

**Brian P. Kemp**  
Governor

**Candice L. Broce**  
Commissioner



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

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) MANUAL  
TRANSMITTAL NO. 79**

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

**FROM:** Candice Broce, Commissioner

**DATE:** October 1, 2024

**RE:** Supplemental Nutrition Assistance Program (SNAP) Manual Transmittal 79

The purpose of this transmittal is to provide updates to the following SNAP policy sections: Verification, Categorical Eligibility, Work Registration, Able-Bodied Adults Without Dependents, Financial Eligibility Criteria Overview, Resources, Standard Deductions, Shelter and Utility Deductions, Homeless Shelter Deduction, Recertification (Renewals), Interim Changes, Reporting Requirements, Periodic Reporting, Electronic Benefits Transfer (EBT), Issuance, Appendix A – Financial Standards Overview, Appendix A - SNAP Income Limits, Appendix E – Glossary, and Appendix F – Forms.

The policy revisions include:

- Section 3035 – Verification – In this section under basic considerations for periodic reports, earned and self-employment incomes were added to specify the types of income that must be verified if changed, unearned income was added separately to specify it must be verified if it has changed by more than \$100 or if the income will cause the case to terminate, ABAWD work requirements was added as the third bullet, a note was removed, Chart 3035.1 was updated to clarify that earned and unearned income should be verified by TPS if a change in income will result in a termination or denial of benefits at Application, Recertification, and Periodic Report, and in Chart 3035.1 the 6 months reference was removed under the Citizenship and Immigrant/Alien Status sections.

- Section 3210 – Categorical Eligibility – This policy section was updated to reflect the current elderly/disabled resource limit as \$4500, made a verbiage change by removing the word “initial” from a statement regarding TCOS eligibility, and made a verbiage change to state that the Gateway system will automatically close certain cases.
- Section 3350 – Work Registration – This policy section was updated to reflect the mandatory registrant ages as 55 to 59 effective October 1, 2024.
- Section 3355 – Abled-Bodied Adults Without Dependents (ABAWD) – This section was updated to reflect the ABAWD ages as 18 – 54 effective October 1, 2024, detailed statements regarding previous waivers and suspensions related to COVID-19 and the Federal Public Health Emergency (PHE) were removed and updated to reflect the state’s current status, page number references were removed as PAMMS does not display page numbers, updated the elderly/disabled resource limit to \$4500, added Periodic Report as a time when ABAWDs are advised of the ways to meet the ABAWD work requirement, removed information referencing periodic report from the employed ABAWD monitored at recertification section, added a new section in Chart 3355.1 addressing employed ABAWDs monitored at periodic report, updated references of Food Stamps to SNAP, added the SRR and SOP acronyms with the respective words, made some verbiage changes, and corrected grammatical errors.
- Section 3400 – Financial Eligibility Criteria Overview – This section was updated to reflect the current elderly/disabled resource limit as \$4,500 and the resource limit for all other AUs as \$3,000, replaced all references of Food Stamps with SNAP and corrected grammatical errors.
- Section 3405 – Resources – This section was updated to reflect the current elderly/disabled resource limit as \$4,500 and the resource limit for all other AUs as \$3,000, updated all references of review to recertification (renewal), updated references of LIHEAA to LIHEAP, updated references of period of eligibility (POE) to certification period, added “Eligibility Worker” in front of the acronym EW in its first use, page number references were removed as PAMMS does not display page numbers, and corrected grammatical errors.
- Section 3613 – Standard Deductions – This section was updated to reflect the standard deductions to reflect the current amounts, updated the effective date of the new amounts and corrected grammatical errors.

- Section 3617 – Shelter and Utility Deductions – This section was updated to reflect the current excess shelter deduction amount, the current heating/cooling standard utility allowance, the current telephone standard utility deduction, and added “Assistance Unit” in front of the AU acronym in its first use.
- Section 3618 – Homeless Shelter Deduction – This section was updated to reflect the current homeless shelter deduction amount of \$190, added the word “Assistance Unit” in front of the acronym AU in its first use, updated references of review to recertification (renewal), Periodic Report was added as a time when Gateway will determine and apply the appropriate deduction based on which one will be higher for the AU, updated verbiage in the homeless definition, updated the section to state that third-party verification is required to allow the excess shelter deduction, and updated references of Food Stamps (FS) to SNAP.
- Section 3710 – Recertifications (Renewals) – In this section, late renewals were added as a type of renewal, “Assistance Unit” was added in front of the acronym AU in its first use, the references to alternate renewals were removed, updated references of eligibility specialist to eligibility worker, updated all references of period of eligibility to certification period, added “Notice of Missed Interview” in front of the acronym NOMI in its first use, added “Primary Individual” in front of the acronym PI in its first use, replaced the Work Number with Truv (if available), made some verbiage changes, and corrected grammatical errors.
- Section 3715 – Interim Changes – This section was updated to reflect the lottery winnings, gambling winnings, prizes, awards and/or windfalls reporting amount as \$4500 or more, updated all references of period of eligibility to certification period, made some verbiage changes, and corrected grammatical errors.
- Section 3720 – Reporting Requirements – This section was updated to reflect the lottery winnings, gambling winnings, prizes, awards and/or windfalls reporting amount as \$4500 or more, made some verbiage changes, and corrected grammatical errors.
- Section 3730 – Periodic Reporting – This section was updated to include a verification requirements section.
- Section 3805 - Electronic Benefits Transfer (EBT) – The portion of this section that provided the policy regarding card skimming and cloning was updated based on the passage of the Continuing Appropriations and Extensions Act of 2025 which extended the authority to replace stolen SNAP benefits with federal funds to December 20, 2024.

- Section 3810 – Issuance – This section was updated to add two clarifying notes under the Replacing Food Destroyed in a Disaster When Food Was Purchased with SNAP Benefits section for step 2 regarding the procedures when the 10<sup>th</sup> day falls on a weekend and the ways customers can submit their requests to the agency.
- Appendix A – Financial Standards Overview – This section was updated to remove all page number references as PAMMS does not display page numbers, updated all references of Food Stamps to SNAP, updated the Online Directives Information System (ODIS) reference to the Policy and Manual Management System (PAMMS), and corrected grammatical errors.
- Appendix A – SNAP Income Limits – This section was updated to reflect the Basis of Issuance Table with the new income limits and maximum allotments that are effective October 1, 2024, references of Food Stamps were updated to SNAP, removed the specific page references, and removed verbiage referring to an attached document that does not exist.
- Appendix E – Glossary – In this section, the ABAWD definition was updated.
- Appendix F – Forms – Updates were made to forms: 47, 296, 297, 297A, 298, 339, 508, 528, 826, 826A, 846, 859, 864, and 5460. The revision date was updated for all forms.

The form changes include:

- Form 47 SNAP in Georgia (English & 15 translations) (Rev. 10/24) – This form has been updated to change all Food Stamps references to SNAP, corrected the DFCS website, added the Customer Contact Center information, updated the lottery winnings, gambling winnings, prizes, awards and/or windfalls reporting amount as \$4500 or more, updated the ABAWD ages to 18 – 54, updated 10 days verbiage to 10 calendar days, updated the time period for possibly receiving SNAP without reapplying from one month to one year to for one month to three years, and corrected grammatical errors.
- Form 296 Expedited SNAP Screening Tool (Rev. 10/24) – This form has been updated to reflect the H/C SUA amount of \$394 and the Telephone Deduction as \$46.
- Form 297 Application for TANF, SNAP, or Medical Assistance (English & 15 translations) (Rev. 10/24) – The resource limit for an elderly/disabled household has been updated to \$4500. In addition, LIHEAP was added to the energy assistance question.

- Form 297A Rights and Responsibilities (English & 15 translations) (Rev. 10/24) – This form was updated to reflect that a household must report lottery winnings, gambling winnings, prizes, awards and/or windfalls of \$4500 or more.
- Form 298 Senior SNAP Application (English & Spanish) (Rev. 10/24) – This form was updated to reflect that a household must report lottery winnings, gambling winnings, prizes, awards and/or windfalls of \$4500 or more.
- Form 339 Simplified Reporting Requirement (SRR) (English & 15 translations) (Rev. 10/24) – The gross income limits were updated to the current amounts for 10/1/24 – 9/30/25. The form was also updated to reflect that a household must report lottery winnings, gambling winnings, prizes, awards and/or windfalls of \$4500 or more, the heating or cooling options were updated to reflect electric, gas or both.
- Form 508 SNAP/Medicaid/TANF Renewal (English & 15 translations) (Rev. 10/24) – LIHEAP was added to the energy assistance question. Also, an update was made to reflect that a household must report lottery winnings, gambling winnings, prizes, awards and/or windfalls of \$4500 or more.
- Form 528 Supplemental Nutrition Assistance Program (SNAP) Periodic Report Form (English & Spanish) (Rev. 10/24) – The lottery winnings, gambling winnings, prizes, awards and/or windfalls reporting amount was updated to \$4500 or more. Also, the Authorized Representative section was updated to replace renewal with periodic report. The option for air conditioning was updated with the options electricity, gas, or both. The following questions, who pays the bill, what bills are paid, what amount is paid for the bills, and who the bills are paid to were added to the address/shelter section. Also, the following questions were updated to ask about a change in the wage rate, salary, full-time or part-time status or source of income received each month. The options, weekly, biweekly, semi-monthly, and monthly were added to go with the question referencing pay frequency, and an update was made to the question regarding unearned income to clarify that the last 30 days of income is needed.
- Form 826 Ineligible ABAWD Time-Limit Adverse Action Notice (English & Spanish) (Rev. 10/24) – The age criteria for ABAWDs was updated to 18-54.
- Form 826A Ineligible ABAWD Time-Limit Second Three Month Adverse Action Notice (English & Spanish) (Rev. 10/24) – The age criteria for ABAWDs was updated to 18-54.

- Form 846 Change Report (English & 15 translations) (Rev. 10/24) – This form was updated to reflect that the new elderly/disabled resource limit to \$4500, and the resource limit for all other SNAP AU's as \$3000. In addition, the DHS state office address was updated to 47 Trinity Ave. SW, Atlanta, GA. 30334.
- Form 859 SNAP Consolidated Work Requirements Notice (English and Spanish) (Rev. 10/24) – The ABAWD age requirement was updated to 18 to 54, and the mandatory registrant age requirement was updated to 55 to 59. In addition, the resource limit was updated to \$4500 or more when a household receives lottery winnings, gambling winnings, prizes, awards and/or windfalls.
- Form 864 SNAP Works Screening and Referral Tool (Rev. 10/24) – The note on this form was updated to state that all AU members who are 16 or 17 and the head of the household, 18 years or older, fit for employment, and not receiving TANF.
- Form 5460 HIPAA (English and Spanish) (Rev. 12/23) – This form was updated to remove the customer signature line, correct grammatical errors, and make some verbiage changes.

**This transmittal is effective October 2024.**