

MAY RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
 TRANSMITTAL LETTER 01/15

May 29, 2015

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL
 FROM: STEVE H. FISHER
 SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

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Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates for May 1, 2015	Obsolete PT, P&P, or IM
TOC A-100	Table of Contents – Removed highlighting.	
A-121.1	Signature Validation – a third bullet was added a Faxed or scanned “Application for Assistance”, meets the requirement of a valid signature. Removed all reference a Faxed TANK required an original signature.	
A-122	Determining the Application Date – This manual section applies to the TANF and SNAP programs. A change was made to the 3 rd paragraph by adding the words TANF and SNAP and removing the words “all programs”. In addition, the NOTE: was removed because interviews are discussed in other sections.	
A-124	Registration of the Application – A change was made to the last paragraph “If the household requests medical coverage during the interview, complete Form2110-EM, Medical Assistance Addendum”.	
A-125	Withdrawal of Application – “Administrative Closures” do not produce a Notice of Finding to household, a “Note” was added to this section stating “An Administrative Closure action is only allowed when an incorrect program application is registered in the system”.	
A-131	Interviews – For TANF side reworded the “Exception” paragraph “A telephone interview for initial TANF may <i>only</i> be conducted if it’s impossible for the household to come to the closest district office due to <i>unusual</i> circumstances. Unusual circumstances may include impassable roads, lack of available public/private transportation, remoteness/distance to the office, etc., as determined by the office manager. For the SNAP side, the 4 th paragraph was reworded to clarify “For 12 month certifications an interview must be completed at every recertification and 6 month certifications must be interviewed at every other recertification”. Removed the wording for waiving an interview because there is no exception	
A-134	Rights and Responsibilities – In the 2 nd bullet a hyphen was added between the words Child-Only. In the last bullet, the word “worker” was replaced with “case manager”.	
A-135	Pending Information – Reworded the first paragraph for clarity “During the interview evaluate if all required verification can be obtained by the case manager through an electronic source available to the agency or collateral contact sources. Households are responsible for furnishing verification or information to establish and maintain eligibility.	
A-144	Late Determination/Date of Discovery – Aligned the reference contents and changed the font.	
A-145.3	Citizenship – Changed the Note to lower case.	
A-171	Applying Voluntary Quit – minor correction to capitalization within parentheses.	
A-172	Applying the Voluntary Quit Penalty – For “Applicants”, the words “issuance cycle was replaced with benefit month” because the term is no longer used.	
A-180.2.1	Determination of the SNAP Household Size for Expanded Categorical Eligibility – Capitalized the word “Poverty”.	
A-182, A-191, A-191.1	SNAP Categorical Eligibility Screening Test (Form 2162-EF), Joint TANF/SNAP Applications and SNAP Approval When Receipt of TANF is Uncertain –	

	Changed the sections content font size for consistency.	
TOC A-400	Table of Contents – Table of Contents updated with manual changes listed below.	
A-400	Entire Chapter – All references to Medicaid eligibility removed from chapter. All references to “applicant” replaced with “individual” for consistency. Reference to case worker replaced with case manager for consistency. References to internal chapter references removed.	
A-400	Citizenship – New section added for clarity.	
A-410	Eligibility Requirement – Section rewritten to clarify changes implemented with E&P PT 01-14. The requirement for original documents removed from policy.	E&P PT 01-14
A-420	Verification of U.S. Citizenship or Nationality – Section renamed to Documentation of U.S. Citizenship or Nationality. Section added under TANF side to document any citizenship information received through electronic sources or for individuals approved for medical coverage is acceptable proof of citizenship. Additional verification will not be required.	E&P PT 01-14
A-421	How to Verify U.S. Citizenship or Nationality – Section renamed to How to Document U.S. Citizenship or Nationality. TANF section updated to remove 90 day extension for verification of citizenship documentation. TANF households will only be allowed the standard 10 days to provide the needed documentation as original documents are no longer required and information obtained through medical eligibility will be used.	E&P PT 01-14
A-421.1	Primary Verification of U.S. Citizenship or Nationality – Section renamed to Stand Alone Evidence of U.S. Citizenship or Nationality. Section updated to implement policy released in E&P PT 01-14 reducing the levels of documentation to two levels not four.	E&P PT 01-14
A-421.2	Secondary Verification of U.S. Citizenship or Nationality – Section renamed to Evidence of U.S. Citizenship or Nationality. Section updated to implement policy released in E&P PT 01-14 reducing the levels of documentation to two levels not four.	E&P PT 01-14
A-421.3	Third Level Verification of U.S. Citizenship or Nationality – Section removed as process has been reduced to two levels.	E&P PT 01-14
A-421.4	Fourth Level Verification of U.S. Citizenship or Nationality – Section removed as process has been reduced to two levels.	E&P PT 01-14
A-421.5	Acceptable Verification of Identity – Section renumbered to A-421.3 and renamed to Evidence of Identity. Section updated to implement changes in E&P PT 01-14 and sections updated for clarity.	E&P PT 01-14
A-421.6 – A-421.6.3	Verification of Collective Naturalization – Sections removed as this is obsolete policy.	
A-421.7 – A-421.7.5	Verification of Derivative Citizenship – Sections removed as this is obsolete policy.	

A-421.8	Verification of Adoption of Foreign Born Children – Sections removed as this is obsolete policy.	
A-421.9	Verification of U.S. Citizenship by Marriage - Sections removed as this is obsolete policy.	
A-422	Applicants with Disabilities and Nondiscrimination – Section removed as all applicants must be assisted with obtaining information.	
A-430	Verification of Non-Citizen Status – Section renamed to Documentation of Non-Citizen Status. Section rewritten in sections for clarity. Time frame for providing required documentation updated to standard 10 day pending period.	
A-431	How to Verify Non-Citizen Status – Section renamed to Determining Qualified and Non-Qualified Non-Citizen Status. First paragraph rewritten for clarity. Tourists added to the list of non-qualified non-citizens.	
A-431.1	Non-Citizen Program Eligibility Chart – All reference to Medicaid eligibility removed as this is now located in the E&P Medical Assistance Manual.	
A-431.2	Absence of Proof of Immigration Status – Section added to clarify actions which must be taken if proof of immigration status is not provided.	
A-432	Documentation of Non-Citizen Immigration Status – Section removed as this information is located in other areas of the manual.	
A-433.1	Primary Verification – Section renumbered to A-432.1.	
A-433.2	Additional Verification – Section renumbered to A-432.2. Section updated to remove the manual process for processing Form G-845S and include the updated system process.	
A-434 – A-434.1	PRUCOL – Entire section removed as PRUCOL applies to Medicaid only and not TANF or SNAP.	
A-435	Applicants Previously Held in “Indefinite Detention” – Section renamed to Individuals Previously Held in “Indefinite Detention” and renumbered to A-433.	
A-435.1	Process for Determining Status – Section renamed to Process for Determining Indefinite Detainee Status and renumbered to A-433.1.	
A-435.2	Steps for Determining Applicant Eligibility – Section renamed to Steps for Determining Indefinite Detainee Eligibility and renumbered to A-433.2.	
A-436	Victims of Trafficking – Section renumbered to A-434. The word “Note:” removed from under #7.	
A-437	Definition of Battered Non-Citizen – Section renamed to Battered Non-Citizens and renumbered to A-435. Bolded paragraph at end of section removed as this in an internal reference.	
A-437.1	Conditions for a Battered Non-Citizen to be Eligible – Section renumbered to A-435.1. Section reformatted to specify eligibility for battered non-citizens is limited to TANF MOE eligibility until the 5 year bar is met.	

A-437.2	Criteria for Establishing a Substantial Connection – Section renumbered to A-435.2.	
A-437.3	Verification of Battered Non-Citizen Status – Section renumbered to A-435.3.	
A-438	Documentation of Veteran Status – Section renumbered to A-436.	
A-438.1	Definition of a Veteran – Section renumbered to A-436.1.	
A-438.2	Spouses, Surviving Spouses and Dependent Children of a Veteran - Section renumbered to A-436.2.	
A-438.2.1	Spouse - Section renumbered to A-436.2.1.	
A-438.2.2	Surviving Spouse - Section renumbered to A-436.2.2.	
A-438.2.3	Dependent Child - Section renumbered to A-436.2.3.	
A-438.3	Verification of Veteran Status - Section renumbered to A-436.3.	
A-438.3.1	Discharged Members - Section renumbered to A-436.3.1.	
A-438.3.2	Active Duty Members - Section renumbered to A-436.3.2.	
A-438.3.3	Reserve members (Not on Active Duty for Training) -Section renumbered to A-436.3.3	
A-439.7.3	Countable Quarters Based on Earnings – Countable quarters values updated for 2011 through 2013.	
A-440	Iraqi and Afghani Special Immigrants – Section removed and added to A-450 as these individuals are now treated the same as all refugees.	
A-440	Undocumented Non-Citizen Reporting to USCIS – New section header added to highlight existing information.	
A-450	Description of Immigration Categories – Iraqi and Afghani Special Immigrant information added under refugees.	
A-520	Resource Limits – A change was made in the first line to “A household is ineligible if the total value of countable resources” and the TANF bullet was rewritten to “Exceeds \$6,000 (was previously \$2,000) per TANF assistance unit.”	TANF State Plan Amendment Effective 7/1/2014 Administrative decision to increase the resource amount from \$2,000 to 6,000.
A-520	Resource Limits – Effective October 1, 2014 the resource limit for SNAP households not containing an elderly or disabled member increased to \$2,250.	E&P IM 27-14
A-533.1	Bank Accounts – In the first paragraph, the last sentence was removed and becomes the third paragraph. A second paragraph was added regarding “debit card” accounts. “The value from sources such as: Unemployment Compensation (UIB) benefits, Supplemental Security Income (SSI), Veterans benefits, Child Support etc., are considered bank accounts.”	

A-537	LIFE INSURANCE – For a clearer understanding of the policy, the last sentence from the first paragraph was removed and replaced as the third paragraph.	
A-542.1	Exemption Based on Good Faith Effort to Sell – For the TANF the first paragraph was changed to read “Exempt real property the household is trying to sell ‘at a fair market price’ for up to six months if the household”.	
A-548	RESOURCES OF STEPPARENTS – This reference was reworded to further clarify when a stepparent resources are/are not considered. The “Exception” was reworded for a better flow.	
A-550.1	Determining Vehicles as Countable Resources- Manual references were removed because we no longer include references within a section.	
A-570	VERIFICATION- Removed “review of eligibility” and replaced it with “redetermination”.	
A-640.1.1	A 30 Day History of Income Exists – A change was made in the listing “Earned Income” that would be evaluated in the best estimate calculation. In the 2 nd bullet, “Change in average hours worked” was removed and replaced with “Change from full-time to part-time or part-time to full-time.”	
A-734	Energy Assistance- Reworded the first column entry “Source” at the request of Employment and Supportive Services (ESS) to clarify federal and state federal funded Energy Assistance Program and weatherization services.	
A-736.5	In-Home Family Preservation Program (FFP)/Supported Living Arrangements (SLA). Removed reference to the Division of Mental Health and Developmental Services (MHDS) and replaced it with the Division of Public and Behavioral Health (DPBH) As a result of Assembly Bill 48, the Division of Mental Health and Developmental Services (MHDS) name was changed to the Division of Public and Behavioral Health (DPBH)	
A-1000	TANF Cash Programs – Remove all highlighting from the manual section and TOC.	
A-1020.1.4	Eligibility - Item #3 was reworded to “Does not exceed the TANF countable resource limit of \$6,000. This change is effective 7/1/2014 at the approval of the DWSS Administrator and Director of DHHS.	
A-1622.1	Intake Case Processing with an Unresolved CSEP Non-Cooperation – An “Exception” was added to this section if the caregiver’s previous cash case was terminated due to non-cooperation with CSEP, the new application cannot be approved until the non-compliance issue is resolved. If the caregiver fails or refuses to cooperate the application is denied. The “Exception” states “If the cash case was terminated due to the household’s non-cooperation of a child’s NCP(s) and the child is no longer in the household or no longer meets the definition of a “dependent child”, non-compliance is no longer an issue.	
A-1622.4	Manual Process – removed the “s” from the word collection and replaced the words “eligibility worker” with “case manager”.	
B-200	Issuing Benefits- This chapter was changed as a result of our IV-A Federal representative suggestions for the approval of Nevada’s TANF EBT report regarding actions DWSS has/is taking regarding EBT restrictive usage.	
B-230.3.1	EBT Card TANF Restricted Use- reworded the second paragraph for clarity.	
B-230.6	Who Receives and EBT Card- In the second paragraph “For TANF households, the card may issued to:” two new bullets were added.	
B-400 TOC	Table of Contents – Added new manual reference B-456 “Homeless Youth”.	
B-421.3.1	Income – removed the word NOMADS and replaced it with “in the system”.	
B-422	Members Disqualified Because of Intentional Program Violation (IPV), Noncompliance with the SNAP Employment and Training Program, Fleeing Felon or Drug Related Felon – capitalized the words Intentional Program Violation	
B-422.5	Computer Entries for Intentional Program Violations (IPVs) – Changed the manual section title to “System Entries for Intentional Program Violations (IPVs)”. Also changed the word “Computer” to “System”.	
B-431	Definition of Elderly – Corrected the SNAP elderly resource amount from \$3,000 to \$3,250.	
B-432	Definition of Disabled – Corrected the SNAP elderly resource amount from \$3,000 to \$3,250. In the 7 th bullet, capitalized Interim Assistance.	
B-433	Special Provisions for Elderly or Disabled Households – Corrected the SNAP	

	resource amount from \$3,000 to \$3,250.	
B-455	Homeless Households – Removed from the title “See manual section A-141” because references within a section are no longer used.	
B-455.2	Worker Responsibilities – In item #4, semi-colons and the word “and” was added.	
B-455.3	Meal Provider Responsibilities – removed the extra bullet.	
B-456	Homeless Youth – This is a new manual reference. As result of a “Memorandum” from “Food and Nutrition Services (FNS)”, who provided policy clarifications to ensure Homeless Youth, can access SNAP benefits.	
B-456.1	Identification	
B-932	Non-Cooperation with Employment and Support Services –All references to continued Medicaid coverage removed.	
B-941.1.1	Ineligible Period for Fleeing Felons- Last paragraph in section removed as it refers to Medicaid eligibility which has been moved to the Medical Assistance Manual.	
B-941.2.1	Ineligible Period for Parole and Probation Violators- All references to continued Medicaid coverage removed.	
B 941.3.1	Ineligible Period for Individuals Convicted of Felony Drug-Related Offenses- Section rewritten for clarity and presentation of Federal and State law. National Substance Abuse & Mental Health Administration (SAMSA) added as a reference for Division approved programs. Statement added to clarify that an individual who cannot verify completion of a program or cannot enroll in a program due to lack of need, cannot obtain eligibility until proof of completion or proof of enrollment is provided.	
B 941.4.1	Ineligible Period for Misrepresentation of Identity or Residence- All references to continued Medicaid coverage removed.	
B-941.6.1	Ineligible Period for Minor Parents Without Approved Living Arrangements- All references to continued Medicaid coverage removed.	
B-941.8.1	Ineligible Period for Non-Cooperation with Social Security Number Requirements- All references to continued Medicaid coverage removed.	
B-941.9.1	Ineligible Period for Minor Parents Failing to Meet Educational Requirement- All references to continued Medicaid coverage removed.	
C-140	TANF Needs Standard – Update the TANF Needs Standard Chart with the new 2014 Federal Poverty Level increases effective 4/1/14.	
C-180.4	TANF Budgeting Steps – Update the TANF budget with the new 2014 Federal Poverty Levels.	
C-180.5	TANF Budgeting Steps – Update the TANF budget with the new 2014 Federal Poverty Levels.	
C-210.1, C210.2, 210.3	SNAP Income Test/Allotment and Deduction Charts- Section updated with SNAP COLA changes effective October 1, 2014	E&P IM 21-14
C-220	SNAP Net Income and Allotment Tables- Tables updated for SNAP COLA changes effective October 1, 2014.	