

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO.: 5-2005 July 28, 2005

TO: County Directors of Social Services

EFFECTIVE: **August 1, 2005**, make the following changes to the Food Stamp Certification Manual.

I. BACKGROUND

The purpose of this change is to add policy for the Simplified Nutritional Assistance Program (SNAP). This six year demonstration project is designed to improve the delivery of benefits and also increase participation of elderly SSI recipients in the Food Stamp Program.

II. SPECIFIC CHANGES

Section 600, Simplified Nutritional Assistance Program (SNAP)

Adds new policy to the Food Stamp Certification Manual for SNAP.

III. IMPLEMENTATION INSTRUCTIONS

A. There will be three system-generated mailings of initial SNAP applications. The mailings will be based on individuals last names beginning with A-G (first mailing), H-P (second mailing), and Q-Z (last mailing). The first mailing of initial applications will be mailed in August 2005, the second mailing in September 2005, and the final mailing of initial applications in October 2005. The applications will be mailed between the 4th and 10th of each month.

B. Individuals whose applications are not returned within 30 days will receive a second application.

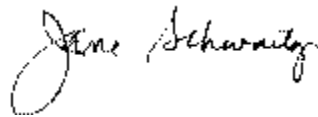
C. SNAP applications will continue to be mailed to newly eligible SSI recipients on a monthly basis.

D. Use Food Stamp Certification Manual Section 600, to process SNAP applications. Refer to Food Stamp Certification Manual Section 600 to process all future SNAP applications for the duration of the six year demonstration project.

E. Refer to Dear County Director Letter FAEP-13-2005 for implementation instructions for active Food Stamp cases converted to SNAP.

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

Sincerely,

A handwritten signature in black ink that reads "Jane Schwartz". The signature is written in a cursive style with a large initial "J".

Jane Schwartz, Chief

Economic Services Section

JS:dl

[FSs600.pdf](#)