



FOOD STAMP PROGRAM MANUAL TRANSMITTAL NO. 55

TO: OFI District Management, County Department of Family and Children Services, State Office Staff

FROM: Tom C. Rawlings
DFCS Director

DATE: August 9, 2019

RE: Food Stamp Program Manual Transmittal 55

The purpose of this transmittal is to provide updates to the policy sections for the ODIS clean-up project. Chapters 3000, 3100 and 3200 have been updated to the Arial 12-point font for all policy sections of these chapters of the Food Stamp manual. These chapters and sections have also been updated to the approved new policy format.

This transmittal also includes updates to removing references to the legacy system (SUCCESS) and changing to the current system (Gateway). Additionally, the General Program Overview section of the Food Stamp manual has been updated to define the purpose of the Food Stamp (SNAP) program.

Chapter 3000 Revised to include the following sections:

- Section 3005 – Confidentiality - (This section updated to Arial 12-point font).
- Section 3010 – Voter Registration - (This section updated to Arial 12-point font).
- Section 3020 – Mandated Reporting of Child Abuse or Neglect - (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3025 – Americans with Disabilities Acts - (This section updated to Arial 12-point font).
- Section 3030 – Civil Rights - (This section updated to Arial 12-point font).
- Section 3035 – Verification - (This section updated to Arial 12-point font).
- Section 3040 – Health Insurance Portability and Accountability Act (HIPAA) - (This section updated to Arial 12-point font).

Chapter 3100 Revised to include the following sections:

- Section 3105 – Application Processing - (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3110 – Expedited Application Processing - (This section updated to Arial 12-point font).
- Section 3115 – Special Considerations for Applications - (This section updated to Arial 12-point font).
- Section 3120 – Authorized Representative - (This section updated to Arial 12-point font).

Chapter 3200 Revised to include the following sections:

- Section 3205 – Assistance Units - (This section updated to Arial 12-point font).
- Section 3210 – Categorically Eligible Assistance Units - (This section updated to Arial 12-point font and updated SUCCESS to Gateway).
- Section 3215 – Residents of Battered Woman and Children’s Shelters - (This section updated to Arial 12-point font).
- Section 3220 – Residents of Drug and Alcohol Treatment Centers - (This section updated to Arial 12-point font).
- Section 3225 – Residents of Group Living Arrangements - (This section updated to Arial 12-point font).
- Section 3230 – Residents of Homeless Shelters - (This section updated to Arial 12-point font).
- Section 3235 – Seasonal Farmworkers (Migrant or Non-Migrant) - (This section updated to Arial 12-point font).
- Section 3240 – Strikers - (This section updated to Arial 12-point font).
- Section 3245 – Students - (This section updated to Arial 12-point font).

This transmittal is effective September 1, 2019.