



Nathan Deal, Governor

Keith Horton,

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Georgia Department of Human Services • Family & Children Services • Sharon L. Hill, Ph.D., Director  
Two Peachtree Street, NW • Suite 19-490 • Atlanta, GA 30303 • 404-651-8409 • 404-657-5105 (Fax)

November 1, 2013

**FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 36**

**TO:** Regional Directors, Regional Managers,  
County Department of Family and Children Services, and  
State Office Staff

**FROM:** Sharon L. Hill, Ph.D., Division Director  
Division of Family and Children Services

**RE:** Food Stamp Program Manual Transmittal 36

The purpose of this transmittal is to provide updates to the Food Stamp Program's income limits, standard deductions, excess shelter deduction, and the maximum and minimum allotments based on the FNS cost of living adjustments (COLA) for Federal Fiscal Year (FFY) 2014. The Food Stamp Program's income and deduction changes are effective October 1, 2013 through September 30, 2014.

As mandated by Federal law, the *American Recovery and Reinvestment Act (ARRA) of 2009* temporary boost to Food Stamp benefits is scheduled to end on November 1, 2013. This change requires reductions to the maximum and minimum allotment amounts by household size and income. The ARRA changes are effective November 1, 2013 through September 30, 2014.

This transmittal also provides updates to the notification requirements, simplified reporting requirements, and the Food Stamp Program's penalties for IPV disqualifications.

Policy revisions include:

- The requirement to verify shelter expenses at initial application, when a new address change is reported that results in new shelter expenses, and when the expense is questionable;
- The requirement to notify households of the required action (s) that they must take to reopen or reinstate a denied application;
- Recent updates to the Food Stamp Program's penalty periods for IPV disqualifications;

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- A change to allow medical bills dated more than 30 days to be used as a medical deduction if a current balance exists; the note on page 3614-1 stating a 30 day period is required was removed;
- The requirement to notify households of the required action (s) that they must take to reopen or reinstate a denied application. This policy aligns with the notification changes in the Application Processing section of the manual;
- The requirement to act on all household reported address changes and any potential shelter cost changes that may occur as a result of the address change;
- Addition of the most current Basis of Issuance (BOI) Tables for October 2013 and November 2013;
- Recent updates to the Food Stamp Program income limits and standard deductions effective October 2013, and the minimum and maximum allotment amounts effective November 2013;
- Revisions to Form 296 (Rev. 10.12), *Expedited Food Stamp Screening Tool*; Form 296SP (Rev. 10.12), *Expedited Food Stamp Screening Tool Spanish*; Form 339 (Rev. 09.13), *Simplified Reporting Requirement Notice*; Form 339SP (Rev. 09.13), *Simplified Reporting Requirement Notice Spanish*; Form 524 (Rev. 03.12), *TANF Community Outreach Brochure*; Form 524SP (Rev. 03.12), *TANF Community Outreach Brochure Spanish*; Form 5460 (Rev. 08.13), *HIPAA Notice of Privacy Practice*; 5460SP (Rev. 08.13), *HIPAA Notice of Privacy Practice Spanish*;
- Addition of Form 298, *Senior SNAP Application*; Form 298SP, *Senior SNAP Application Spanish*, and Form 299, *Senior SNAP Brochure*, to Appendix F – FS Forms Table of Contents.

**This transmittal is effective November 1, 2013.**