

**MARCH RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
TRANSMITTAL LETTER 11/01

March 1, 2011

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL  
FROM: ROMAINE GILLILAND, ADMINISTRATOR  
SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

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Material Transmitted

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Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>A-123</b>	<b>Withdrawal of Application</b> – Clarification added that a request for withdrawal of an application can be made verbally or in writing.	
<b>A-125</b>	<b>Duplicate Assistance Screening</b> – Clarification added that <b>ALL</b> household members must have a match search conducted in PRSC, not just adult members.	
<b>A-126</b>	<b>Employment Security Division (ESD) Printouts/Interface</b> – As a corrective action measure, this section updated to re-implement the policy regarding the evaluation of the ESD interface at application, the review of eligibility and at recertification.	
<b>A-132</b>	<b>Eligibility Factors</b> – As a corrective action measure this section updated to re-implement the policy regarding the evaluation of all eligibility factors during the application, review of eligibility and at recertification. Drug felon evaluation was also added as an eligibility factor.	
<b>A-162</b>	<b>Eligibility Periods</b> – “Note” updated under TANF-related Medicaid and CHAP cases to remove Transitional Medicaid from the exception.	
<b>A-182.1</b>	<b>Categorically Eligibility Households</b> – Paragraph containing contact information for NPHF removed from manual as this paragraph has been removed from the application.	
<b>A-205</b>	<b>Documentation</b> – Added to examples TANF CSEP non-cooperation and TANF non-cooperation with PRP (3 months sanction sit-out)	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
A-225	<p><b>Verification and Documentation for Initial Application and Recertification/Review</b> – Replaced the word certification with approval.</p> <p>The following items in the charts were made:  <b>Initial Application</b>  <u>Household Composition</u> for TANF and Medicaid changed to “Verify single parent households” Verify two parent (including a step parent) households only when supportive information indicates Household Composition is questionable.  <u>Income Disregard Status</u> – NOMADS screen corrected from MBR2 to MBR 4.  <u>School Attendance for Children Age 7 through 11 and Minor Parents</u> – Added MBR2 to NOMADS Screens.  <u>Standard Utility Allowance (SUA)</u> – SNAP changed to “Verify if Questionable.”  <u>Shelter Costs (Rent/Mortgage/Taxes/Insurance</u> – For SNAP only changed to “Verify if Questionable.”  <b>Recertification/Review of Eligibility</b> – The following items in the chart were changed.  <u>Disqualification/Sanctions</u> – Corrected NOMADS screen to TSTR  <u>Earned Income Disregards Status</u> – NOMADS screen corrected from MBR2 to MBR 4.  <u>School Attendance for Children Age 7 through 11 and Minor Parents</u> – Added MBR3 to NOMADS screens.  <u>Standard Utility Allowance (SUA)</u> – Removed previous verification may be brought forward if the client has not moved and for SNAP changed to “Verify if Questionable”.  <u>Shelter Expense</u> – Removed rent/mortgage/taxes/ins-previous verification may be brought forward if the client has not moved and for SNAP changed to “Verify if Questionable”.</p>	
A-230.2	<p><b>Case Managers</b> – Added to the inquiry systems or interfaces “Nevada Vital Statistics (ANSRS) and WebIZ (immunizations)”.</p>	
A-240	<p><b>Verification Sources – Relationships</b> removed U.S. Passport because it doesn't prove relationship and for <b>Alternate Sources</b> added for clarification Court or child welfare records until adjudicated.</p>	P&P #18/10
A-326.1	<p><b>Temporary Absence of Child from Home</b> – Clarified an ongoing TANF or TANF related Medicaid (TRM) benefits are not reduced when the child is temporarily out of the home due to specified reasons and along with the caregiver and case managers requirements.</p>	P&P #20/10
A-326.2	<p><b>Absence Due to Child Being in the Custody of a State or Local Child Protective Service Agency</b> – Clarified an ongoing TANF/NEON child may be absent however a child who is only receiving TRM is ineligible for continued assistance, added “TANF/NEON Household Composition” to the chart and defined for IV-E foster care can be paid during the time TANF/NEON continues when a valid reunification plan exists.</p>	
A-330	<p><b>Who Is Included</b> – Section following spouses removed for SNAP eligibility. For SNAP eligibility purposes spouses must meet the definition of the Defense of Marriage Act (DOMA).  TANF item #7 clarified a parent(s)/relative caregiver of an excluded SSI-ineligible child(ren) with no other dependent child(ren) may be eligible for TANF if they meet all other TANF requirements, removed all bulleted items as they are discussed in another place in the manual and in the first paragraph clarified income and resources of an SSI child(ren) are not counted.</p>	SNAP E&P P&P #25/10

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
A-330.1	<b>Evaluation of Minor Children Included in the SNAP Household</b> – Section updated to clarify Shared/Joint custody situations for children residing in more than one household.	<b>E&amp;P IM #27/10</b>
A-332 #4	<p><b>Who is Not Included</b> section <b>Ineligible/Disqualified Members</b> – A legal parent may not be in the assistance unit if they are: Definitions added to #a. Ineligible and #b. Disqualified definitions and a Note “Include the income and resources of the ineligible or disqualified legal parent when determining eligibility and benefits for the assistance unit.</p> <p>Under “A sibling is not included in the assistance unit if they are:” – changed the word sibling to child.</p> <p>In section #a – Ineligible, added bullet “do not meet citizenship requirements or”, removed bullet receive SSI, Foster Care payments and added a Note “Include the income and resources of an ineligible non-citizen child”.</p> <p>Removed section #b entirely. First bullet Excluded because SSI recipients are addressed in #5, Foster Care addressed in #8. Adoption Subsidy Recipients is addressed in #9, 2<sup>nd</sup> bullet to not meet age requirements as addressed in #a, Ineligible, 3<sup>rd</sup> bullet when the child(ren) spends equal amounts of time in the home of each parent because this is not an option due to Standard Filing Unit provisions, and removed the contents of the last paragraph in other sections.</p> <p>#9 “<b>Adoption Subsidy Recipients</b>” added Note: If the household chooses to exclude the child with the subsidized adoption and this is the only dependent child in the home, the household is ineligible because there is no eligible child in the household.</p>	
A-431.1	<b>Non-Citizen Program Eligibility Chart</b> – Key* updated. Sentence “The client must update status to another qualified status to continue eligibility.” Removed. Once the 7 years have ended, these individuals now qualify as meeting the 5 year bar. Note added regarding Cuban entrants.	
A-439.4	<b>Determining Possibility of Meeting 40 Quarter/Credit Requirement</b> – Manual reference in chart updated to correct section.	
A-439.7.2	<b>Crediting Verified Quarters for Coverage</b> – Manual references in chart updated to correct sections.	
A-439.7.4	<b>Reconciliation of LAG Quarters</b> – Manual references in text and chart updated to correct sections.	
A-630.1.2	<b>Disallowed Shelter Costs</b> – “Renter’s Insurance” and “Costs related to a second residence due to employment” added to disallowed shelter costs. “Exception” updated to remove sentence pertaining to out-of-pocket heating and cooling costs.	
A-630.1.3	<b>Verifying Shelter Costs</b> – Section updated to assist case managers with a reduction in needed verifications. Client’s statement will now be accepted as verification of shelter costs including rent, mortgage, taxes, insurance, utilities, etc., unless questionable.	
A-642	<b>Determining Monthly Income</b> – Manual reference in third bullet removed.	
A-647	<b>Child Support Payments</b> – Grammatical errors corrected in both examples.	
A-670	<b>Consideration of Non-Citizen Sponsor Income</b> – Second bullet updated, “and” corrected to “or”. Indigent policy updated for both TANF and SNAP programs. Notification of indigent status must be sent to the United States Citizenship and Immigration Services and not the State Attorney General. Policy updated and address provided for this notification. A new form is in clearance to meet this requirement.	
A-670.1	<b>Indigent Determinations</b> – New section added to establish new policy for indigent determinations and notification to the United States Citizenship and Immigration Services.	
A-670.2	<b>Verification of Sponsor Information</b> – Section renumbered from A-670.1 to A-670.2.	
A-670.3	<b>Determining the Amount of Deemed Sponsored Income</b> – Section renumbered from A-670.2 to A-670.3.	
A-670.4	<b>Proration of Income for Multiple Sponsored Non-Citizens</b> – Section renumbered from A-670.3 to A-670.4.	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
A-720.1	<b>Alpha Listing of Types of Income and Income Status</b> – Removed duplicate “Non-Citizen Sponsor’s Income”.	
A-722	<b>TANF Grants</b> – Changed NNCT to NNRC and added clarification at the request of field staff “When a caregiver has their own TANF/NEON and TRM case, TRM will not terminate as long as the household remains eligible for TANF/NEON benefits”.	
A-723	<b>Non-Citizen Sponsor’s Income</b> – Removed from 2 <sup>nd</sup> paragraph “These regulations apply to.” This was not removed in the September 2010 release.	
A-1032.1	<b>Future Source of Income</b> – Added defined requirements when SSI will be considered a reasonable future source of income and in the NOTE: clarified LOAN benefits must be paid back upon approval of SSI, denial of SSI with no appeal or ineligibility for any other reason.	E&P IM #02/11
A-1822.2	<b>Prorated Benefits</b> – First paragraph on SNAP side updated to change “Food Stamps” to SNAP.	
A-1843.1.1	<b>Notice of Decision Required</b> – Section updated to clarify that an applicant may request voluntary withdrawal of an application either in person or over the telephone. An in person contact is not required for an application withdrawal as long as notification is sent to the applicant. A fifth bullet is added to clarify that when notification is received from another state, requesting status of current benefits and termination of current benefits, the case worker can waive adverse. This meets the same criteria as the client reporting they have moved out of state.	
A-1844	<b>Adverse Action Chart</b> – #6 updated to clarify notification from another state agency meets the requirement of the client reporting they have moved out of state and adverse can be waived so that benefits can be issued timely for the client.	
MAPS 200	<b>TANF-Related Medicaid Coverage</b> – Remove School Attendance from second chart as school attendance is applicable to TANF-related Medicaid when a child turns 18 – in order to maintain eligibility for the parent.	Clarification requested
MAPS 200.3	<b>Effective Date of TANF-Related Medicaid Eligibility</b> – Correct earned disregard percentages.	
MAPS 600	Removed references to TANF throughout and changes to TANF related Medicaid for clarification and consistency. SVK is a budgeting method used in Medicaid only not TANF cash.	
MAPS 615	<b>Description</b> – Remove duplicate language in sentence.	
MAPS 630	<b>Category Makeup</b> – Remove note regarding stepparent income.	P&P 24/10
MAPS 640	<b>Determination of Responsible Relative</b> – Added “using the SUBU screen” for clarification.	P&P 24/10
MAPS 670	<b>Income Test</b> – Add note regarding step-parent households will not trickle to SVK budgeting when CHAP is applied for. If potential eligibility exists all categories of Medicaid must be considered before terminating.	P&P 24/10
B-461.1	<b>Definition</b> – Second bullet updated to clarify a non-citizen is no longer sponsored when they have worked <b>or</b> can receive credit for 40 qualifying quarters.	
B-461.2	<b>Citizens Not Affected by Sponsor Deeming</b> – Under indigent section Attorney General’s Office updated to the United States Citizenship and Immigration Services (USCIS).	
B-482	<b>Student Eligibility Requirements</b> – Sixth bullet updated to specify the only TANF program which meets the work requirements needed to meet student eligibility is the TANF NEON program. TCHD and TANF LOAN have no work requirements attached to the program.	
B-616.2	<b>Simplified Reporting (SR) Households</b> – Section updated to clarify the reporting requirements of SR households who are not required to be interviewed at the interim recertification. These household’s reporting requirements do not change during the pending recertification application. Last paragraph updated to clarify that all changes discovered by the agency must be acted on by the caseworker regardless of the source.	E&P PT #08/10

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>B-620</b>	<b>Agency Action on Changes</b> – Section updated to clarify that all changes discovered by the agency must be acted on by the caseworker regardless of the source.	<b>E&amp;P PT #08/10</b>
<b>B-623</b>	<b>Questionable Information and/or Unclear Circumstances</b> – Section updated with clarifications published in E&P PT #08/10 regarding the agency’s responsibility to act on all information, regardless of the source.	<b>E&amp;P PT #08/10</b>
<b>B-642.3</b>	<b>Adding Members to PA SNAP Cases</b> – Sections regarding shared/joining custody situations updated to match changes in A-330.1 regarding children who reside in more than one household.	<b>E&amp;P IM #27/10</b>
<b>B-641.4</b>	<b>Adding Members to NA SNAP Households</b> – “Note” updated to refer to “notes” in previous section, not last bullet”.	
<b>B-1100</b>	<b>Case Format</b> – Chapter is reinstated per guidance in E&P PT #07/10.	<b>E&amp;P PT #07/10</b>
<b>C-700 Title</b>	<b>Cash Surrendered Value (CSV) Chart</b> – Change the section title to “Substance Abuse Resources/Indian Definitions and Tribal Entities and Public Laws (PLs)”. This was requested in the 12/10 release but was not changed.	
<b>M-120</b>	<b>Changing Managed Care Organizations</b> – Remove managed care disenrollment rules and policy. Recipients need to contact their managed care for changes and disenrollment.	

Effective Date – March 1, 2011

Instructions for Manual Maintenance -- Replace superseded pages (??) with transmitted pages (??).

(MTL/E&P 11/01)

**MAY RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
TRANSMITTAL LETTER 11/02

May 1, 2011

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL  
FROM: ROMAINE GILLILAND, ADMINISTRATOR  
SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

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Material Transmitted

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Material Superseded

**A-100 – Application Processing**

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MTL 11/02 – 2 Pages

A-182.1 – A182.2  
MTL 11/02 – 1 Page

**A-600 – Budgeting**

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**A-900 – Residency**

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**MAPS 300 – Child Health Assurance Program (CHAP)**

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**B-1400 – Nondiscrimination**

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**C-140 – TANF Charts**

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**C-180 – TANF Budgeting Steps**

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**MAPS 900 – Post and Transitional Medical**

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**B-300 – Benefit Issuance Methods**

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**B-1400 – Nondiscrimination**

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**C-180 – TANF Budgeting Steps**

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Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
A-121	<b>Receipt of form 2905-EG – “Application Form or Other Designated Forms”</b> Removed the paragraph stating an “Interface Consent,” form 2179 is required when children live equally with both parents because joint custody children are not eligible for TANF.	
A-121	Remove Interface Consent Form reference.	P&P #21-09
A-122	<b>“Filing an Application”</b> – Added clarification an application placed in a drop box after normal business hours (8am-5pm) are date stamped the next business day. Added a “Note” clarifying office responsibilities to ensure the drop box is emptied and date stamped during normal business or the next day if received after 5pm.	P&P #01-11
A-182.1	<b>“Eligibility Criteria”</b> – Removed the reference “IMPORTANT.” Per FNS case, documentation of the “This Is Your Copy” page is no longer required to evaluate or approve households as categorically eligible.	
A-620.5.1	<b>“Applying the Disregards”</b> – At the request of the field staff a sentence was added in the 3 <sup>rd</sup> paragraph under “Exception.” see manual section A-620.5.3 when an individual has been off assistance for 12 months.	P&P #05-11
A620.5.3	<b>“Second Set of Disregards”</b> – At the request of field staff clarification is added that when an individual is off cash and/or medical for 12 consecutive months, the individual begins the second set and does not continue where they left off in the first set.	P&P #05-11
A-620.5.4	<b>“Removing the Disregards”</b> – Cosmetic change to indent the wording in the first bullet.	
A-950	<b>Moves Out of State</b> – Remove the requirement to notify households at last Nevada address. Termination and denials for moves out of state should have notice mailed to out of state address if known.	
A-960	<b>Direct Mailed Benefits Returned As Undeliverable</b> – Remove the requirement to send notice to last known Nevada address, removed Nevada from sentence. Household should be notified at last known address. Remove exception as it is no longer applicable.	
B-300	<b>Benefit Issuance Methods</b> – Section moved to B-200. Reserved for future use.	
B-1420	<b>Discrimination Complaints</b> – Addresses updated for USDA and FNS contacts.	
B-1430	<b>Racial and Ethnic Data Collection</b> – Section updated to match changes made to the ethnic categories.	
B-1440	<b>Toll-Free Phone Access</b> – Food Stamp updated to SNAP.	
C-140	Updated Income Charts with 2011 Federal Poverty Level Increases.	
C-180.4	Update to Income Charts with 2011 Federal Poverty Level increases.	
C-180.5	Updated 100% need standards with 2011 Federal Poverty Level increases.	

Effective Date – May 1, 2011

Instructions for Manual Maintenance -- Replace superseded pages (22) with transmitted pages (15).

**MAY RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
 TRANSMITTAL LETTER 11/03

May 1, 2011

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL  
 FROM: ROMAINE GILLILAND, ADMINISTRATOR  
 SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted

Material Superseded

**A-800 – Employment and Training**

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**A-800 – Employment and Training**

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Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>A-800</b>	General clarifications of the section to include notes, references, and examples.	
<b>A-812</b>	Clarifications on pre-screening assessments.	
<b>A-813.1</b>	Updated verbiage to include participate in education activities.	
<b>A-814 to A-814.10</b>	Clarification and references added throughout the Support Services section.	
<b>A-814.2</b>	Update on transportation per field request. Added A-814.2.1 for Bus Passes and A-821.2.2 for Gasoline for Transportation.	
<b>A-814.2.1</b>	Updated bus pass inventory on hand from a two months supply to a three-month supply.	
<b>A-814.3</b>	Clarifications on what vehicle repairs are allowed to be paid for with TANF funds. And, how to enter the information when completing the voucher in OASIS so the amount for vehicle repairs is tracked.	
<b>A-814.4</b>	Clarification of the initial month of CWEP participation if a background check is required.	
<b>A-815 to A-815.3</b>	Clarification and references added throughout the Online Automated Self-Sufficiency Information System section, which includes updating the Controller's Office website.	
<b>A-816 to A-816.3</b>	Clarification and references added throughout the Mandatory and Exempt Participants section. Single parent exemption was updated to align with the current State Plan (removed adult).	
<b>A-817 to A-817.5</b>	Clarification, notes and references added to the TANF Work Participation Rate section. (This includes clarification regarding federal child care A-817.5).	
<b>A-818.1</b>	Added notes to the NEON and SNAP E&T codes required for recipients.	
<b>A-818.1.1</b>	Updated SNAPET verbiage and job search requirements to align with the State Plan.	
<b>A-818.2</b>	Update verbiage regarding the NCP being a resident and having current Nevada mailing address or telephone number.	
<b>A-819.1</b>	Disqualified Adults – Added minor parents not attending school and parole violators.	
<b>A-819.2</b>	Updated verbiage regarding non-compliance issues.	
<b>A-820</b>	Changed from "Support Provided" to "Support Services Provided to Employment and Training Participants" refer to A-814.	
<b>A-821</b>	Reorganized this section "Work Activities Leading to Economic Independence."	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>A-821.1</b>	A-821.1 is now "Rules for Paid Activities." The first rule that was updated entering information within 3 business days to entering information within 10 business days per field request since caseloads are high and AMPS is coming up and distribution of information is different than it used to be.	
<b>A-821.1.1</b>	Actual hours – has been reworded for clarification.	
<b>A-821.1.2</b>	Projected hours – has been reworded for clarification and a table added for reference on what is required in order to project.	
<b>A-821.1.2.1</b>	Verification for Projected Hours has been cleaned up.	
<b>A-821.1.2.2</b>	Ongoing Projection and Date of Discovery has been reworded for clarification and updated from 3 business days to 10 business days for entering new verification.	
<b>A-821.1.3</b>	Hours of paid annual, holiday, and/or sick leave time reworded for clarification.	
<b>A-821.2.1</b>	Rules for <b>UNPAID</b> activities – Holiday and excused hours for UNPAID scheduled activities has been reworked for clarification.	
<b>A-821.2.3</b> <b>A-821.3</b>	FLSA Deemed hours has been reworded for clarity with notes added. Verification requirements have been updated per field request to allow the client up to 10 days to turn in verification. We are removing, "If timeframes for entering/reporting any participation hours are at risk....."	
<b>A-821.4</b>	Changed to Work Activities.	
<b>A-821.4.1</b>	Unsubsidized Employment is full or part-time employment, self-employment, and work in exchange for in-kind services. Updated the self-employment section which includes required verification and not to exceed an average of 40 hours per week in a report month to align with the current State Plan. Examples are included. In-Kind Income reworded for clarity. Salaried employees bulleted for clarity	
<b>A-821.4.1.2</b>	Determining Countable Hours reworded for clarity.	
<b>A-821.4.1.3</b>	Verification updated to align with the current State Plan.	
<b>A-821.4.2 to</b> <b>A-821.4.2.4</b>	Subsidized Private and Public Employment section added a note and reworded for clarification.	
<b>A-821.4.3 to</b> <b>A-821.4.3.4</b>	On-the-Job Training section reworded for clarification.	
<b>A-821.4.4</b>	Work Experience section reworded for clarification.	
<b>A-821.4.5</b>	Job Search/Job Readiness section reworded for clarification.	
<b>A-821.4.7</b>	Vocational training verification section updated to include electronic records of daily class attendance maintained and submitted by the educational institution.	
<b>A-821.4.8</b>	Child Care updated number.	
<b>A-821.4.9</b>	Job Skills Training Directly Related to Employment section reworded for clarification.	
<b>A-821.4.10</b>	Education Directly Related to Employment section reworded for clarification and updated the verification section to include electronic records of daily class attendance maintained and submitted by the educational institution.	
<b>A-821.4.11</b>	Regular Attendance at Secondary School or in a GED Program section reworded for clarification and updated the verification section to include electronic records of daily class attendance maintained and submitted by the educational institution.	
<b>A-821.5</b>	Limitations and Special Rules changed from 821.2 to 821.5 and cleaned up the section.	
<b>A-821.6</b>	Job Training changed from 821.3 to 821.6	
<b>A-821.6.1</b>	Job Training Requirements Exemption changed from 821.3.1 to 821.6.1	
<b>A-822</b>	Referrals to Other Agencies section was clarified by adding the heading "Specialized Services Available by Referral" and the sub headings are Dental Assistance and Domestic Violence Services/Substance Abuse treatment for clarification.	
<b>A-823</b>	Community Work Experience Program section was reworded for clarity.	
<b>A-825</b>	Supporting Teens Achieving Real-Life Success section updated to specify that these cases are managed by social work staff and cleaned up verbiage in section to be consistent with the work verification plan.	

<b>A-827.1</b>	NEON Compliance updated to include the client signs <b>and complies</b> with Agreement of Cooperation. And, takes part in the mutual development of the Personal Responsibility Plan <b>and subsequent PRP amendments.</b>	
<b>A-827.2</b>	Action for Non-Compliance updated to include the P&P verbiage. Removed verbiage regarding incorrect address for SNAP E&T.	
<b>A-827.4</b>	NEON Calendar Status –Non Co-op with PRP section updated verbiage for clarification.	

Effective Date – May 1, 2011

Instructions for Manual Maintenance -- Replace superseded pages (45) with transmitted pages (50).

(MTL/E&P 11/03)

**JULY RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
TRANSMITTAL LETTER 11/04

July 1, 2011

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL  
FROM: ROMAINE GILLILAND, ADMINISTRATOR  
SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
<b>A-100 – Application Processing</b> Section A-130 – A-133 MTL 11/04 – 3 Pages	<b>A-100 – Application Processing</b> Section A-130 – A-133 MTL 10/06, 11/01 – 3 Pages
<b>A-200 – Verification and Documentation</b> Section A-225 <sup>3</sup> – A-230.2 <sup>1</sup> MTL 11/04 – 2 Pages	<b>A-200 – Verification and Documentation</b> Section A-225 <sup>3</sup> – A-230.2 <sup>1</sup> MTL 11/01 – 1 Page
Section A-240 <sup>5</sup> – A-240 <sup>6</sup> MTL 11/04 – 1 Page	Section A-240 <sup>5</sup> – A-240 <sup>6</sup> MTL 11/01 – 1 Page
<b>A-300 – Household Determination</b> Section A-310 – A-323.3.2 MTL 11/04 – 6 Pages	<b>A-300 – Household Determination</b> Section A-310 – A-323.3.2 MTL 09/05, 10/01 – 5 Pages
<b>A-500 – Table of Contents</b> Section A-500 – A-580 MTL 11/04 – 2 Pages	<b>A-500 – Table of Contents</b> Section A-500 – A-580 MTL 08/06 – 2 Pages
<b>A-500 – Resources</b> Section A-522 – A-533.1 MTL 11/04 – 1 Page	<b>A-500 – Resources</b> Section A-522 – A-533.1 MTL 09/03 – 1 Page
Section A-535.3 – A-542.1 MTL 11/04 – 2 Pages	Section A-535.3 – A-542.1 MTL 10/06 – 2 Pages
Section A-546.2.1 – A-546.8 MTL 11/04 – 1 Page	Section A-546.2.1 – A-546.8 MTL 08/06 – 1 Page
<b>A-600 – Budgeting</b> Section A-600 – A-620.4.1 MTL 11/04 – 5 Pages	<b>A-600 – Budgeting</b> Section A-600 – A-620.4.1 MTL 10/01, 10/04, 09/05 – 5 Pages
Section A-620.5.3 – A-630 MTL 11/04 – 1 Page	Section A-620.5.3 – A-630 MTL 11/02 – 1 Page
Section A-630.1.1 – A-630.2 MTL 11/04 – 1 Page	Section A-630.1.1 – A-630.2 MTL 11/01 – 1 Page
Section A-647 – A-649 MTL 11/04 – 1 Page	Section A-647 – A-649 MTL 09/05 – 1 Page
Section A-670 – A-670.2 MTL 11/04 – 1 Page	Section A-670 – A-670.2 MTL 11/01 – 1 Page

Material Transmitted

Material Superseded

**A-700 – Table of Contents**

Section A-710 – A-770  
MTL 11/04 – 3 Pages

**A-700 – Income and Deductions**

Section – A-711.2 – A-711.3.1  
MTL 11/04 – 1 Page

Section – A-711.5 – A-720.1  
MTL 11/04 – 1 Page

Section – A-721 – A-722  
MTL 11/04 – 1 Page

Section – A-730 – A-733.1  
MTL 11/04 – 1 Page

Section – A-736 – A-737.4.1<sup>1</sup>  
MTL 11/04 – 2 Pages

Section – A-737.4.1<sup>4</sup> – A-737.4.1<sup>5</sup>  
MTL 11/04 – 1 Page

Section – A-738 – A-746  
MTL 11/04 – 4 Pages

**A-1800 – Case Disposition**

Section – A-1843 – A-1843.1.1  
MTL 11/04 – 1 Page

**B-100 – Processing Time Limits**

Section – B-110 – B-117  
MTL 11/04 – 2 Pages

Section B-120 – B-125  
MTL 11/04 – 3 Pages

**B-200 – Table of Contents**

Section – B-200  
MTL 11/04 – 1 Page

**B-200 – Issuing Benefits**

Section – B-210 – B-256  
MTL 11/04 – 7 Pages

**B-400 – Special Households**

Section – B-480 – B-490  
MTL 11/04 – 2 Pages

**B-600 – Changes**

Section – B-623.1  
MTL 11/04 – 1 Page

**B-1100 – Seamless Case Format**

Section – B-1100  
MTL 11/04 – 1 Page

**A-700 – Table of Contents**

Section A-710 – A-770  
MTL 09/03 – 3 Pages

**A-700 – Income and Deductions**

Section – A-711.2 – A-711.3.1  
MTL 09/03 – 1 Page

Section – A-711.5 – A-720.1  
MTL 11/01 – 1 Page

Section – A-721 – A-725  
MTL 11/01 – 2 Pages

Section – A-730 – A-733.1  
MTL 08/06 – 1 Page

Section – A-736 – A-737.4.1<sup>1</sup>  
MTL 09/03 – 2 Pages

Section – A-737.4.1<sup>4</sup> – A-737.4.1<sup>5</sup>  
MTL 08/06 – 1 Page

Section – A-738 – A-746  
MTL 08/06 – 4 Pages

**A-1800 – Case Disposition**

Section – A-1843 – A-1843.1.1  
MTL 11/01 – 1 Page

**B-100 – Processing Time Limits**

Section – B-110 – B-117  
MTL 09/03 – 2 Pages

Section B-120 – B-125  
MTL 10/03 – 3 Pages

**B-200 – Table of Contents**

Section – B-200  
MTL 06/01 – 1 Page

**B-200 – Issuing Benefits**

Section – B-210 – B-256  
MTL 08/04 – 5 Pages

**B-400 – Special Households**

Section – B-480 – B-490  
MTL 09/05, 11/01 – 2 Pages

**B-600 – Changes**

Section – B-623.1  
MTL 11/01 – 1 Page

**B-1100 – Seamless Case Format**

Section – B-1100  
MTL 11/01 – 1 Page

Material Transmitted

Material Superseded

**MAPS 100 – Medicaid Estate Recovery (MER)**

Section – MAPS - 150.2.1 – MAPS – 150.5  
 MTL 11/04 – 1 Page

**MAPS 1000 – Expanded Eligibility for Pregnant Women**

Section – MAPS - 1000 – MAPS – 1030  
 MTL 11/04 – 1 Page

**C-300 – General Provisions**

Section – C-310 – C-350.2  
 MTL 11/04 – 7 Pages

**MAPS 100 – Medicaid Estate Recovery (MER)**

Section – MAPS - 150.2.1 – MAPS – 150.5  
 MTL 08/05 – 1 Page

**MAPS 1000 – Expanded Eligibility for Pregnant Women**

Section – MAPS - 1000 – MAPS – 1030  
 MTL 09/04 – 1 Page

**C-300 – General Provisions**

Section – C-310 – C-350.2  
 MTL 06/02 – 7 Pages

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
A-131.1	<b>Interpretive Services Requests</b> – Section updated with new procedures regarding interpretive services requests. All non-English speaking interpretive services will be provided by internal DWSS staff or by accessing the CTS Language Link telephone service.	<b>E&amp;P PT 01-11</b>
A-131.1.1	<b>Immediate Availability of Interpretive Services</b> – This section deleted and addressed in A-131.1.	
A-225	<b>Verification and Documentation/Recertification /Review of Eligibility</b> – Chart updated to clarify that at ROE/Recertification applicable verification must be requested for information reported by the household as well as information discovered by the agency. NOTE at end of section removed.	<b>E&amp;P PT 04-11</b>
A-240	<b>Verification Sources</b> – Form 2140-EG – Sponsor Information added as available verification under Other Income.	
A-321	<b>Caregiver</b> – Added to the first paragraph – Relationship extends to the spouse/ <u>domestic partner</u> of the listed relatives even after the marriage/ <u>domestic partner</u> is terminated by death or divorce/ <u>domestic partnership termination</u> . Added to the 4 <sup>th</sup> paragraph – When the caregiver requests to be included and is living with his/her spouse/ <u>domestic partner</u> , the income of the spouse/ <u>domestic partner</u> 's is available to the caregiver. Both the caregiver and spouse's/ <u>domestic partner</u> 's income is used to determine eligibility for the caregiver and children.	<b>E&amp;P PT 06-11</b>
A-321.1.6	<b>Two-Parent TANF When the Only Common Child is an Unborn – under the heading Married</b> – added references to <u>domestic partners</u> and when they would be added to the case.	<b>E&amp;P PT 06-11</b>
A-321.1.8	<b>Stepparents</b> – added A stepparent is not a child's legal parent, but is the legal parent's spouse/ <u>domestic partner</u> .	<b>E&amp;P PT 06-11</b>
A-321.1.8.1	<b>New reference added titled “Domestic Partners”</b> – Nevada law (NRS 122A) defines the relationship of a “Domestic Partner,” as a spouse or former spouse and therefore, the partnership must be considered in establishing eligibility. The law clarifies a domestic partnership is not a marriage but rather a new type of civil contact and is recognized in Nevada. Domestic Partners are considered spouses and have the same rights, protections, and benefits as are granted to and imposed upon spouses.  The Nevada “Office of the Secretary of State,” shall issue a “Certificate of Registered Domestic Partnership.” Any reference to the date of marriage shall be deemed to refer to the date of registration of the domestic partnership. Domestic Partners who wish to terminate the partnership must also file with the Secretary of State. A Domestic Partnership formed in another state must be filed with the Nevada Secretary of State to be recognized.	<b>E&amp;P PT 06-11</b>

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
A-323.1	<b>Legal-Parent Child Relationship</b> – added to 3 <sup>rd</sup> bullet. The father/domestic partner by proof of relationship, court adjudication, or his/her acknowledgement of paternity.	<b>E&amp;P PT 06-11</b>
A-322	<b>Cash Eligibility for Women in their Sixth Month of Pregnancy</b> – Removed the word grant and replaced it with “benefits.”	
A-323.1	<b>Legal-Parent Child Relationship</b> – A legal parent-child relationship is established between a child – 3 <sup>rd</sup> bullet added. The father/domestic partner by proof of relationship, court adjudication, or (removed the word “his”) acknowledgement of paternity.	
A-323.3	<b>Children Living With Relatives of the Biological Father</b> – Under <b>Notes:</b> Proof must include a court determination of paternity if, at the time of the child’s birth the child’s parents were unwed and the mother was married <u>or had a domestic partnership</u> to another man/individual, who is presumed to be the legal father.	<b>E&amp;P PT 06-11</b>
A-324.3	<b>Supervised Supportive Living Arrangement</b> – <u>removed</u> from the Examples of an adult supervised supportive living arrangement #3 because a <u>Second Chance Home is no longer an option.</u>	
TOC A-532	“ <b>Earned Income Tax Credit (EITC)</b> ” replaced with Advanced Earned Income Tax Credit (EITC) “ <b>Federal Income Tax Refund</b> ” new reference title added	<b>The Tax Relief, Unemployment Insurance act of 2010 (P.L. 111-312) E&amp;P IM-04-11</b>
TOC A-539.1	“ <b>Federal Tax Refund</b> ” – new reference added	<b>The Tax Relief, Unemployment Insurance Act of 2010 (P.L. 111-312) E&amp;P IM 04-11</b>
A-532	“ <b>EITC Earned Income Tax Credit (EITC)</b> ” – added for clarification the word “Advanced” to the heading; removed first paragraph; clarified second paragraph that “An Advanced EITC payment received in an employee’s paycheck before their income tax return is filed is not considered a resource and referenced manual section A-732 :”Income”.	
A-538	“ <b>Loans (Noneducational)</b> ” corrected spelling to Non Educational	
A-539	“ <b>Lump Sum Payment</b> ” – removed “income tax refunds” from the listing of countable lump sum payments and removed manual reference to A-532.	<b>The Tax Relief, Unemployment Insurance Act of 2010 (P.L. 111-312) E&amp;P IM 04-11</b>
A-539.1	<b>Added new reference title “Federal Tax Refund”</b> The total amount of Federal Tax refund received after December 17, 2010 is disregarded as income and a resource in the month received and an additional 11 months. See manuals section A-732 for treatment of an advanced Earned Income Tax Credit (EITC).	<b>The Tax Relief, Unemployment Insurance act of 2010 (P.L. 111-312) E&amp;P IM 04-11</b>
A-546.2.1	“ <b>Trust or Restricted Lands</b> ” – corrected manual reference 738.4.1 to 737.4.1	
A-610	<b>Income Limits and Eligibility Test</b> – Note added about evaluating the 130% in the future months due to excess income in the application month due to terminating income or those months where extra paychecks are received.	
A-620 A-620.3	<b>Entire Section</b> – Header updated with correct entries. These sections are applicable to both TANF and SNAP.	
A-620.3.1	<b>Allowable Medical Expenses</b> – grammatical correction made in #6. Information added to clarify when a reported medical expense is considered timely or untimely.	<b>E&amp;P P&amp;P 43-06</b>
A-620.3.2	<b>Verification of Medical Deductions</b> – Section removed at end of section after table. This information is located in A-620.3.1.	
A-620.4	<b>Dependent Care Deduction</b> – Section updated to remove “seeking employment” from allowable Dependant Care expenses. The Dependent Care deduction is only allowed for accepting or continuing employment, not seeking employment.	



Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
A-630	<b>SNAP Income Deductions/Expenses</b> – Section updated to remove “seeking employment” from allowable Dependent Care expenses. The Dependent Care deduction is only allowed for accepting or continuing employment, not seeking employment.	
A-630.2	<b>Utility Allowance</b> – Note added to clarify that the Standard Utility Allowance covers not only heating and cooling costs but all other utility costs incurred by the household including electric not used for heating or cooling, water, sewer, garbage, telephone, etc.	<b>E&amp;P P&amp;P 01-10</b>
A-647	<b>Child Support Payments</b> – Manual reference updated in second to last paragraph from A-624 to A-642.	
A-670.2	<b>Verification of Sponsor Information</b> – TANF Related Medical clarification added regarding non cooperation with sponsor information.	<b>E&amp;P P&amp;P 06-11</b>
TOC A-720.1	<b>“Alpha Listing of Types of Income and Income Status”</b> –	
A-711.3	<b>“Earned Income”</b> – under “Exception” clarified an Advanced EITC received with wages from an employer must be deducted from gross earnings prior to the earned income deduction being applied.  Added two paragraphs for clarification – Budgeting wages of a required household member absent from the home because of employment as earned income.  Budget wages of an individual who is not required household member who makes the wages available to the household as unearned income.	<b>The Tax Relief, Unemployment Insurance act of 2010 (P.L. 111-312)</b>  <b>E&amp;P IM-04-11</b>
A-720.1	<b>“Alpha Listing of Types of Income and Income Status”</b> – changed Type of Income EITC to EITC (Advanced Payments)/Federal Tax Refund and removed the notation referencing the manual section to resource consideration of an EITC.	<b>The Tax Relief, Unemployment Insurance act of 2010 (P.L. 111-312)</b>  <b>E&amp;P IM-04-11</b>
A-722	<b>“TANF Grants”</b> – Exception under SNAP, corrected the income figure \$348 to \$383.	
A-732	<b>“Earned Income Tax Credit”</b> – changed to Advanced Earned Income Tax Credits (EITC)/ Federal Tax Refund. Clarified – Advanced EITC received with wages from an employer are not considered in determining gross earned income and/or in the household’s Federal Income Tax Refund. The total amount of a Federal Tax refund received after December 17, 2010 is disregarded as income and resource in the month received and an additional 11 months.	<b>The Tax Relief, Unemployment Insurance act of 2010 (P.L. 111-312)</b>  <b>E&amp;P IM-04-11</b>
A-737.3	<b>National and Community Services Act (NCSA)</b> – Policy on AmeriCorps Vista payments updated on TANF side to match SNAP policy for consistency.	
A-737.4.1	<b>“Income as Distributed or Per Capita Payment”</b> – reworded the first paragraph after #5 for clarification and correct manual reference to read “See A-737.4 and A-546.2.1 manual sections for the following: Added #39 Per capita distributions awarded to the Western Shoshone Indians pursuant to Public Law 108-270 approved July 7, 2004.	<b>Public Law 108-270</b>  <b>E&amp;P IM 06-11</b>
A-739	<b>“Interest”</b> – removed in the 2 <sup>nd</sup> bullet EITC	
A-743	<b>Loans (Non-educational)</b> – section updated to clarify that the designation of loan is determined by the person contributing the income to the household. The intent of the borrower to repay the loan has no effect on the designation.	
A-744	<b>Lump Sum Payments</b> – Examples of lump sum payments updated to clarify when a wage bonus is considered a lump sum or income. Under exceptions, additional bullet added clarifying income to be budgeted in pending month.	<b>E&amp;P P&amp;P 10-11</b>
A-746	<b>Military Pay and Allowances</b> – Note added regarding privatized base housing situations for military households.	<b>E&amp;P P&amp;P 19-10</b>

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
A-1843	<b>Time Frames</b> – Note added to section to clarify that negative actions on Medicaid cases cannot be posted after monthly cutoff.	E&P PT 02-11
A-1843.1.1	<b>Notice of Decision Required</b> – First bullet updated on TANF to clarify a request for reduction or termination does not have to be in writing.	
B-114	<b>Proration</b> – Section updated to correct \$14 to \$10 for prorated benefits in the initial application month. The current minimum allotment is not used in these circumstances. The Exception is removed as this also applies to categorically eligible households.	
B-117	<b>Missed Appointment</b> – Acronym for the Notice of Missed Interview corrected from MIA to NOMI. The term reapplication updated to recertification in this section.	
B-121	<b>Review of Eligibility Notice/Notice of Expiration</b> – First paragraph updated to remove “forty days.” The NOE is issued 45 days prior to the end of the current certification. This date may vary depending on holidays and weekends. First Bullet – “redetermination” updated to “review of eligibility.” Third Bullet – “cycle” corrected to “month.”	
B-122	<b>Processing Review of Eligibility/Timely Reapplication</b> – All references to reapplication replaced with recertification. This section updated with changes and clarifications from E&P PT 04-11 regarding the ROE.	E&P PT 04-11
B-123	<b>Processing Untimely Reapplications</b> – All references to reapplication replaced with recertification. Section was updated with clarifications from E&P P&P 07-11	E&P P&P 07-11
B-124	<b>Timely Reapplication Cooperation Established Within 30-Day Period</b> – All references to reapplication replaced with recertification.	
B-200	<b>Types of Benefits</b> – Updated Food Stamps to SNAP throughout chapter. Combined manual section B-300 Benefit Issuance Methods with B-200 Issuing Benefits, renumbered sections.	
B-481	<b>Definitions</b> – Note added clarifying the definition of an institution of higher education.	
B-482	<b>Student Eligibility Requirements</b> – All references to ABAWD requirements removed from this section. Clarification added to the care of a dependant child, age 5-12, “looking for work” removed as a reason for inadequate childcare. Under 12 years old and single parent clarified that this applies only when one natural, adoptive or stepparent resides in the same SNAP household as the child.	E&P P&P 03-11
B-485	<b>Student Income</b> – Manual reference updated.	
B-623.1	Removed “Nevada” from sentence. If an out of state address is known the termination/denial notice should be sent to the out off state address.	
B-1100	<b>Case Format</b> – Update Case Format to include ROE updates and clarity regarding the Voter Registration Declaration.	
MAPS 150.3	<b>Responding to TPL Non-cooperation</b> – Clarification added per field request. If a household fails to provide verification of TPL information, TANF Cash and TANF Related Medical assistance terminates and CHAP assistance continues for children in the household.	
MAPS 1020	<b>Financial Requirements</b> – Manual reference in first paragraph corrected.	
C-300	<b>Entire Chapter</b> – All headers updated from FS to SNAP. All references to Food Stamps removed and updated with Supplemental Nutrition Assistance Program (SNAP). All references to Food Stamp coupons removed.	
C-320	<b>Thrifty Food Plan (State adjusts the)</b> – #1 updated to add LUA and IUA as utility standards in addition to SUA.	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
C-330	<p><b>Dependent Care</b> – “seek employment” removed from definition.</p> <p><b>Expenses Exceed Income</b> – Last sentence removed as the agency no longer issues 3 month certifications, households are approved for either 6 or 12 months.</p> <p><b>Homeless Individual</b> – Section updated with 90 day timeframe.</p> <p><b>Intentional Program Violation</b> – Food Stamp Act updated with Food and Nutrition Act of 2008.</p> <p><b>Issuance Cycle/Benefit Month /Prorated Month</b> – Example removed.</p> <p><b>Quality Initiative Proactive Error Reduction Contact (PERC)</b> – Section removed.</p> <p><b>Spouse</b> – “Federal” added to first definition. #2 removed.</p> <p><b>Student</b> –Last sentence removed, mail and internet schooling are allowed.</p> <p><b>SSI Emergency</b> – Section removed.</p>	
C-340	<p><b>Duplicate SNAP Assistance</b> – Note removed in last line of example.</p>	
C-350.1	<p><b>Commodity Food Programs on Indian Reservations</b> – #3 “person number” removed from sentence. Department of General Services updated to Department of Administration. Duckwater Reservation added to first chart.</p>	

Effective Date – July 1, 2011

Instructions for Manual Maintenance -- Replace superseded pages (66) with transmitted pages (65).

**SEPTEMBER RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
 TRANSMITTAL LETTER 11/05

September 21, 2011

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL  
 FROM: ROMAINE GILLILAND, ADMINISTRATOR  
 SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted

Material Superseded

**TABLE OF CONTENTS — A-1000**

Section A-1000 — A-1031  
 MTL 5/11 — 1 Page

**A-1010 — TANF Cash Programs**

Section A-1010 — 1033.2  
 MTL 5/11 — 8 Pages

**C-140 — TANF Needs Standards**

Section C-140 — 140.2  
 MTL 5/11 — 1 Page

**TABLE OF CONTENTS — A-1000**

Section A-1000 — A-1031  
 MTL 10/03 — 1 Page

**A-1010 — TANF Cash Programs**

Section A-1010 — 1033.2  
 MTL 11/01, 10/03, 9/05 — 8 Pages

**C-140 — TANF Needs Standards**

Section C-140 — 140.2  
 MTL 11/02 — 1 Page

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>Table of Contents (TOC)</b>	“Transitioning Between TANF Cash Programs” — changed to “Transitioning between TANF/NEON to TANF Child Only Cash Program.”	
<b>A-1011</b>	“Eligibility” — changed to the chart identified as Employment & Training Support Services for Non-Assistance Programs TEMP and LOAN from Maybe to No.	
<b>A-1012</b>	“Transitioning Between TANF Cash Programs” — changed to Transitioning between TANF/NEON to TANF Child Only Cash Program. Clarified transitioning between cash programs is only allowed from TANF/NEON to Child Only cases. Changes were made to the “Example” to clarify the transition process.	
<b>A-1022</b>	“Child Only Citizen Program” — changed the title to “Child Only Program” because the individual categories of child only cases are listed within this reference. Throughout this manual section, references have been changed to “Child Only Program or Child Only” which further clarifies the categories listing.	

<b>A-1022.4</b>	<b>“Kinship Care”</b> — Removed wording that a NNRC receive a higher payment allowance. Effective September 1, 2011, the payment allowance for a child is reduced 25%. The new payment allowances are located in C-140, which is also being updated.	
<b>A-1022.4.2</b>	<b>“Eligibility Dates”</b> — Moved the sentence “Kinship Care eligibility begins the first of the month following the month all Kinship Care eligibility requirements are met” to bullet #4; moved the sentence: When a child is being added to an existing Kinship Care case, the child is added to the first of the month after the month they meet the Kinship Care eligibility requirements as bullet #6; added a NOTE before the examples to reflect changes to Kinship Care effective September 1, 2011; removed the 3 existing examples and replaced them with 4 new examples and in the last paragraph added the word NNRC.	
<b>C-140</b>	<b>“TANF Need Standards Chart”</b> — Effective September 1, 2011, the Kinship Care Program Payment Allowances will be reduced 25%. For a child age 0-12 years the payment allowance will be \$400. An exception to this age group is when the assistance unit consists of only one child; the payment allowance will not be reduced below the NNRC payment allowance of \$417. For children 13 age and older, the payment allowance will be \$462.	

Effective Date – September 1, 2011

Instructions for Manual Maintenance -- Replace superseded pages (10) with transmitted pages (10).

**NOVEMBER RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
TRANSMITTAL LETTER 11/06

November 1, 2011

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL  
FROM: ROMAINE GILLILAND, ADMINISTRATOR  
SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

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Material Transmitted

Material Superseded

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**A-100 — APPLICATION PROCESSING**

Section A-121 — A-122.1  
MTL 11/06 — 1 Page

Section A-163.1 — A-181.2.1  
MTL 11/06 — 3 Pages

**A-300 — HOUSEHOLD DETERMINATION**

Section A-321.1.1 — A-321.1.7  
MTL 11/06 — 1 Page

**A-400 — CITIZENSHIP**

Section A-410<sup>1</sup> — A-421  
MTL 11/06 — 2 Pages

Section A-421.2<sup>1</sup> — A-433.1  
MTL 11/06 — 10 Pages

**A-500 — RESOURCES**

Section A-514 — A-521  
MTL 11/06 — 1 Page

Section A-535.3 — A-538  
MTL 11/06 — 1 Page

Section A-563 — A-580  
MTL 11/06 — 1 Page

**A-600 — BUDGETING**

Section A-620.5.3 — A-630.1.1  
MTL 11/06 — 2 Pages

Section A-642 — A-642.1  
MTL 11/06 — 1 Page

Section A-644 — A-645  
MTL 11/06 — 1 Page

Section A-660.4 — 670.2  
MTL 11/06 — 2 Pages

**A-100 — APPLICATION PROCESSING**

Section A-121 — A-122.1  
MTL 11/02 — 1 Page

Section A-163.1 — A-181.2.1  
MTL 09/05, 08/06 — 3 Pages

**A-300 — HOUSEHOLD DETERMINATION**

Section A-321.1.1 — A-321.1.7  
MTL 11/04 — 1 Page

**A-400 — CITIZENSHIP**

Section — A-410<sup>1</sup> — A-421  
MTL 10/01, 10/03 — 2 Pages

Section A-421.2<sup>1</sup> — A-433.1

MTL 10/01, 11/01, 09/02, 08/06, 09/06, 10/06 — 10 Pages

**A-500 — RESOURCES**

Section A-514 — A-521  
MTL 9/03 — 1 Page

Section A-535.3 — A-538  
MTL 11/04 — 1 Page

Section A-563 — A-580  
MTL 10/03 — 1 Page

**A-600 — BUDGETING**

Section A-620.5.3 — A-630.1.1  
MTL 11/04, 10/06 — 2 Pages

Section A-642 — A-642.1  
MTL 11/01 — 1 Page

Section A-644 — A-645  
MTL 09/05 — 1 Page

Section A-660.4 — 670.2  
MTL 11/01, 11/04 — 2 Pages

Material Transmitted

Material Superseded

**A-700 — INCOME — TABLE OF CONTENTS**

Section A-710 — A-733  
MTL 11/06 — 3 Pages

Section A-720.1<sup>2</sup> — A-720.1<sup>3</sup>  
MTL 11/06 — 1 Page

Section A-728.2 — A-729  
MTL 11/06 — 1 Page

Section A-750 — A-755  
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**A-900 — RESIDENCY**

Section A-920 — A-950  
MTL 11/06 — 2 Pages

**A-1000 — TANF CASH PROGRAMS**

Section A-1031.8 — A-1033.2  
MTL 11/06 — 2 Pages

**A-1800 — CASE DISPOSITION**

Section A-1823 — A-1824.1  
MTL 11/06 — 1 Page

Section A-1844<sup>4</sup> — A-1845<sup>1</sup>  
MTL 11/06 — 1 Page

**A-2400 — TANF FUNDING / TIME LIMITS**

Section A-2400 — A-2415  
MTL 11/06 — 1 Page

**B-100 — PROCESSING TIME LIMITS**

Section B-123 — B-125  
MTL 11/06 — 2 Pages

**B-600 — CHANGES**

Section B-610 — B-618  
MTL 11/06 — 2 Pages

Section B-634 — B-636  
MTL 11/06 — 1 Page

Section B-641.5 — B-650  
MTL 11/06 — 4 Pages

**B-800 — RESTORED BENEFITS**

Section B-810 — B-830  
MTL 11/06 — 1 Page

**C-200 — SNAP INCOME TEST/ALLOTMENT AND DEDUCTION CHARTS**

Section C-210 — C-210.3  
MTL 11/06 — 1 Page

**A-700 — INCOME — TABLE OF CONTENTS**

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MTL 11/04 — 3 Pages

Section A-720.1<sup>2</sup> — A-720.1<sup>3</sup>  
MTL 11/06 — 1 Page

Section A-728.2 — A-729  
MTL 09/03 — 1 Page

Section A-750 — A-755  
MTL 10/05 — 1 Page

**A-900 — RESIDENCY**

Section A-920 — A-950  
MTL 11/02, 10/04 — 2 Pages

**A-1000 — TANF CASH PROGRAMS**

Section A-1031.8 — 1A-033.2  
MTL 11/05 — 2 Pages

**A-1800 — CASE DISPOSITION**

Section A-1823 — A-1824.1  
MTL 10/04 — 1 Page

Section A-1844<sup>4</sup> — A-1845<sup>1</sup>  
MTL 09/02 — 1 Page

**A-2400 — TANF FUNDING / TIME LIMITS**

Section A-2400 — A-2415  
MTL 11/06 — 1 Page

**B-100 — PROCESSING TIME LIMITS**

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MTL 11/04 — 2 Pages

**B-600 — CHANGES**

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MTL 09/03, 11/01 — 2 Pages

Section B-634 — B-636  
MTL 10/03 — 1 Page

Section B-641.5 — B-650  
MTL 09/03 — 5 Pages

**B-800 — RESTORED BENEFITS**

Section B-810 — B-830  
MTL 09/02 — 1 Page

**C-200 — SNAP INCOME TEST/ALLOTMENT AND DEDUCTION CHARTS**

Section C-210 — C-210.3  
MTL 10/06 — 1 Page

Material Transmitted

Material Superseded

**GLOSSARY**  
 MTL 11/06 — 20 Pages

**GLOSSARY**  
 MTL 08/04 — 22 Pages

**ACRONYMS**  
 MTL 11/06 — 5 Pages

N/A

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>A-122</b>	<b>Filing the Application</b> - Clarification was added that any Applications received by the agency outside of normal business hours, either through Access Nevada or local office drop boxes, are considered received and date stamped the next business day.	<b>P&amp;P # 20-11</b>
<b>A-171</b>	<b>Applying Voluntary Quit</b> - Correct the referring manual reference in bullet # 5 from A-829 to A-830.	
<b>A-173</b>	<b>Applying the Voluntary Quit Penalty</b> - Corrected the referring manual reference in the 5 <sup>th</sup> paragraph from A-829 to A-830.	
<b>A-175</b>	<b>Determining Good Cause</b> - Corrected the referring manual reference from A-826 to A-830.	
<b>A-321</b>	<b>Caregiver</b> - A NOTE was added stating effective 10/1/11, as a result of Assembly Bill (AB) 147, termination of parental rights does not extinguish the child's right to inherit from the terminated parent unless the child is adopted.	
<b>A-410</b>	<b>Eligibility Requirement</b> – Update grammar in section below database matches.	
<b>A-420</b>	<b>Verification of U.S. Citizenship or Nationality</b> – TANF section updated for clarity.	
<b>A-421</b>	<b>How to Verify U.S. Citizenship or Nationality</b> – Section updated to clarify that households must be given the initial 10 days to provide verification of citizenship prior to the 90-day extension.	
<b>A-421.2</b>	<b>Secondary Verification of U.S. Citizenship or Nationality</b> – Section updated to match actual federal regulations.	
<b>A-421.3</b>	<b>Third Level Verification of U.S. Citizenship or Nationality</b> – Section updated to match actual federal regulations.	
<b>A-421.4</b>	<b>Fourth Level Verification of U.S. Citizenship or Nationality</b> – Section updated to match actual federal regulations.	
<b>A-421.5</b>	<b>Acceptable Verification of Identity</b> – Paragraph added to clarify all documents used to verify identity must provide identifying information that relates to the person named on the document. Section updated to match actual federal regulations.	
<b>A-421.6</b>	<b>Verification of Collective Naturalization</b> – Headers updated to TANF and SNAP. This section applies to both programs.	



Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>A-431.1</b>	<b>Non-citizen Program Eligibility Chart</b> – Medicare Part A and Medicare Buy-In eligibility added to chart.	
<b>A-437.1</b>	<b>Conditions for a Battered Non-citizen to be Eligible</b> – Section updated to clarify that the only benefit available to a Battered non-citizen who has not served the 5-year bar is TANF MOE cash only benefits.	
<b>A-520</b>	<b>Resource Limit</b> - Changed the SNAP resource limit from \$3000 to \$3250 for a household with a disabled member or a member age 60 or over as required by SNAP federal regulations.	
<b>A-536</b>	<b>Income Producing Property</b> - Moved references identified as "Exempt, Note and Exception under the SNAP section as the wording does not apply to TANF. Removed the last paragraph "Examples of Exempt Property:" because exemptions based on a resource type is specifically addressed within the manual section.	
<b>A-563</b>	<b>Length of the SNAP Household's Disqualification Period</b> - Changed the SNAP resource limit from \$3000 to \$3250 for a household with a disabled member or a member age 60 or over as required by SNAP federal regulations.	
<b>A-620.5.3</b>	<b>Second Set of Disregards</b> – Header corrected from SNAP to TANF	
<b>A-630</b>	<b>SNAP Income Deductions/Expenses</b> - #2 updated with new Standard Deductions for 10/2011 SNAP COLA updates.	<b>E&amp;P IM 29-11</b>
<b>A-630.1</b>	<b>Shelter Costs</b> - updated with new Shelter Costs for 10/2011 SNAP COLA updates.	<b>E&amp;P IM 29-11</b>
<b>A-642.1</b>	<b>Application Approved Prior to the End of the Application Month</b> – Example updated to reflect bi-weekly pay periods.	
<b>A-644</b>	<b>TANF-Cash/TRM Budgeting Steps</b> – Spacing corrected in end of sentence in #1.	
<b>A-645</b>	<b>CHAP Budgeting Steps</b> – CHAP poverty level corrected to 133% in #2.	
<b>A-670</b>	Consideration of Non-Citizen Sponsor Income – TANF side updated and re-numbered to clarify what the definition of a child is. A child in this circumstance is a dependent child under the age of 18.	<b>E&amp;P P&amp;P 22-11</b>
<b>Table of Contents</b>	<b>Removed 711.3.2</b> - "Good Cause Reason for Reducing Earning or Terminating Employment because there is no reference to this section. <b>Added 728.5 - Transitional Compensation for Abused Family Members (Military)</b> - A new reference is being added regarding compensation a client may receive. The compensation if received is considered unearned income.	
<b>A-720.1</b>	<b>Alpha Listing of Types of Income and Income Status</b> - Added to the listing "Professional Gambler and Transitional Compensation for Abused Family Members (Military)".	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>A-728.5</b>	<b>Added new section titled "Transitional Compensation for Abused Family Members (Military)".</b> Transitional compensation paid to dependents abused by an active duty member of the armed forces is considered unearned income.	
<b>A-757</b>	<b>Self-Employment -</b> Added a professional gambler is considered self-employed.	
<b>A-757.4</b>	<b>Income from Property -</b> For further clarification, the words "income producing" was added to the word vehicles.	
<b>A-930</b>	<b>Verification of Residency -</b> Reworded the second paragraph in the TANF section that residency must be verified at each application, anytime a household reports a move, the agency discovers the household has moved or the places of residence become questionable. Added wording that previous verification can be pulled forward if the household has not reported or the agency has not been made aware of a new address. For SNAP, reworded the first sentence to "Verify residency at each application".	
<b>A-932.2</b>	<b>How To Verify Residency -</b> Removed the first paragraph and reorganized the remaining sections for clarity and a better flow of the information contained in this section.	
<b>A-1032.1</b>	<b>"Future Source of Income" -</b> clarified for the LOAN program to be considered, each adult household member must have a reasonable expectation of a future source of income to provide for repayment of the LOAN. Removed all wording regarding SSI as a future source of income because no other future source of a lump sum payment is addressed.	<b>PT E&amp;P #08-11 (Only Phase #1 of the PT is being addressed in the manual revision.</b>  <b>TANF State Plan Public Hearing held on 8/10/11</b>
<b>A-1032.2.1</b>	<b>Repayment Agreement" -</b> clarified all adult household members must read and sign the Loan Agreement, Form 2135-EE.	
<b>A-1824.1</b>	<b>Simplified Reporters –</b> Paragraph added to clarify if a Simplified Reporting household is approved for a 12-month certification in error; a ROE must be sent to the household at 6 months to meet federal reporting requirements.	
<b>A-1845</b>	<b>Delayed or Corrected Notices –</b> Clarification added stating same day negative corrections are not allowed on case approvals. Once an application is approved and benefits are authorized, benefits can only be adjusted as on ongoing case.	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>A-2411</b>	<b>"TANF Funding"</b> - added under Loan ** Effective October 1, 2011, all new or pending TANF (NEON or Loan) applications require a look back determination for any months Loan benefits were issued beginning October 1, 2007 to add to the existing NEON months. Follow the procedures outlined in A-2414 to determine the first month the TANF (NEON or Loan) benefits can be counted toward the time limits.	<b>PT E&amp;P #08-11 (Only Phase #1 of the PT is being addressed in the manual revision.)</b>  <b>TANF State Plan Public Hearing held on 8/10/11</b>
<b>A-2414</b>	<b>"Time Limit Count"</b> - clarified by adding a NOTE: Effective October 1, 2011, any new or pending TANF NEON or Loan applications must include a look back at any months an adult household member received TANF LOAN benefits beginning October 1, 2007. The Loan months must be manually added to the TANF TLMT screen.  The total time limit months from NEON and/or Loan will be used by NOMADS in determining the federal life time and Nevada months for NEON eligibility. If a new adult household member is added to an existing NEON case, the added individual's Loan months must be evaluated and considered in determining the assistance units continued assistance.	<b>PT E&amp;P #08-11 (Only Phase #1 of the PT is being addressed in the manual revision.)</b>  <b>TANF State Plan Public Hearing held on 8/10/11</b>
<b>B-123</b>	<b>Processing Untimely Recertifications</b> — Remove section regarding using the ROE for SNAP benefits the month after the month the case terminated for failure to provide a recertification.	
<b>B-616.1</b>	<b>TANF, Medicaid and SNAP Households Who Do Not Meet Simplified-Reporting Criteria</b> – Due to the SNAP annual COLA adjustments the resources limit for elderly and disabled households increased to \$3250.	
<b>B-616.2</b>	<b>Simplified Reporting (SR) Households</b> – Note added to clarify the reporting requirements for SR households whose income exceeds 130% of poverty at approval.	
<b>B-635</b>	<b>Changing a SNAP Case From Public Assistance (PA) to Non-Assistance (NA)</b> – Word “FOOD” removed from title.	
<b>B-641.7</b>	<b>Change in Caretakers</b> – The word caretaker and references to NNCT replaced with caregiver and NNRC.	
<b>B-643</b>	<b>Changes Decreasing Benefits</b> – Paragraph regarding categorically eligible households added.	
<b>B-644</b>	<b>Reported Changes – SNAP Budgetable Expenses</b> – Section updated to match verification policy regarding the verification requirements for allowable SNAP expenses.	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates	Obsolete PT, P&P, PUT or IM
<b>B-820</b>	<b>Time Limits For Qualifying for Restored Benefits</b> — TANF restored benefits is limited to a 12-month time window.	
<b>C-210</b>	<b>Entire Chapter</b> – Chapter updated with SNAP COLA amounts effective 10/01/2011.	<b>E&amp;P IM 29-11</b>
<b>GLOSSARY</b>	<b>GLOSSARY</b> — Separated Glossary and Acronyms into their own sections. Removed unnecessary information and made clarifications if needed.	
<b>ACRONYMS</b>	<b>ACRONYMS</b> — Separated Acronyms and Glossary into their own sections. Removed unnecessary information and made clarifications if needed.	

Effective Date – November 1, 2011

Instructions for Manual Maintenance -- Replace superseded pages (75) with transmitted pages (73).