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ECONOMIC SUPPORT SERVICES POLICY MANUAL
VOLUME 3 FOOD STAMPS
Manual Transmittal 9

TO: County Departments of Family and Children Services
Field Directors
State Staff

FROM: Janet R. Oliva, Ph.D.
Division Director

RE: Work Registration Exemption, 15% E&T Participation Exemption, Change in Verification Requirements

PURPOSE:

This manual transmittal incorporates changes in the Work Registration, Participation Requirement and Interim Change policies. There are also several clarifications and changes as are described below.

DISCUSSION:

Manual Transmittal Cover Letters

Table of Contents- Manual Transmittal Cover Letters has been added as Appendix C. When a manual is being updated with a manual transmittal, filing the cover letter in Appendix C will become part of the manual maintenance instructions.

Verification Requirements for Interim Changes

Changes have been made to the policy regarding verification requirements for interim changes. The requirement for verification at an interim change is based on whether the change results in an increase or decrease in the case benefits.

This change affected several sections of the manual. In Section 3035-5, Verification, the topic of Verification Requirement When a Change is Made in A Related Case has been removed from page 4. Section 3615, Deductions, Section 3710, Reviews and Section 3715, Interim Changes, have been changed in several places to incorporate this change in policy. Page 1 of Section 3720-1, Reporting Requirements, has had a change made in the last paragraph.

There is a chart with this cover letter that incorporates the policy on verification requirements for initials, reviews and interim changes.

Work Registration Exemption

Section 3350, Work Registration, has been changed so that pregnancy is considered unfitness for employment. This change was made to exempt pregnant women from work registration. Verification of pregnancy must be obtained.

15% Participation Requirement for ABAWDs

Section 3360, E&T Participation Requirements, has been revised to include three more groups of ABAWDs who can be allowed the 15% participation exemption. These three groups are ABAWDs who are unable to be placed in an activity, ABAWDs who have non-compliance month due to SRR reporting requirements and ABAWDs who have non-compliance months due to agency error. Section 3365, Orientation, Assessment, and Work Plan, has been updated to include the procedures the case manager will have to follow when determining if an ABAWD will be exempted as unable to place.

Work Experience Requirement for AUs with Multiple ABAWDs

The work experience requirement is determined on an AU basis and the total number of required hours is shared by the ABAWDs in that AU. Section 3370, E&T Participation Activities, has been updated to reflect this change.

Imposing an E&T Sanction

Section 3380, Failure to Comply with E&T Requirements, has been changed so that sanctions begin the month after timely notice expires. This change is being made because, by policy, a sanction is not effective until the month after timely notice expires. This does not override the requirement to comply with E&T participation requirements in all months or to have those months count as non-compliance months.

Section 3210- Categorically Eligible Assistance Units

TSWP has been corrected to be TANF to Work Support Payments.

Change in Unearned Income

The requirement for reporting a change in unearned income has changed from \$25 to \$50. Section 3720, Reporting Requirements, has been changed to reflect this update. Also, Section 3710, Reviews, has been updated to change the verification requirement for unearned income at a review to \$50.

ON-LINE MANUAL (ODIS) UPDATE

The policy contained in this manual transmittal will be downloaded effective February 2004.

INSTRUCTIONS FOR MANUAL MAINTENANCE

Remove Table of Contents, Sections 3035- Verification, 3210- Categorically Eligible Assistance Units, 3350- Work Registration, 3355- Able-Bodied Adults Without Dependent Children, 3360- E&T Participation Requirement, 3370- E&T Participation Activities, 3380- Failure to Comply with E&T Requirements, 3615- Deductions, 3710- Reviews, 3715- Interim Changes, and 3720- Reporting Requirements and replace with the attached sections of the same numbers.

Insert the cover letter from this manual transmittal in Appendix D.

Make a notation on the Record of Receipt of Manual Transmittal for Volume 3.