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FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 33

TO: County Departments of Family and Children Services
State DFCS Staff

FROM: Ron Scroggy, Division Director
Divison of Family and Children Services

RE: Food Stamp Program Policy Changes and Updates

PURPOSE: The purpose of this transmittal is to incorporate policies and procedures for processing timely food stamp reviews and for properly pending applications and reviews that require verification. The standard of promptness (SOP) for processing timely food stamp reviews has been changed to the end of the last month of the current period of eligibility (POE). The agency must notify the household of any incomplete case action by the appropriate standard of promptness (SOP) if the application or review is pending due to verification. This transmittal also updates policy regarding the hearings process, resource limits and intentional program violations (IPV).

Section 3035, *Verification* – The EXCEPTION statement on page 9 has been removed. Policy has been changed to deny the application the day after the verification due date if verification *is not* returned and it is due on the 30th day. This change has been made to align application processing procedures with the current waiver policy to deny applications after the verification due date.

Section 3105, *Application Processing* – Requirements have been added to properly pend an application due to verification. An application must be coded “CI” client delay on or after the 30th day from the date of application, if verification is due after this date in order to properly notify the household of any pending or incomplete actions.

Section 3315, *IPV* – Policy has been added to state that IPV disqualifications now include: 1) trading, selling, or intending to sell FS benefits; 2) using FS to buy ineligible items; and 3) committing any acts against or in violation of the Federal Food and Nutrition Act of 2008.

Section 3400, *Financial Eligibility Criteria Overview* – The resource limit for AUs containing an elderly/disabled person has been changed from \$3,000 to **\$3250**.

Section 3610, *Food Stamp Budgeting* – Grammatical edits and formatting. No policy

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changes.

Section 3635, Budget for an AU with Ineligible Aliens and ABAWDS – Non-applicants have been included in the procedures for budgeting the income and deductions of households with ineligible aliens and ABAWDS.

Section 3710, Reviews – The SOP for processing timely FS reviews has been changed to the end of the last month of the current POE. Households that reapply for FS benefits must receive notification of their eligibility or ineligibility for benefits by the appropriate SOP.

Appendix B, Hearings – The DHS legal section name has been changed from the Legal Services Office (LSO) to the **Office of General Counsel (OGC)** throughout this appendix. The time frame for households requesting a hearing has been changed to **14 days** during the adequate notice and good cause time period. The time frame for the Office of General Counsel (OGC) to send the notice of withdrawal to the Administrative Law Judge (ALJ) has been changed from three (3) days to **five (5) days**.

Appendix F, Forms – The following forms have been updated in the forms section of the FSP manual: *Form 296-Expedited FS Screening/Interviewing Tool* (Rev. 03/12); *Form 297-Application for Benefits* (Rev. 05/12); and *Form 297A-Rights and Responsibilities* (Rev. 05/12). *Form 508, Food Stamp/Medicaid/TANF Renewal Form*, has been added to the forms section.

This transmittal is effective June 1, 2012.

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Section	Instructions for manual maintenance	Page	Comments
3035	Remove and replace	9	Exception statement on page 9 removed.
3105	Remove and replace	7,16, 17	Procedures for properly pending applications added.
3315	Remove and replace	1	Additional IPV requirements added.
3400	Remove and replace	1	Resource limit for elderly/disabled AUs updated.
3610	Remove and replace	1-4	Grammatical edits- no policy changes.
3635	Remove and replace	1-3	Non-Applicants

			added to budgeting procedures.
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3710	Remove and replace	1,2,3,6	SOP for timely FS reviews and notification added.
Appendix B	Remove and replace	1-3	Hearings procedures updated and legal section name changed to OGC
Appendix C	Add MT-33 Cover Letter		Add MT-33 Cover Letter following MT-32 Cover Letter
Appendix F	Remove and replace	3,4,5,8	Revisions to Form 296, 297, and 297A added. Form 508 added to the manual.