

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 314		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
B-1 - B-2	2	3/03	B-1 - B-2	2	3/04
B-5 - B-10	2	3/03	B-5 - B-9	2	3/04
			B-10	2	3/03
E-1	10	2/10/03	E-1 - E-2	10	3/04
E-2	10	1/03			
E-3	10	2/10/03			
DATE: March 1, 2004 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

This change is being made to update Chapter 2, Appendix B, for the Cost-of-Living Updates for 2004. The COLA is 2.1%, effective January, 2004. The information in Appendix B was prepared by RAPIDS staff. All automatic updates are effective March, 2004. Please read this material carefully for information about which cases must be reviewed, evaluated and updated by the Worker.

The RAPIDS COLA Mass Change is scheduled for February 7, 2004. RAPIDS reports for the COLA update will be available on February 9, 2004. Manual updates must be completed by the deadline date in February, effective March, 2004. The Pickle Assistance Groups printout will be mailed to local offices for use with the instructions in this change.

Appendix E of Chapter 10 was updated with PAC Methods 1 and 2.

Questions regarding the RAPIDS COLA Update process should be directed to RAPIDS staff. All other questions should be directed to the DFA Economic Services Unit.