

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO.: 1-2006

DATE: March 16, 2006

TO: County Directors of Social Services

EFFECTIVE: April 1, 2006, 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 as reflected in updated interpretations from the United States Department of Agriculture (USDA) and changes in federal regulations. This change notice also includes new policy for updated Basic, Standard, and Telephone Utility Allowances.

II. SPECIFIC CHANGES

A. Section 145, Division of Responsibility

Deletes C , PIN Machine Authority; agency PINning is not required due to the implementation of the telephone PINning process.

B. Section 160, Quality Control

Updates criteria for states receiving bonus funding from United States Department of Agriculture (USDA).

C. Section 210, Household Concept

1. Adds note concerning individuals presenting themselves as husband and wife.
2. Incorporates policy from DSS Administrative Letter No. 7-2005 for verification of household composition.

D. Section 215, Residence

Clarifies policy for termination of households who move to another county within North Carolina.

E. Section 225, United States Citizenship and Alien Status

Adds Qualifying Quarter amounts for Federal Fiscal Year 2006.

F. Section 230, Students

Adds North American Free Trade Agreement (NAFTA) in Section 230.05, Student Exemptions.

G. Section 250, Resources

1. Revises Note in Section 250.01 A, Resources Requirements.
2. Expands Allowances paid to Vietnam Veterans children born with spina bifida to include other birth defects.
3. Adds National Flood Insurance Payments (NFIP) as an excluded resource.

4. Deletes statement concerning resource amounts being used to screen for LIEAP eligibility.
5. Revises B in Section 250.09, Checking Accounts, Savings Accounts, Certificates of Deposit (CD s), Stocks/Bonds, and Mutual Funds.

H. Section 263, Sources of Income

1. Updates income chart to include other birth defects under Allowances paid to Vietnam Veterans children born with spina bifida.
2. Updates income chart to include North American Free Trade Agreement (NAFTA) as countable income.
3. Updates income chart to exclude National Flood Insurance Program (NFIP) income.
4. Updates income chart to include Refugee Income from Reception and Placement (R&P) and Cuban/Haitian Entrant Programs.
5. Updates income chart to include Tobacco Allotment Settlement Buyout as countable income.

I. Section 265, Variable Income

Updates list of counties participating in the Special Assistance (SA) In Home Program.

J Section 268, Budgeting Stable Income

Clarifies policy for consistency concerning rounding social security income.

K. Section 270, Budgeting Fluctuating Income

Clarifies policy for consistency concerning rounding social security income.

L. Section 273, Special Budgeting Procedures

1. Corrects manual reference concerning assignment of certification periods.
2. Revises Section 273.14, Non-Compliance With Work First Family Assistance (WFFA), to incorporate new Work First (WFFA) sanction policy.

M. Section 280, Income Deductions

1. Adds clarification of prepaid cell phones as an allowable Telephone Utility Allowance (TUA) if this is the household s method of basic phone service.
2. Adds Ineligible Students to procedures for calculating eligible income deductions.
3. Updates allowable state reimbursement rate for mileage.

N. Section 285, Determining Benefit Levels

Updates Standard Utility Allowance (SUA), Basic Utility Allowance (BUA), and Telephone Utility Allowance (TUA) amounts.

O. Section 290, Controlled Substance Felons

1. Clarifies the use of Action Code 52 instead of Action Code 26 when denying an illegal controlled substance felon s Food Stamp application.
2. Adds Note clarifying when to waive compliance with substance abuse treatment program.
3. Adds Note clarifying when substance abuse requirements need to be met.
4. Adds Note clarifying eligibility criteria for federal drug offenders.
5. Revises Section C, to include instructions for changes reported by a third party source.
6. Adds Figure 290-1 to the Food Stamp Certification Manual.

P. Section 320, Expedited Service

Revises first paragraph in Section 320.01, Expedited Service Requirements.

Q. Section 400, Standard Recertification Category

1. Clarifies reporting requirements for households with changes prior to disposition of their recertification.
2. Adds Note to Section 400.08A, Termination of Benefits, to reference Section 635.04, Exceptions To Notice Of Adverse Action, for procedures to use when termination of an active case does not require a Notice of Adverse Action (NOAA).
3. Adds Note to Section 400.08C, Termination of Benefits, to include policy regarding the effective month when the termination of an active case does not require a Notice of Adverse Action (NOAA).
4. Revises Section 400.11, Situations When Benefits Can Not Be Increased, to include new Work First (WFFA) sanction policy.

R. Section 450, Semi-Annual Recertification Category

1. Incorporates policy from DSS Administrative Letter No. 13-2005, Face-to-Face Recertification Waiver.
2. Clarifies policy for reacting to changes during the certification period when the Work First Family Assistance (WFFA) payment amount changes.
3. Clarifies reporting requirements for households with changes prior to disposition of their recertification.
4. Adds Note to Section 450.06 B, Reacting To Changes, clarifying that SR policy overrides policy in Section 210.03, Individuals Who Must Be Included In The Same FSU, regarding changes in household composition.
5. Adds Note to Section 450.08A, Termination of Benefits, to reference Section 635.04, Exceptions To Notice Of Adverse Action, for procedures to use when termination of an active case does not require a Notice of Adverse Action (NOAA).

6. Adds Note to Section 450.08C, Termination of Benefits, to include policy regarding the effective month when the termination of an active case does not require a Notice of Adverse Action (NOAA).
7. Revises Section 450.11, Situations When Benefits Can Not Be Increased, to include new Work First (WFFA) sanction policy.

S. Section 500, Simplified Recertification Category

1. Clarifies reporting requirements for households with changes prior to disposition of their recertification.
2. Incorporates policy from DSS Administrative Letter No. 13-2005, Face-to-Face Recertification Waiver.
3. Adds Note to Section 500.08A, Termination of Benefits, to reference Section 635.04, Exceptions To Notice Of Adverse Action, for procedures to use when termination of an active case does not require a Notice of Adverse Action (NOAA).
4. Adds Note to Section 500.08C, Termination of Benefits, to include policy regarding the effective month when the termination of an active case does not require a Notice of Adverse Action (NOAA).

T. Section 550, Transitional Food Stamp Benefits

1. Changes policy to terminate Transitional Benefits when all household members move out of state.
2. Adds policy to include termination of Transitional Benefits when all household members are deceased or institutionalized.

U. Section 600, Simplified Nutritional Assistance Program (SNAP)

Corrects SNAP report SLER 100, Pending Applications, to run weekly instead of daily.

V. Appendix 3100, Social Security District Offices

Updates office information to include Buncombe and Avery counties, as well as corrected district office addresses, telephone numbers, and hours of operation.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective with each application, change in situation, or recertification taken or processed on or after April 1, 2006.

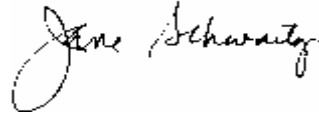
IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

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290	Nothing	290	Figure 290-1
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Appendix 3100	1-2	Appendix 3100	1-2

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

Sincerely,



Jane Schwartz, Chief
Economic Services Section

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Attachments

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[FSs145](#)

[FSs160](#)

[FSs210](#)

[FSs215](#)

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