

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO: 3-2004 DATE: July 21, 2004

TO: County Directors of Social Services

EFFECTIVE August 1, 2004, make the following changes to the Food Stamp Certification Manual.

I. BACKGROUND

The purpose of this change notice is to add clarifications and make corrections to the Food Stamp Certification Manual. This change also incorporates clarifications from the Q&A's concerning new Semi-Annual Recertification and Transitional Food Stamp policy.

II. SPECIFIC CHANGES

A. Section 110, Purpose and Authority of the Food Stamp Program

Corrects reference from Economic Independence Section to Food Assistance and Energy Programs Branch.

Corrects references from Quarterly Recertification to Semi-Annual Recertification.

B. Section 125, Complaint Procedures

Outlines correct procedures for reporting discrimination claims.

Corrects reference from Economic Independence Section to Food Assistance and Energy Programs Branch.

C. Section 135, Retention of Records

Adds reference and link to DHHS Records Retention and Disposition Schedule.

D. Section 210, Household Concept

Provides correct address and phone number for verifications of Alcohol and Drug Treatment Centers.

Adds reference to Manual Sections 400 through 550 for purpose of determining the appropriate reporting requirements.

E. Section 220, Authorized Representative

Adds reference to giving the authorized representative a copy of the appropriate change report Form DSS-8550 or DSS-8550SR.

Adds reference to situations when head of household's signature is not required.

F. Section 250, Resources

Provides clarification on jointly owned vehicles.

Corrects manual section references in Resource Chart.

G. Section 260, Whose Income is Counted

Adds Medicaid and NC Health Choice as federal means-tested assistance for determining qualifying quarters.

H. Section 263, Sources of Income

Corrects manual section references in Chart 1, Sources of Income.

Excludes GI Bill Income since it is for educational purposes.

Adds SOLQ and New Hire as required computer matches.

Adds Insurance Dividends as a type of countable income.

I. Section 265, Variable Income

Adds note that Benefit Diversion is not countable income.

Corrects references for Resource Table.

Updates the current counties that are included in the SA Demonstration Pilot Project.

J. Section 268, Budgeting Stable Income

Corrects the amount of reportable unearned income from \$100 to \$50 since state waiver is not approved.

K. Section 270, Budgeting Fluctuating Income

Corrects the amount of reportable unearned income from \$100 to \$50 since state waiver is not approved.

L. Section 273, Special Budgeting Procedures

Deletes 273.14 C. This section listed twice in manual.

M. Section 280, Income Deductions

Changes verification of allowable expenses verified after the 30th day from being considered a change in situation.

Clarifies that FSU is eligible for the TUA if they have a land line or a cellular phone.

Changes the allowable mileage to the current State reimbursement rate of 37.5 cents.

Clarifies that allowable deduction for legally obligated child support payments includes FSU member that anticipates paying support to or for a non-household FSU member.

Clarifies the base period for dependent care deductions and utility expenses.

Adds Buy in Medicare Premium as an allowable medical expense.

N. Section 305, Filing An Application

Adds reference that a faxed application is an acceptable application.

O. Section 320, Expedited Service

Deletes reference to actual utility allowances.

Adds reference to TUA.

Adds reference to Manual Sections 400 through 550 for purpose of determining the appropriate reporting requirements.

P. Section 325, Social Security Administration Applications

Clarifies FS procedures to take if SSI application is denied.

Q. Section 365, Authorizing Food Stamp Benefits

Provides clarification for using FSIS Transaction Code 9 to issue Variable Allotments.

R. Section 400, Standard Recertification Category

Changes gross monthly unearned income of more than \$100.00 to \$50.00 for reportable changes.

Adds reporting requirement of FSU to report a move to another county or state.

Adds requirement for FSU to report any reportable changes within 10 calendar days from the date they learn of the change.

Adds policy to evaluate previously reported deduction changes when the category becomes SR.

Adds clarification to continue to act on reported changes based on Standard Recertification policy until the category is considered changed.

Adds note clarifying when a signed DSS-8207 is needed.

Adds clarification to evaluate for Good Cause and Expedited Benefits for Late Recertifications.

Provides clarification of processing procedures.

S. Section 450, Semi-Annual Recertification Category

Clarifies SR Category exceptions.

Adds policy clarification for changes during the Certification Period.

Adds clarification to evaluate for Good Cause and Expedited Benefits for Late Recertifications.

Provides clarification of processing procedures.

T. Section 500 Simplified Recertification Category

Adds reporting requirement of FSU to report a move to another county or state.

Changes gross monthly unearned income of more than \$100.00 to \$50.00 for reportable changes.

Adds clarification for households eligible for Simplified Recertification Category.

Adds requirement for FSU to report any reportable changes within 10 calendar days from the date they learn of the change.

Clarifies that DSS-8650 must be given to client when requesting Information.

Adds clarification to continue to act on reported changes based on Simplified Recertification policy until the category is considered changed.

Adds note clarifying when a signed DSS-8207 is needed.

Adds clarification to evaluate for Good Cause and Expedited Benefits for Late Recertifications.

Provides clarification of processing procedures.

U. Section 550, Transitional Food Stamp Benefits

Adds reference to FSU eligible for TFS when household no longer categorically eligible.

Adds reference to take action within 10 calendar days upon notification of WFFA termination.

Adds reference that suspense status cases are eligible for TFS.

Clarifies that WFFA Open/Shut cases are eligible for TFS.

V. Section 605, Automated Inquiry and Match Procedures

Adds reference to Manual Sections 400 through 550 for purpose of determining the appropriate reporting requirements.

Adds clarification of IEVS requirements for SR cases.

Adds clarification of FRR and BEER Report requirements for SR cases.

W. Section 610, Inactive Electronic Benefit Transfer (EBT) Accounts Report

Removes references to FS Manual Section 400.

X. Section 620, Categorically Eligibility

Adds instructions to evaluate for TFS when WFFA terminates.

Y. Section 625, Commodities Program

Clarifies that moving is not a reportable change for SR Households.

Adds updated telephone numbers for Commodities Assistance.

Z. Section 635, Notices

Adds reference to NOAA being voided when case is sent to Transitional Food Stamps.

Adds reference to give FSU a DSS-8550 or DSS-8550 SR at application, recertification, and anytime a DSS-8550 is received by the agency.

Adds clarification to key the DSS-8590 the day after the DSS-8553, NOAA expires to allow client 10 full days.

AA. Section 805, Requirements for Establishing Claims

Adds policy for establishing claims for Food Stamp Trafficking.

Adds clarification for adding a debtor to a claim when the individual is no longer in the home but still included in the FSU.

BB. Section 810, Administrative Error (AE) Claims

Removes reference to adding the sanction amount of WFFA, SSI, or other means tested programs back to the actual payment.

Provides clarification for claim deletion and closure procedures.

CC. Section 815, Inadvertent Household Error (IHE) Claims

Removes reference to adding the sanction amount of WFFA, SSI, or other means tested programs back to the actual payment.

Provides clarification for claim deletion and closure procedures.

DD. Section 820, Intentional Program Violation (IPV) Claims

Removed reference to adding the sanction amount of WFFA, SSI, or other means tested programs back to the actual payment.

Provides clarification for claim deletion and closure procedures.

EE. Section 825, Intentional Program Violation (IPV) Disqualifications

Adds instructions for submitting DSS-8648.

FF. Section 855, NC DEBT SETOFF COLLECTION (TAX INTERCEPT) PROCEDURES

Adds the "O" code to the appeal indicators used on the NC Debt Setoff Pending Intercepts Screen in EPICS.

Corrects reference from Economic Independence Section to Food Assistance and Energy Programs Branch.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective August 1, 2004.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
Table of Contents	1-3	Table of Contents	1-3
110	3-4	110	3-4
125	1-2	125	1-2
	Figure 125-1		Figure 125-1
135	1	135	1
210	11-12	210	11-12
220	1-3	220	1-2
250	1-6, 19-20	250	1-6, 19-20
260	3-4	260	3-4
263	1-2, 5-21	263	1-2, 5-21
265	1-10	265	1-9

268		1-2	268		1-2
		REMOVE			INSERT
Section		Pages	Section		Pages
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273		11	273		11
280		1-2, 5-21	280		1-2, 5-22
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320		5-8	320		5-8
325		3-4	325		3-4
365		1	365		1
400		1-13	400		1-14
450		1-13	450		1-13
500		1-9	500		1-10
550		1-2	550		1-2
605		1-13	605		1-12
610		1-2	610		1-2
620		5-6	620		5-6
625		1-2	625		1-2
635		1-4	635		1-4
805		3-8	805		3-8
810		1-11	810		1-11
		Figure 810-1			Nothing
815		1-14	815		1-14
820		1-4, 7-8, 15-19	820		1-4, 7-8, 15-19
825		1-4	825		1-5
					Figure 825-1
855		3-6	855		3-6

If you have any questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

Jane Schwartz, Chief

Economic Services Section

JS/dl

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