



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

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) MANUAL
TRANSMITTAL NO. 78**

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

FROM: Candice Broce, Commissioner

DATE: August 16, 2024

RE: Supplemental Nutrition Assistance Program (SNAP) Manual Transmittal 78

The purpose of this transmittal is to provide updates to the following SNAP policy sections: Verification, Application Process Overview, Application Processing, Special Considerations for Applications, Authorized Representative, Assistance Units, Categorical Eligibility, Residents of Battered Women and Children Shelters, Residents of Homeless Shelters, Citizenship/Alien Status, Income, Prospective Budgeting, Shelter and Utility Deductions, Senior SNAP, Transitional SNAP, Appendix B - Fair Hearings Appendices, and Appendix E - Glossary.

The policy revisions include:

- Section 3035 – Verification – Updated policy to reflect that a third-party source is required for verification of shelter expenses, added examples of acceptable shelter verification sources in chart 3035.1, added section for periodic reporting under the basic considerations, replaced references of the Work Number with Truv, corrected grammatical and spelling errors, added two additional considerations for immigrants under the verification of citizenship section, removed the homeless shelter deduction from chart 3035.1.
- Section 3100 – Application Process Overview – Updated all references of Food Stamps to SNAP and corrected grammatical and spelling errors
- Section 3105 – Application Processing – Updated all references of period of eligibility (POE) to certification period and corrected all grammatical and spelling errors

- Section 3115 – Special Considerations for Applications – Updated all references of Food Stamps (FS) to SNAP
- Section 3120 – Authorized Representative – Updated all references of Food Stamps to SNAP, updated all references of period of eligibility (POE) to certification period, and corrected grammatical errors
- Section 3205 – Assistance Units – Updated all references of Food Stamps to SNAP, corrected grammatical errors, updated definition of institutional care residents, and updated verbiage regarding Teen Parent Improvement Program (TPI) in chart 3205.1
- Section 3210 – Categorical Eligibility – Removed note from the *TCOS Categorical Eligibility* section, updated verbiage that addresses when TCOS services are discussed and explained to the customer, updated all references of TANF/FS Review Form 508 to SNAP/Medicaid/TANF Renewal Form 508, rearranged the placement of certain sentences in the section, corrected grammatical errors, and updated all references of Food Stamps to SNAP.
- Section 3215 – Residents of Battered Women and Children Shelters – Removed verbiage that specifies applying at a specific county office where the shelter is located, updated formatting, replaced a reference of residents in a drug and alcohol treatment facility to residents of a shelter for battered women and children, updated all references of Food Stamps to SNAP, updated the contact information USDA FNS, updated contact information for the EBT Unit, and removed the contact information for the Family Violence Unit because the unit no longer exists.
- Section 3230 – Residents of Homeless Shelters – Updated all references of Food Stamps to SNAP, updated all references of the period of eligibility (POE) to the certification period, and corrected grammatical errors.
- Section 3320 – Citizenship/alien Status – Updated all references of Food Stamps to SNAP, corrected grammatical errors, added verbiage about surviving spouses and children of deceased Afghans and Iraqis who previously worked for or on behalf of the U.S. government COA under Lawful Permanent Residents section, added verbiage about the Western Hemisphere Parole COA under Cuban/Haitian Entrants, added verbiage of Citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau, collectively known as the Freely Associated States under qualified aliens.

- Section 3420 – Income – Removed The Work Number as a means of verification and replaced it with Truv, added verbiage to specify when The Work Number was acceptable as an income verification source, updated Low Income Home Energy Assistance Act (LIHEAA) to Low Income Home Energy Assistance Program (LIHEAP), replaced budget group (BG) with Eligibility Determination Group (EDG), added EARNED as the type of income for Military, National Guard, and Reserve income source, updated references of Transitional Food Stamps (TFS) to Transitional SNAP (TSNAP), added additional pay frequencies under wages income source, and corrected grammatical errors.
- Section 3605 – Prospective Budgeting – Removed The Work Number as the first source for earned income verification and replaced it with Truv, added a note stating when The Work Number was used as a primary income verification source, added clarity specifying that the Form 809 is to be completed by the employer, and corrected grammatical errors.
- Section 3617 – Shelter and Utility Deductions – removed verbiage stating that AU's statement is accepted for shelter expenses and updated with new policy which requires third-party verification for all SNAP shelter expenses at initial application, recertifications, periodic reports, and interim change received on or before 7/1/24, updated verification source from rent/mortgage receipt to rent receipt as one item and mortgage statement or payment book as another one, moved the placement of utility bills (to verify actual utilities) from the shelter expenses to the actual utilities section, added a note to state that the verification sources listed is not an all-inclusive list, rearranged the placement of some sentences in the section, updated temporarily unoccupied to temporarily unoccupied residence in chart 3617.1, added verbiage to state AU's statement is accepted for verification of utilities for Heating/Cooling (HC) and Limited SUAs, added third-party verbiage regarding verification of actual utilities, and corrected grammatical errors.
- Section 3704 – Transitional SNAP – Updated all reference of Food Stamps (FS) to Supplemental Nutrition Assistance Program (SNAP), corrected grammatical errors, and updated references of period of eligibility (POE) to certification period.
- Section 3725 – Senior SNAP – Added shelter expenses as a verification requirement, updated references of period of eligibility (POE) to certification period, corrected grammatical errors, and rearranged placement of some sentences in the section.
- Appendix B – Administrative Qualifications Hearings (ADH) – Updated all references of Food Stamps (FS) to SNAP and corrected grammatical errors

- Appendix B – Hearings Overview – Updated all references of Food Stamps (FS) to SNAP, updated all references to period eligibility (POE) to certification period, corrected grammatical errors, and updated references of review to recertification (renewal).
- Appendix B – Final Appeals – Updated all references of Food Stamps (FS) to SNAP
- Appendix B – Initial Hearings – Updated all references of Food Stamps (FS) to SNAP, updated all references of POE to certification period, and corrected grammatical and spelling errors.
- Appendix B – Responsibilities of the Office of General Counsel (OGC) – Updated references of Food Stamp (FS) to SNAP and corrected grammatical errors.
- Appendix B – Responsibilities of the Office of State Administrative Hearings (OSAH) – Updated references of Food Stamp (FS) to SNAP and corrected grammatical errors
- Appendix E – Glossary — Added Low Income Home Energy Assistance Program (LIHEAP) to the list of definitions and corrected grammatical errors

This transmittal is effective July 2024.