



TO: Regional Directors, County Department of Family and Children Services, OFI Field Operations Staff and OFI State Office Staff

FROM: Tom C. Rawlings
Division Director

DATE: **March 24, 2021**

RE: Food Stamp Program Manual Transmittal 64

The purpose of this transmittal is to provide policy updates, clarifications and revisions to the Food Stamp Program's Verification, Assistance Units, Budgeting Overview, Budgeting, Deductions Overview, and Shelter and Utility sections of the manual. A new policy section is being added to the manual which is the Homeless Shelter Deduction. Verification requirements were added for the new homeless shelter deduction. The language was updated in the Assistance Units section surrounding lawbreakers being excluded in food stamps if in violation of the terms and conditions of their probation and parole. The new homeless shelter deduction was added to the Budgeting Overview section. The steps for budgeting the homeless shelter deduction was added to the Budgeting section. The new homeless shelter deduction was added to the Deductions Overview section. A cross reference to the new homeless shelter deduction was added to the Shelter and Utility section and updates were made to include renter's insurance as an unallowable shelter expense. The Homeless Shelter Deduction was added as a new policy section with the policy guidelines.

This transmittal also includes updates to Appendix E Glossary. The definition for Commercial Boarding House was added to the glossary. Appendix F Forms was updated to reflect the Form 74 new revision date. Form 74 was updated to add the homeless shelter deduction to the budgeting process.

The policy revisions include:

- Section 3035 – Verification – This section is updated to add the verification requirements for the homeless shelter deduction.
- Section 3205 – Assistance Units – This section is updated to add that lawbreakers are excluded in the AU if they are in violation of the terms and conditions of their probation or parole and also completed minor language edits.
- Section 3600 – Budgeting Overview – This section is updated to add the homeless shelter deduction as a deduction for the food stamp program.

- Section 3610 – Budgeting – This section is updated to add the steps for budgeting the homeless shelter deduction.
- Section 3611 – Deductions Overview – This section is updated to add the homeless shelter deduction as a deduction when determining financial eligibility.
- Section 3617 – Shelter and Utility – This section is updated to add a cross reference to the new homeless shelter deduction policy. Also updated Renter’s Insurance as an unallowable shelter expense.
- Section 3618 – Homeless Shelter Deduction – This is a new policy section that is being added to the manual.
- Appendix E – Glossary – The definition of Commercial Boarding House was added to the glossary.
- Appendix F – Forms – Updated the revision date for Form 74 (Rev. 03/21) (English).

The form changes include:

Form 74 Food Stamp Program Budget Sheet (Rev. 03/21) – Added the homeless shelter deduction to the budgeting sheet (English).

This manual transmittal is effective April 1, 2021.