| MANUAL MATERIAL TRANSMITTED                                    |         |       |                    |         |       |
|----------------------------------------------------------------|---------|-------|--------------------|---------|-------|
| MANUAL: INCOME MAINTENANCE                                     |         |       | CHANGE NUMBER: 297 |         |       |
| DELETE                                                         |         |       | INSERT OR CHANGE   |         |       |
| PAGES                                                          | CHAPTER | DATED | PAGES              | CHAPTER | DATED |
| 1                                                              | 9       | 12/99 | 1                  | 9       | 8/03  |
|                                                                |         |       | 2                  | 9       | 12/99 |
|                                                                |         |       |                    |         |       |
| 9                                                              | 14      | 10/02 | 9                  | 14      | 8/03  |
|                                                                |         |       | 10                 | 14      | 10/02 |
| DATE: AUGUST 1, 2003 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS |         |       |                    |         |       |

This change is being made to remove incorrect policy in Chapter 14 regarding women and children who reside in shelter for battered women and children. The are exempt from the policy for institutional residents. In addition, a reference was added in Section 9.1,A,1 to Section 8.2,A,2.

Questions should be directed to the DFA Policy Unit.