MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 235		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
21 – 22	1	5/00	21	1	5/00
			22	1	3/02
41 – 42	1	1/01	41 – 42	1	3/02
			42a – 42b	1	3/02
43	1	6/15/01	43	1	3/02
44	1	4/00	44	1	4/00
7	2	5/01	7	2	3/02
8	2	9/01	8	2	3/02
9 – 10	6	4/97	9	6	3/02
			10	6	4/97
DATE: MARCH 1, 2002 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change revises Food Stamp policy concerning verification deadlines that extend beyond the month of redetermination and reporting requirements.

This change is effective March 1, 2002.

The changes are as follows.

CHAPTER 1

Section 1.4,A: New policy was added concerning redeterminations when a client does not provide requested information by the end of the certification period.

Section 1.4,S,4: This Section has been divided into two items. Item a contains the existing policy on uninterrupted benefits. Some language was changed for clarity. Item b contains new policy on delays in processing the redetermination.

Section 1.4,T,1: Language conforming to the new policy in 1.4,S,4 was added here.

CHAPTER 2

Section 2.2,B: Some text was changed and the chart in this section has been re-configured for clarity and better understanding.

CHAPTER 6

Section 6.3,A,1: New language was added concerning situations when the due date for requested information goes into the month following the month of redetermination.

It should be noted that the existing policy in this section states that in situations where the redetermination interview and the 10-day deadline ends prior to the date of adverse action, the Worker is to close the AG when it fails to provide the information. Many Workers are not closing the AG in this situation and waiting for automatic closure by the data system. This is not proper protocol and should not be done for two reasons. When action is held on these AGs for automatic closure, this interferes with the client's right to uninterrupted benefits as specified in Section 1.4,S,4 and for reporting purposes the reason code for closure is wrong.

Questions should be directed to the OFS Policy Unit.

Questions regarding RAPIDS should be directed to the RAPIDS Help Desk.