



Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) MANUAL
TRANSMITTAL NO. 75**

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

FROM: Candice Broce
Commissioner

DATE: December 8, 2023

RE: Supplemental Nutrition Assistance Program (SNAP) Manual Transmittal
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The purpose of this transmittal is to provide updates to the SNAP verification, application processing, expedited application processing, work registration, Able-Bodied Adults Without Dependents (ABAWD), resources, income and eligibility verification system (IEVS), child support deduction, shelter and utility deduction, notification, recertifications, interim changes, reporting requirements, Senior SNAP, adding new section Periodic Reporting, and changed name of Georgia Elderly Simplified Application Project to Senior SNAP in the table of contents. Additionally, OSAH 1 (Non-Medicaid), 299 (both English and Spanish), and new form 528 (both English and Spanish) have been updated in this transmittal under the forms section.

These sections have been updated to reflect the new policy section named Periodic Reporting and updating the current verbiage of food stamp(s) to Supplemental Nutrition Assistance Program (SNAP).

This transmittal also includes revisions to the *Appendix F Forms*: OSAH 1, 299, and new form 528.

The policy revisions include:

- Food Stamp Program Table of Contents (MAN3420) – This section was updated to change the section name from Food Stamps Program to Supplemental Nutrition Assistance Program (SNAP), section 3725 was renamed from Georgia

Elderly Simplified Application Project (ESAP) to Senior Supplemental Nutrition Assistance Program (SNAP) and added section 3730 named Periodic Reporting.

- Section 3035 – Verification – This section was updated to reflect references to periodic reporting on page 2, updated chart 3035.1 to include periodic reporting, and update verbiage referencing Food Stamps to SNAP.
- Section 3105 – Application Processing – This section was updated to reflect new certification periods to 12 months for homeless AUs, seasonal/migrant farm workers, household with earned income. Certification periods changed to 24 months for AUs with All adult members are elderly or disabled with no earned income. Added references to periodic reporting and updated all verbiage referencing Food Stamps to SNAP.
- Section 3110 – Expedited Application Processing – This section was updated to reflect changes to the chart number and chart name on page 4 for chart 3105.1 and updated all verbiage referencing Food Stamps to SNAP.
- Section 3350 – Work Registration – This section was updated to remove duplicate language on page 5 (OR temporary accommodations are provided for not more than 90 days in the residence of another individual) and updated all verbiage referencing Food Stamps to SNAP.
- Section 3355 – Able-Bodied Adults Without Dependents (ABAWDs) – This section was updated to include references regarding periodic reporting for Employed ABAWD monitored at recertification and updated all verbiage referencing Food Stamps to SNAP.
- Section 3405 – Resources – This section was updated to reflect the changes referencing periodic reporting and updated all verbiage referencing Food Stamps to SNAP.
- Section 3505 – Income and Eligibility Verification System (IEVS) – This section was updated to reflect the changes of states participating in the National Accuracy Clearinghouse (NAC) and updated all verbiage referencing Food Stamps to SNAP.
- Section 3616 – Child Support Deduction – This section was updated to reflect changes referencing periodic reporting and updated all verbiage referencing Food Stamps to SNAP.

- Section 3617 – Shelter and Utility Deductions – This section was updated to reflect changes referencing periodic reporting and updated all verbiage referencing Food Stamps to SNAP.
- Section 3705 – Notification – This section was updated to reflect changes referencing periodic reporting.
- Section 3710 – Recertifications (Renewals) – This section was updated to reflect changes referencing the chart number and chart name on page 6 for chart 3105.1, added references for periodic reporting and updated all verbiage referencing Food Stamps to SNAP.
- Section 3715 – Interim Changes – This section was updated the certification periods on page 1, added references to periodic reporting and updating all verbiage referencing Food Stamps to SNAP.
- Section 3720 – Reporting Requirements – This section was updated to reflect changes referencing periodic reporting and updated all verbiage referencing Food Stamps to SNAP.
- Section 3725 – Senior Supplemental Nutrition Assistance Program – This section was updated to reflect changes referencing periodic reporting, removed fair hearing language (SNAP fair hearings are addressed in Appendix B), and updated all verbiage referencing Food Stamps to SNAP.
- Section 3730 – Periodic Reporting – This new section was added for Periodic Reporting in the SNAP Policy manual.
- Appendix F – Forms – Updated the revision dates for the forms listed below.

The form changes include:

- OSAH Form 1 Food Stamps (Rev. 10/23) – This form has been updated to add fair hearing options for SNAP Benefit Recovery and CSFP.
- Form 299 Senior SNAP Project Brochure (Rev. 11/23) – This form was updated to reflect the new State Office address in the Non-Disclosure Statement (NDS) in both English and Spanish versions.
- Form 528 Supplemental Nutrition Assistance Program (SNAP) Periodic Report Form (Rev. 7/23) – This new form is being added to the SNAP Policy manual in both English and Spanish.

This transmittal is effective November 1, 2023.