



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

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) MANUAL
TRANSMITTAL NO. 76**

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

FROM: Candice Broce
Commissioner

DATE: January 8, 2024

RE: Supplemental Nutrition Assistance Program (SNAP) Manual Transmittal 76

The purpose of this transmittal is to provide updates to the SNAP residents of homeless shelters, work requirement overview, Able-Bodied Adults Without Dependents (ABAWD), E&T participation requirement, E&T enrollment process, E&T participation activities, and changed name of E&T Support Services to Participant Support Services in the table of contents, and income sections.

This transmittal also includes revisions to the *Appendix E Glossary*: to update and add additional terms or acronyms.

This transmittal also includes revisions to the *Appendix F Forms*: 507.

The policy revisions include:

- Section 3230 – Residents of Homeless Shelters – This section was updated in Step 5: Based on the AU's situation, assign a period of eligibility not to exceed twelve months, and updated verbiage referencing Food Stamps to SNAP.
- Section 3345 – SNAP E&T Work Requirement Overview – This section was updated to reflect verbiage referencing a work plan to an Individual Employment Plan (IEP) and updated all verbiage referencing Food Stamps to SNAP.

- Section 3355 – Able-Bodied Adults Without Dependents (ABAWDs) – This section was updated to the new 36-month period to December 1, 2023 through November 30, 2026 and to update ABAWD Work Requirement bullet #3 to state (see page 6).
- Section 3360 – E&T Participation Requirement – This section was updated to reflect changes with grammar, deleted some work support services processes, changed all verbiage of work plan to Individual Employment Plan (IEP), made updates to the assessment date and orientation date, changed the verbiage of ES reviews to ensure the accuracy of reported data, changed 30 days to 60 days for activities and components for disenrollment of a participant, changed Coordinator to Director, and updated all verbiage referencing Food Stamps to SNAP.
- Section 3365 – E&T Enrollment Process – This section was updated to reflect the changes to the verbiage from work plan to Individual Employment Plan (IEP) and updated all verbiage referencing Food Stamps to SNAP.
- Section 3370 – E&T Participation Activities – This section was updated to reflect changes in verbiages from work support services to Participant Support Services, updated all references of work plan verbiages to Individual Employment Plan (IEP), corrected grammatical and formatting errors, added additional components and processes to some of the topics and updated all verbiage referencing Food Stamps to SNAP.
- Section 3375 – Participant Support Services – This section was updated to reflect changes to name the section from E&T Support Services to Participant Support Services, updated all references of work support services to participant support services and updated all verbiage referencing Food Stamps to SNAP.
- Section 3420 – Income – This section was updated to reflect changes to add two additional types of income: Guaranteed Basic Income (GBI) and Universal Basic Income (UBI), updated absent parent verbiage to non-custodial parent, and updated all verbiage referencing Food Stamps to SNAP.
- Appendix E – Glossary – Updated to add additional terms or acronyms: Certification Period, Period of Eligibility, DHS, Disabled, Discretionary Exemption, Disqualification, DOB, and DOL, updated CAPS definition to state it is a program under GA Department of Early Care and Learning: Bright from the Start (DECAL), replaced Absent Parent term with Non-Custodial Parent, replaced Food Stamp Disaster Plan term with DSNAP Plan, replaced Mental Health, Developmental Disabilities and Addictive Diseases term with Georgia Department of Behavioral Health and Developmental Disabilities, replaced Work

Plan with Individual Employment Plan, and updated all verbiage referencing Food Stamps to SNAP.

- Appendix F – Forms – Updated the new dates of the 36-month period for ABAWDs and the revision dates for the forms listed below.

The form changes include:

- Form 507 ABAWD Manual Tracking Calendar (Rev. 12/23) – This form has been updated to add the new 36-month period for the ATC (December 1, 2023 – November 30, 2026) in both English and Spanish versions.

This transmittal is effective December 1, 2023.