

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO.: 4-2006

DATE: July 21, 2006

TO: County Directors of Social Services

EFFECTIVE: **August 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. Sections involving Administrative Disqualification Hearings and Food Stamp Claims have been reorganized to follow the progression of an investigation. A new section has added policy for Front End Referrals.

II. SPECIFIC CHANGES

A. Section 705, Fair Hearings

Remove reference to consolidation of Fair Hearing with Administrative Disqualification Hearings

B. Section 710, Administrative Disqualification Hearing

Provide new policy for Administrative Disqualification Hearings, State Level Hearings, and Disqualification penalties.

C. Section 800, Claims

Provide definitions for referral types, and steps to complete an investigation.

D. Section 805, Requirements for Establishing Recipient Claims

Provide procedures for dual participation claims with other states.

Rearrange the order of policy to follow the progression of an investigation.

E. Section 810, Administrative Error (AE) Claims

Remove reference to Monthly Reporting (MR) cases.

Provide procedures for debtors, restored benefits, repayment agreements, and claim deletion.

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

Remove reference to Monthly Reporting (MR) cases.

Provide revised policy and procedures for debtors, first month of overissuance, restored benefits, repayment agreements, and claim deletion.

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

Remove reference to Monthly Reporting (MR) cases.

Provide revised policy and procedures for debtors, first month of overissuance, restored benefits, repayment agreements, and claim deletion.

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

Add disqualification information regarding the use of food stamp benefits and the purchase or sell of controlled substances, and dual participation.

Provide revised policy and procedures for establishing and imposing disqualifications.

I. Section 830, EBT Recipient and Retailer Fraud

Renumber Section 870 to Section 830 in order to follow the progression of an investigation.

Remove reference to the Office of Inspector General.

Provide procedures for the investigation of EBT fraud.

J. Section 840, Front End Referrals

Add policy to provide instructions for completing a Front End Investigation.

K. Section 855, Claim Discharged through Bankruptcy

Renumber Section 830 to Section 855 in order to follow the progression of an investigation.

III. IMPLEMENTATION INSTRUCTIONS

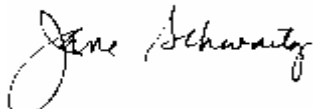
These changes are effective August 1, 2006.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

<u>Section</u>	<u>REMOVE</u>	<u>Pages</u>	<u>Section</u>	<u>INSERT</u>	<u>Pages</u>
705		1-10	705		1-9
710		1-10	710		1-10
800		Nothing	800		1-6
805		1-8	805		1-9
810		1-11	810		1-12
815		1-14	815		1-15
820		1-19	820		1-22
825		1-5	825		1-7
870		1-3	830		1-2
840		Nothing	840		1-2
830		1	855		1

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

Sincerely,



Jane Schwartz, Chief
Economic Services Section