



Jim Martin, Commissioner

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**ECONOMIC SUPPORT SERVICE POLICY MANUAL #02-05
VOLUME 3 FOOD STAMPS
Manual Transmittal 5**

TO: County Department of Family and Children Services
Field Staff
State Staff

FROM: Juanita Blount-Clark
Director

RE: Food Stamp Program Manual Update

PURPOSE

This manual transmittal incorporates into the ESS Policy Manual new policy, corrections and clarifications.

DISCUSSION

With the exception of the policy regarding non-Title IV work-study income, the policies contained in this transmittal are clarifications or corrections of existing regulatory requirements. The new policy regarding non-Title IV work-study income is new and is effective February 1, 2003.

Section 3035, Verification

Adds policy clarifications regarding documentation needed when cases are terminated or denied.

Section 3105, Application Processing

The policy on filing an application was inadvertently omitted in Manual Transmittal 4. The pages have been added back. In addition, changes to the periods of eligibility and standard of promptness policy have been included in this transmittal.

Section 3110, Expedited Application Processing

Incorporates standard of promptness policy for expedited service applications.

Section 3205, Assistance Units

Changes reference to "common-law marriages".

Section 3245, Students

Policy is changed to reflect the exclusion of all educational income, consistent with the Farm Bill changes.

Section 3320, Citizenship/Alienage

The Chart 3320.1 is expanded to reflect the eligibility criteria that should have been listed in Column 2 of Chart 3320.1. Additionally, the total 2003 yearly earnings used to determine credited quarters for a permanent resident alien was added to the manual.

Section 3420, Income

Policy is changed to reflect the total exclusion of all educational income, including work-study monies. Effective November 1, 2002, only Title IV work-study could have been totally disregarded as countable income. Upon receipt of this transmittal all work-study monies are excluded. SUCCESS is still programmed to consider work-study income as earned income. Since educational income is excluded prior to entering the gross countable income into SUCCESS, the code should not be used. Page 3420-21, which was mistakenly omitted in a previous manual transmittal, is included in this material.

Section 3615, Deductions

Clarifies Community Care Program required expenses that maybe used as medical expenses. Clarification regarding verification of shelter expenses is added.

Section 3630, Budget for an AU with Sponsored Aliens

Clarifies sponsored alien policy based on the latest interpretations from the Food and Nutrition Service.

Section 3645, Educational Funds Budgeting

This section was removed from the manual because all educational funds are being excluded.

Section 3710, Reviews

Corrections are made to the policy contained in the material.

Section 3715, Interim Changes

Removes policy regarding reporting requirements in order to include it in the new Section 3720.

Section 3720, Reporting Requirements

Creates a new section consolidating reporting requirements.

Section 3805 - Electronic Benefit Transfer

Adds policy to allow manual issuance of benefits in order to meet the appropriate standard of promptness (SOP).

Section 3810 - Issuance

Removes reference to the Quality Meals Program which was terminated 7/1/02.

Appendix A, Financial Statement

Incorporates annually updated income limits and coupon allotment Basis of Coupon Issuance tables into the manual. The tables issued in County Letter 02-11 should be added behind page 1 of Appendix A.

Appendix B, Hearings

Incorporated hearings into the manual and includes new policy regarding a Food Stamp Program form required to request hearings. A new form OSAH Form 1- Food Stamps must be used to file hearings. The Food Stamp Program policy contained in a statewide memorandum from Howard Willis, ESS Section Director, and dated October 2, 2002, regarding hearings is incorporated in this transmittal.

ONLINE MANUAL (ODIS) UPDATE

The material contained in this transmittal will be updated in ODIS effective January 1, 2002. The Basis of Coupon Issuance tables were updated on ODIS system effective December 1, 2002, and are accessible via hyperlink from Page 1 of Appendix A.

MANUAL MAINTAINENCE

Remove pages TOC-1 through TOC-4 and replace with attached corresponding pages.

Remove pages 3035-1 through 3035-4 and replace with attached corresponding pages.

Remove pages 3105-1 through 3105-21 and replace with pages 3105-1 through 3105-23.

Remove pages 3110-1 through 3110-6 and replace with corresponding pages.

Remove pages 3205-1 through 3205-8 and replace with corresponding pages.

Remove pages 3245-1 through 3245-3 and replace pages with pages 3245-1 through 3345-4.

Remove pages 3320-1 through 3320-9 and replace with corresponding pages.

Remove pages 3420-1 through 3420-20 and replace pages 3420-1 through 3420-21.

Remove page TOC 3600 and replace with corresponding page.

Remove pages 3615-1 through 3615-24 and replace with 3615-1 through 3615-26.

Remove 3630-1 through 3630-6 and replace with corresponding pages.

Remove Section 3645, Educational Funds Budgeting.

Remove page TOC 3700 and replace with corresponding page.

Remove pages 3710-1 through 3710-8 and replace with corresponding pages.

Remove 3715-1 through 3715-9 and replace with pages 3715-1 through 3715-8.

Add Section 3720, Reporting Requirements, following Section 3715.

Remove pages 3805-1 through 3805-7 and replace with corresponding pages.

Remove pages 3810-1 through 3810-6 and replace with corresponding pages.

Add Appendix B, Hearings, to Volume III.

Add Appendix A, Financial Standards Table of Contents and Overview, to Volume III. Insert issuance tables originally transmitted in ESS CL#02-11 immediately following the Financial Standards Overview page.

Beginning with this transmittal, whenever a page is changed in an individual manual section, the entire section will be replaced in the manual update.

Changes to the manual as a result of this transmittal are identified in shared areas within the individual section.

Make an update notation on the Record of Receipt of Manual Transmittals for Volume 3.