

| MANUAL MATERIAL TRANSMITTED | | | | | |
|---|---------|-------|--------------------|---------|-------|
| MANUAL: INCOME MAINTENANCE | | | CHANGE NUMBER: 304 | | |
| DELETE | | | INSERT OR CHANGE | | |
| PAGES | CHAPTER | DATED | PAGES | CHAPTER | DATED |
| | 1 | 7/03 | 125 | 1 | 7/03 |
| 126 | 1 | 10/02 | 126 | 1 | 10/03 |
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| | | | 49 | 24 | 4/03 |
| 50 - 51 | 24 | 7/03 | 50 - 51 | 24 | 10/03 |
| | | | 52 | 24 | 7/03 |
| 65 | 24 | 7/02 | 65 | 24 | 10/03 |
| 66 - 67 | 24 | 6/02 | 66 - 67 | 24 | 10/03 |
| 68 | 24 | 7/02 | 68 | 24 | 10/03 |
| 69 | 24 | 6/02 | 69 | 24 | 10/03 |
| 70 - 71 | 24 | 7/02 | 70 - 71 | 24 | 10/03 |
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| DATE: OCTOBER 1, 2003 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS | | | | | |

The purpose of this change is to address concerns regarding access to certain actions required to process Support Service and DCA payments. These actions will now require supervisory approval. This approval, as always, can be given by a Supervisor or designated back-up. When supervisory approval is required, no Supervisor or designee is permitted to approve his own work.

Chapter 1.25 Supervisory approval is required for all DCA payments.

Chapter 24.14 If a case is closed and must be reopened in order to make Support Service payments, Supervisory approval is required to reopen the case.

Chapter 24.16 If a case is closed and must be reopened in order to make Support Service payments, Supervisory approval is required to reopen the case.

Policy questions should be directed to the DFA Policy Unit.

RAPIDS questions should be addressed to the RAPIDS Help Desk.

