

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO.: 10-2002 **DATE:** October 7, 2002

TO: County Directors of Social Services

EFFECTIVE November 1, 2002, make the following changes to the Food Stamp Certification Manual.

I. BACKGROUND

The purpose of this change notice is to add new policy concerning applications, interviewing, and changes in situation. This change also adds a new manual section entitled "Lifeline/Link-Up Assistance Programs." This section obsoletes DSS Administrative Letter No. Economic Independence 18-2000 for the Food Stamp Program only. All policy added, clarified, and/or corrected is pursuant to federal Food Stamp Program regulations.

II. SPECIFIC CHANGES

A. Section 280, Income Deductions, is revised to include the following changes:

Refers you to Food Stamp Manual Section 400, Changes Within the Certification Period, for procedures to follow when a third party source reports changes in medical expenses.

B. Section 305, Filing an Application, is revised to include the following changes:

1. Adds instructions that if a household expresses concerns which indicate food insecurity that the agency should encourage the household to apply for food stamp benefits.
2. Adds instructions for staff to provide households with an explanation that eligibility for food stamp benefits is not related to Work First eligibility, sanctions, or time limits.

C. Section 310, Interviewing, is revised to include the following changes:

1. Adds policy that an interview may be held outside of the food stamp office provided that it is a mutually acceptable location.

2. Adds information concerning the responsibilities of the interviewer during the application process.
3. Adds new policy for scheduling interviews and new procedures to follow when an applicant fails to attend the first scheduled interview appointment.
4. Adds instructions to use the DSS-8650, Notice of Information Needed, when an applicant fails to attend the application interview.

D. Section 350, Case Disposition, is revised to include the following changes:

1. Adds policy that an application can be denied on the processing due date if the applicant has missed one scheduled interview appointment and has not contacted the agency to reschedule the interview.

E. Section 400, Changes Within the Certification Period, is revised to include the following changes:

1. Provides clarification regarding Work First sanctions and the criteria to use to determine if the gross or net amount of the Work First Family Assistance check should be counted.
2. Adds new policy concerning procedures to follow when a change reported by the food stamp unit has an unknown effect on the food stamp case. If eligibility or benefit level cannot be determined, issue a DSS-8650, Notice of Information Needed. Do not shorten the certification period.
3. Adds new policy for reacting to changes reported by a third party source. Issue a DSS-8650, Notice of Information Needed, to attempt to resolve the discrepancy. Do not shorten the certification period.
4. Adds new policy for medical expenses reported by a third party source.

F. Section 630, Lifeline/Link-Up Assistance Programs, is added to the manual.

This section provides information concerning the Lifeline and Link-Up Assistance Programs and obsoletes DSS Administrative Letter No. Economic Independence 18-2000 for the Food Stamp Program only.

III. IMPLEMENTATION INSTRUCTIONS

Apply this policy to all applications, recertifications, and changes taken or processed effective November 1, 2002.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
280	15-18	280	15-18
305	1-3	305	1-3
310	1-2	310	1-4
350	1-2	350	1-2
400	3-6	400	3-7
		630	1-2

This material has been reviewed and approved by the Economic Services Committee.

If you have questions, please contact your Program Integrity Representative.

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

WRM/RRM/bh

Attachments

[FSs280](#)

[FSs305](#)

[FSs310](#)

[FSs350](#)

[FSs400](#)

[FSs630](#)