food Stamp ABAWD Eligibility Case Review (Addendum); Form 498 Request for Reduction in Case Accuracy Reviews, Form 514SP, Form 515 SP and Form 515-A SP; Form 799, DFCS Communication Form; Form 862, Continuing Your Food Stamps Manual Appointment Letter; Form 862, Continuing Your Food Stamps Telephone Interview Appointment Letter. Updates Appendix F with the following forms: Forms 173, 173A, 297A, 297A-SP, 339, 354, 713G, 809, 821, 830, and 875, 880, and 5460SP.

Appendix J – Adds the Customer Complaint Procedures to the Food Stamp Program manual.

Appendix K- Adds the Food Stamp Case Transfer Procedures to the Food Stamp Program manual.

Appendix M – Adds the Food Stamp E&T CAR Process to the Food Stamp Program manual.

### **INSTRUCTIONS FOR MANUAL MAINTENANCE**

- Remove Section 3035, Verification, and replace with the same.
- Remove Section 3245, Students, and replace with the same.
- Remove Section 3340, Residency, and replace with the same.
- Remove Section 3355, Able Bodied Adults With out Dependents (ABAWDS), and replace with the same.
- Remove Section 3375, E&T Support Services, and replace with the same.
- Remove Section 3405, Resources, and replace with the same.
- Remove Section 3420, Income, and replace with the same.
- Remove Section 3515, Clearinghouse, and replace with the same.
- Remove Section 3704, Transitional Food Stamps, and replace with the same.
- Remove Section 3810, Issuance, and replace with the same.
- Remove Appendix F – TOC, Form 173, Form 173-A, Form 297-A, Form 297A-SP, Form 339, Form 354, Form 713G, Form 809, Form 821, Form 830, Form 875, Form 880, and Form 5460SP and replace with the revisions. Add the following forms to Appendix F: Form 482SP, Form 494, Form 495SP, Form 496, Form 497, Form 498, Form 514SP, Form 515 SP, Form 515-A SP; Form 799, Form 862, Form 862T.
- Add Appendix J, Customer Complaint Procedures, to the Food Stamp Program manual.
- Add Appendix K, Food Stamp Case Transfer Procedures, to the Food Stamp Program manual.
- Add Appendix M, Food Stamp E&T CAR Process, to the Food Stamp Program manual.

Place Manual Transmittal 2007-22 Cover Letter following Manual Transmittal 2006-21 Cover Letter in Appendix C.

### **ON-LINE MANUAL (ODIS) UPDATE**

The material in this manual transmittal will be updated in the ODIS system effective **August 1, 2007**.