

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 268		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
			i	1	5/00
			ii	1	7/03
iii	1	10/02	iii	1	7/03
			iv	1	10/00
	1	5/00	1	1	5/00
2 - 4	1	5/00	2 - 4	1	7/03
5 - 6	1	6/15/01	5 - 6	1	7/03
7 - 15	1	5/00	7 - 15	1	7/03
16	1	3/02	16 - 16d	1	7/03
21	1	5/00	21	1	7/03
22	1	3/02	22	1	7/03
23	1	5/00	23	1	7/03
24 - 42j	1	10/02	24 - 42n	1	7/03
43	1	10/02	43	1	7/03
			44	1	4/00
i - ii	2	10/02	i - ii	2	7/03
6a	2	9/98	6a - 6b	2	7/03
7 - 8a	2	3/02	7 - 8a	2	7/03
9 - 16f	2	10/02	9 - 16h	2	7/03
i	4	1/01	i	4	7/03
ii	4	10/01	ii	4	7/03
1 - 2	4	5/99	1 - 2a	4	7/03
3	4	6/15/01	3	4	7/03
			4	4	8/01
7	4	1/01	7	4	7/03
			8	4	1/01
13 - 15	4	1/00	13 - 15	4	7/03

			16	4	1/00
17	4	1/01	17	4	7/03
			18	4	1/01
19 - 20	4	1/00	19 - 20	4	7/03
21 - 22	6	4/97	21 - 22	6	7/03
36a - 36b	10	8/01	36a	10	8/01
			36b	10	7/03
	10	10/01	37	10	1/00
38 - 39	10	10/01	38 - 39	10	7/03
40 - 401	10	10/01	40 - 82a	10	7/03
			82b - 82g	10	7/03
iii - IV	11	7/03	iii	11	7/03
			iv	11	1/03
			52a	11	7/03
			52b		12/97
55	11	5/01	55	11	7/03
56	11	8/00	56	11	7/03
57 - 60	11	7/00	57 - 60	11	7/03
60a	11	1/03	60a	11	7/03
60b	11	7/00	60b	11	7/03
61	11	1/03	61	11	7/03
62	11	7/00	62	11	7/03
62a	11	5/96	62a	11	7/03
63 - 64	11	3/96	63 - 64	11	7/03
			33	18	11/98
34	18	11/01	34 - 36a	18	7/03
37 - 38	18	11/01	37	18	7/03
			38	18	11/01

DATE: JULY 1, 2003 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS

This change is being made to implement final regulations for the Food Stamp Non-Citizen Eligibility and Certification Provisions of PRWORA. In addition, changes were made to Chapters 2, 4, 6, 10, 11 and 18 to add clarifications previously issued and information received from FNS. A new source of excluded VA income was added to Chapter 10 and 11.

The Food Stamp Non-Citizen Eligibility and Certification Provisions, which are noted in this DW-17 with an asterisk, were to be implemented effective October, 2002. They are effective July 1, 2003 for new applicants and at redetermination or first contact for recipients. Any Food Stamp AG's that lost benefits due to the delayed implementation of these provisions must have benefits restored back to October 2002, if appropriate.

The following changes were made:

#### **CHAPTER 1**

Section 1.2,A: A NOTE was added about scheduling interviews for Food Stamp applicants when it is not feasible to conduct an interview on the date the application is filed.

Section 1.2,B,3: A NOTE was added about interviews between redeterminations for Food Stamp recipients.

Section 1.2,C: Wording changes were made to update information.

\* Section 1.2,J: A NOTE was added about home visits for Food Stamp AG's.

Section 1.4,B: A NOTE to clarify use of the OFS-5 was added.

Section 1.4,C: This item was rewritten to clarify the date of application.

\* Section 1.4,D: Information was added about situations in which a Food Stamp interview may be waived. Waiver of a face-to-face interview does not affect the length of the assigned certification period. Information about face-to-face interviews previously in item G was moved to item D.

\* Section 1.4,E: Additional information was added about situations in which the authorized representative/information provider may act on behalf of the client. Different individuals may be selected for applications, redeterminations, reporting changes or as EBT authorized cardholders.

\* Section 1.4,G: It is a requirement to inform a Food Stamp applicant that there are no program time limits as there are for WV WORKS and that Food Stamps may continue even if WV WORKS stops.

Section 1.4,J: A statement about the Worker rescheduling an interview was removed as it conflicted with new policy.

Section 1.4,N,1: A NOTE and example were moved for emphasis.

\* Section 1.4,N,2: An additional reason to shorten a certification period was added.

\* Section 1.4,R,1: A NOTE was added about the application date for joint SSI and Food Stamp applicants who file an application prior to release from an institution.

Section 1.4,R,2: Information about rescheduling an interview was removed as it conflicted with new policy.

\* Section 1.4,R,3: A definition of "authorized to receive" was added.

\* Section 1.4,R,4: A new item, Procedures for Missed Scheduled Interviews, was added. This contains new policy about rescheduling a missed interview and notice requirements for certain missed interviews. Please read this section carefully.

Section 1.4,S,3: A statement about advising the client of verifications needed in the redetermination letter text was removed.

\* Section 1.4,S,4: Policy about missed scheduled redetermination interviews was added. Please read this section carefully.

## **CHAPTER 2**

Section 2.2,A: Form designations were updated.

\* Section 2.2,B: Form designations were updated and two NOTES were added about requesting an interview between redeterminations and about requesting clarifying information for Food Stamp AG's.

Policy was added about information received from sources other than the client, when the information is considered verified upon receipt and the AG is subject to the 130% reporting requirement.

Section 2.2,B,2: Form designations were updated.

Section 2.2,C: More detailed information about the time limits for increasing and decreasing Food Stamp benefits was added.

Section 2.2,D,1: Information was added about how a name change affects the EBT card and that the AG must be advised about card deactivation and possible inaccessibility of benefits until a new card is received.

Section 2.2,D,2: An obsolete Manual section reference was removed.

Section 2.2,D,items 3 and 4: These sections were modified due to changes made in 2.2,C.

Section 2.2,E,1: Clarifying information was added, based upon information received from FNS, about restored and supplemental benefits when a change is not reported timely.

#### **CHAPTER 4**

Section 4.1: Information was added about verification of negative statements and what occurs when a client refuses to cooperate in obtaining necessary verification has been updated to conform with current policy. References to programs, forms and terminology were updated

Section 4.1,B: Additional methods of submitting verification were added. It is permissible to submit verification by fax or electronically as well as in person. Food Stamp AG's may be requested, but not required, to appear for an interview between redeterminations.

A NOTE was added about the use of home visits as a verification method.

Section 4.2,B, items 1 and 2: A statement previously removed regarding sources of verification was added.

Section 4.2,D: Item 2, Attachment to the Labor Force, was removed and the remaining items renumbered.

Sections 4.2,E,3: Additional individuals who may provide a statement to verify pregnancy were added.

Section 4.2,F, items 1 and 2: Statements regarding when the SSN verification must be provided for WV WORKS were added.

Section 4.2,G,2: Additional individuals who may provide a statement to verify pregnancy were added.

## CHAPTER 6

Section 6.3,F: References to TANF were changed to WV WORKS.

- \* Section 6.3,G: Policy was updated about requesting that a client appear for an office interview between redeterminations.

## CHAPTER 10

Section 10.3,JJJJ: An additional excluded VA benefit was added.

- \* Section 10.4,A,3: A NOTE was added about anticipating the sale of capitol goods and equipment for AG's with self-employment income.
- \* Section 10.4,B,6,b: Policy was added about the method by which one-time only medical expenses may be deducted when an AG is certified for Food Stamps for 24 months.
- \* Section 10.4,B,7: Policy was added about use of the SUA for AG's with both occupied and unoccupied homes.
- \* Section 10.4,B,7,a: Association fees was added as a shelter expense.
- \* Section 10.4,B,7,b: Well and septic tank installation and maintenance costs were added as utilities. Additional information about allowable charges in connection with phone service was added.

Section 10.4,B,7,c: The Standard Utility Allowance policy has undergone major revisions which include the following. Please read this section carefully.

- AG's assigned a 24-month certification period can change at 12 months.
- AG's charged a flat rate separately from rent may use the SUA
- AG's that live in separate residences, but share a meter may use the SUA
- AG's that share a residence and utilities and choose the SUA must have it prorated.

The LIEAP heating season was added.

- \* Section 10.4,D,4,b: The principal payment for the purchase price of income-producing real estate and capital assets, equipment, machinery and other durable goods was added as a cost of doing business for self-employment. It was removed from the list of items not deductible. Some items were rearranged in the lists.

Section 11.4, MM: Vietnam Veterans - Child Benefit was added.

\* Section 11.5,A,6: A significant return, for purposes of determining low profit from the sale of an asset for Food Stamps, has been set at \$1,500. References to vehicles were removed.

Section 18.6, A: A new item 2 was added to clarify information about an alien sponsor's income.

Policy questions should be addressed to the OFA Policy Unit.

RAPIDS questions should be directed to the RAPIDS Help Desk.