

JANUARY RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
 TRANSMITTAL LETTER 13/01

January 1, 2013

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL

FROM: MICHAEL J. MCMAHON

SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
Chapter A- 100 Application Processing	Chapter A- 100 Application Processing
Section A- 111 MTL 13/01- (2) Pages	Section A- 111 MTL 11/02- (2) Pages
Section A- 121 MTL 13/01- (1) Page	Section A- 121 MTL 11/02- (1) Page
Section A- 122 - 122.1 MTL 13/01- (1) Page	Section A- 122-122.1 MTL 11/01- (1) Page
Section A- 126 MTL 13/01- (1) Page	Section A- 126 MTL 11/01- (1) Page
Section A- 131 MTL 13/01- (1) Page	Section A- 131 MTL 11/04- (1) Page
Section A- 131.1 MTL 13/01- (1) Page	Section A- 131.1 MTL 11/04- (1) Page
Section A- 133 MTL 13/01- (1) Page	Section A- 133 MTL 11/04- (1) Page
Section A- 134 MTL 13/01- (1) Page	Section A- 134 MTL 09/05- (1) Page
Section A- 140 - 141 MTL 13/01- (1) Page	Section A- 140 - 141 MTL 10/04- (1) Page
Section A- 146 MTL 13/01- (1) Page	Section A- 146 MTL 10/04- (1) Page
Chapter A- 800 Employment and Training	Chapter A- 800 Employment and Training
Section A-814.4 – Community Work Experience Program (CWEP) Stipend MTL 13/01- (1) Page	Section A-814.4 – Community Work Experience Program (CWEP) Stipend MTL 12/04 - (1) Page
Section A 821.2.2.1– FLSA – (Fair Labor Standard Act) Calculation MTL 13/01 - (1) Page	Section A 821.2.2.1– FLSA – (Fair Labor Standard Act) Calculation MTL 11/03 - (1) Page
Section A-827.2 – Action for Non-Compliance MTL- 13/01 (1) Page	Section A-827.2 – Action for Non-Compliance MTL- 12/04 - (1) Page

Material Transmitted	Material Superseded
Chapter A 2200 ---Domestic Violence	Chapter A 2200 ---Domestic Violence
Section A-2250 – Good Cause Waivers MTL 13/01 – (1) Page	Section A-2250 – Good Cause Waivers MTL 07/04 – (1) Page
CHAPTER B. 100—Processing Time Limits	CHAPTER B. 100—Processing Time Limits
Section B-111— Obvious Denials MTL 13/01— (1) Page	Section B-111— Obvious Denials MTL 11/04 — (1) Page
Section B-117— Missed Appointment MTL 13/01— (1) Page	Section B-117— Missed Appointment MTL 11/04 — (1) Page
CHAPTER B. 1200—Transfer	CHAPTER B. 1200—Transfer
Section B-1210 — When to Transfer a Case MTL 13/01— (1) Page	Section B-1210 — When to Transfer a Case MTL 06/02— (5) Pages
CHAPTER C. 200—Snap Charts/Tables & Guides	CHAPTER C. 200—Snap Charts/Tables & Guides
Sections C-110 Snap Program Adverse Dates Chart MTL 13/01— (1) Page	Sections C-110 Snap Program Adverse Dates Chart MTL 12/01— (1) Page
Sections C-115 Snap Program Adverse Dates Chart MTL 13/01— (1) Page	Sections C-115 Snap Program Adverse Dates Chart MTL 12/01— (1) Page
Sections C-260- Snap Program Adverse Dates Chart MTL 13/01— (1) Page	Sections C-260- Snap Program Adverse Dates Chart MTL 12/01— (1) Page

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for January 1,2013	Obsolete PT, P&P, PUT or IM
A-111	Request for Application – Additional sentence added to insure referral to ACCESS Nevada. SNAP section updated to clarify that a complete SNAP application consists of the first page of the application with only the name, address and signature of the head of household. Additional text added to clarify the case manager must evaluate all information which appears on the application.	
A-121	Receipt of Form 2905-EG- Application Form or Other Designated Forms- Section regarding application transfers removed.	
A-122	Filing the Application – Sentence updated regarding the scheduling of appointments. The appointment must be scheduled within seven (7) work days from the date of application. Clarification added to ensure expedited benefits are approved no later then the 6 th day to ensure availability on the 7 th day.	
A-122.1	Missed Interview Appointment (MIA) – Under Initial or Untimely Reapplication Application title changed to Initial Application or Untimely Recertification and Timely Reapplication changed to Timely Recertification – Clarification added to emphasize applications denied for failure to attend an interview must be denied on the 30 th day.	
A-126	Employment Security Division (ESD) Printouts/Interface - Reference to ESD interface in NOMADS removed. ESD information is accessible through ANSRS application in the SAM portal.	
A - 131	Interviews - On SNAP side in the second paragraph, caseworkers updated to “case managers” for consistency. Section regarding the requirement to list the place or telephone number for the interview removed. Next sentence updated to clarify that an internal monitored telephone number, not the Customer service number, must be provided to the applicant when the client does not have a telephone number for the agency to contact the applicant directly for the interview. Statement regarding the inclusion of form 2711-EG removed as all applications now include a Voter Registration Form.	
A-131.1	Interpretive Services Request – Clarification added that the Confirmations of Interpretive Services Form 2034-WG must be completed and returned to Eligibility and Payments the same business day the services is accessed.	E&P IM 32-12
A-133	Rights and Responsibilities – Clarification added that the case manager must inform the household of their reporting requirements during the interview.	
A-134	Pending Information - Due to confusion expressed during the QC conference call, clarification is added to document a copy of Form 2429-EE must be maintained in the case record for QC and hearing purposes regardless of the case outcome.	
A-140	Expedited Services – In the second bullet under the NOTE – the word same added before day to stress that applications not received over the front counter must be evaluated the same day the application is received in the office. The time frames for these applications must be applied under the same guidelines as applications submitted in person.	
A-141	Eligibility Criteria – SUA expense amount updated in second bullet	

A-146	Reminders - Statement added to “1.” to clarify that households are only required to complete the questions on the application that pertain to the programs they are applying for. Applications received through ACCESS Nevada may or may not have all questions completed as the system displays only the questions required for the specific programs applied for by the household.	
A-814.4	CWEP program stipend raised up to a maximum \$40 per month	
A-821.2.2.1	When determining the FLSA limits for a 2p case the maximum number of hours allowable is for the household not per participant.	
A-827.2	Clarified Action for Non-Compliance section noting that case managers may (versus will) attempt telephone contact with clients prior to implementing a conciliation/sanction action. Added: before a 3 month sanction is imposed, caseworkers <u>must</u> staff these cases with their supervisor.	
A-2250	General clarifications throughout this section on Good Cause Waivers and requirements.	
B-111	Obvious Denials — First sentence removed to TANF side only. New text regarding the requirement to interview all SNAP applicants regardless of ineligibility added.	
B-117	Missed Appointment — Information regarding in person or alternate appointment removed as all interviews are conducted by telephone unless an in-person interview is requested by the applicant.	
B-1210	Remove current transfer policy and replace with referral to established procedures located on the “G” Drive and Task Guides	
C-110	Update the monthly cutoff schedule for 2013	
C-115	Update the NOMADS Adverse Action Dates for 2013	
C-260	Update the NOMADS Adverse Action Dates for 2013	

January 1, 2013

Effective Date — January 1, 2013

Instructions for Manual Maintenance — Replace superseded pages (21) with transmitted pages (25).

MARCH RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
 TRANSMITTAL LETTER 13/02

March 1, 2013

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL
 FROM: MICHAEL J. MCMAHON
 SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
<p>Chapter A-200 Verification and Documentation</p> <p>Section A-210 Types of Verification MTL 13/02 — (2) Pages</p> <p>Section A-225 Verification and Documentation for Initial Application and Recertification/Review of Eligibility MTL 13/02 — (2) Pages</p> <p>Section A-230.2 Case Managers MTL 13/02 — (2) Pages</p> <p>Section A-240 Verification Sources MTL 13/02 — (3) Pages</p>	<p>Chapter A-200 Verification and Documentation</p> <p>Section A-210 Types of Verification MTL 11/01 — (2) Pages</p> <p>Section A-225 Verification and Documentation for Initial Application and Recertification/Review of Eligibility MTL 11/01 — (2) Pages</p> <p>Section A-230.2 Case Managers MTL 11/01 — (2) Pages</p> <p>Section A-240 Verification Sources MTL 10/01 — (3) Pages</p>
<p>CHAPTER A-300 Household Determination</p> <p>Section A-335 Authorized Representative MTL 13/02 — (1) Page</p>	<p>CHAPTER A-300 Household Determination</p> <p>Section A-335 Authorized Representative MTL 12/05 — (1) Page</p>
<p>CHAPTER A- 500 Resources</p> <p>Section A-511 Resources MTL 13/02 — (1) Page</p> <p>Section A- 550.2 How to Determine Fair Market value of Vehicles MTL 13/02 — (1) Page</p>	<p>Chapter A- 500 Resources</p> <p>Section A-511 Resources MTL 08/06 — (1) Page</p> <p>Section A- 550.2 How to Determine Fair Market value of Vehicles MTL 08/06 — (1) Page</p>
<p>CHAPTER A-600 Budgeting</p> <p>Section A-610 Income Limits and Eligibility Tests MTL 13/02 — (1) Page</p> <p>Section A-630 SNAP Income Deductions Expenses MTL 13/02 — (1) Page</p> <p>Section A-630.2 Utility Allowance MTL 13/02 — (1) Page</p> <p>Section A-630.4.2 Verifying Child Support Deductions MTL 13/02 — (1) Page</p> <p>Section A-641 Definitions MTL 13/02 — (1) Page</p> <p>Section A-642 Determining Monthly Income MTL 13/02 — (1) Page</p>	<p>Chapter A-600 Budgeting</p> <p>Section A-610 Income Limits and Eligibility Tests MTL 11/04 — (1) Page</p> <p>Section A-630 SNAP Income Deductions Expenses MTL 12/05 — (1) Page</p> <p>Section A-630.2 Utility Allowance MTL 12/04 — (1) Page</p> <p>Section A-630.4.2 Verifying Child Support Deductions MTL 12/05 — (1) Page</p> <p>Section A-641 Definitions MTL 12/05 — (1) Page</p> <p>Section A-642 Determining Monthly Income MTL 11/01 — (1) Page</p>

Material Transmitted	Material Superseded
Section A-642.2 Application Approved After the Application Month has Ended MTL 13/02 — (1) Page	Section A-642.2 Application Approved After the Application Month has Ended MTL 10/04 — (1) Page
Section A-642.4 Converting Income to Monthly Amounts-Irregular Pay MTL 13/02 — (1) Page	Section A-642.4 Converting Income to Monthly Amounts-Irregular Pay MTL 10/04 — (1) Page
Section A-642.7 Projecting Income MTL 13/02 — (1) Page	Section A-642.7 Projecting Income MTL 09/05 — (1) Page
Section A-642.8 Computing Benefits by Case Action Type MTL 13/02 — (1) Page	Section A-642.8 Computing Benefits by Case Action Type MTL 09/05 — (1) Page
Section A 660 Stepparent Cases MTL 13/02 — (2) Pages	Section A 660 Stepparent Cases MTL 20/06 — (2) Pages

CHAPTER 700 INCOME

Chapter 700 INCOME

Section A-711.1 Requirements to Pursue Income MTL 13/02 — (1) Page	Section A-711.1 Requirements to Pursue Income MTL 10/05 — (1) Page
Section A-711.3 Earned Income MTL 13/02 — (1) Page	Section A-711.3 Earned Income MTL 12/04 — (1) Page
Section A-711.4 Unearned Income MTL 13/02 — (1) Page	Section A-711.4 Unearned Income MTL 09/03 — (1) Page
Section A-720.1 Income- Alpha Listing MTL 13/02 — (1) Page	Section A-720.1 Income- Alpha Listing MTL 12/04 — (1) Page
Section A-722 TANF Grants MTL 13/02 — (1) Page	Section A-722 TANF Grants MTL 11/04 — (1) Page
Section A-724.1 Contributions from Household Members Not Receiving Assistance MTL 13/02 — (1) Page	Section A-724.1 Contributions from Household Members Not Receiving Assistance MTL 11/01 — (1) Page
Section A-725 Child Support MTL 13/02 — (1) Page	Section A-725 Child Support MTL 08/06 — (1) Page
Section A-725.2 Requirements to Surrender Child Support MTL 13/02 — (1) Page	Section A-725.2 Requirements to Surrender ChildSupport MTL 08/06 — (1) Page
Section A-726 Children's Earned Income MTL 13/02 — (1) Page	Section A-726 Children's Earned Income MTL 08/06 — (1) Page
Section A-727.1 Monthly Budgeting of Contractual Earnings MTL 13/02 — (1) Page	Section A-727.1 Monthly Budgeting of Contractual Earnings MTL 08/06 — (1) Page
Section A-733 Educational Assistance MTL 13/02 — (1) Page	Section A-733 Educational Assistance MTL 11/04 — (1) Page
Section A-737.8 Subsidized Housing Assistance MTL 13/02 — (1) Page	Section A-737.8 Subsidized Housing Assistance MTL 09/03 — (1) Page
Section A-745 Migrant or Seasonal Farm Worker Emergency Assistance MTL 13/02 — (1) Page	Section A-745 Migrant or Seasonal Farm Worker Emergency Assistance MTL 11/04 — (1) Page
Section A-747 Minor Parent Income MTL 13/02 — (1) Page	Section A-747 Minor Parent Income MTL 09/03 — (1) Page

Material Transmitted	Material Superseded
Section A-758.1 Eligibility of Strikers MTL 13/02 — (1) Page	Section A-758.1 Eligibility of Strikers MTL 10/01 — (1) Page
Section A-761 Third- Party Beneficiary MTL 13/02 — (1) Page Section A-763 Unemployment Insurance Benefits MTL 13/02 — (1) Page	Section A-761 Third- Party Beneficiary MTL 10/01 — (1) Page Section A-763 Unemployment Insurance Benefits MTL 10/01 — (1) Page
Section A-766 Miscellaneous Income MTL 13/02 — (1) Page	Section A-766 Miscellaneous Income MTL 10/01 — (1) Page
Section A-771 Verification of Income MTL 13/02 — (1) Page	Section A-771 Verification of Income MTL 10/03 — (1) Page
Section A-771.1 How to Verify Earned Income MTL 13/02 — (1) Page	Section A-771.1 How to Verify Earned Income MTL 09/03 — (1) Page
Section A-771.2 Documentation of Income MTL 13/02 — (1) Page	Section A-771.2 Documentation of Income MTL 13/02 — (1) Page
CHAPTER – 1000 TANF Cash Programs	CHAPTER – 1000 TANF Cash Programs
Table of Contents A- 1000 MTL 13/02 — (1) Page	Table of Contents A- 1000 MTL 11/05 — (1) Page
Section A-1011 Eligibility MTL 13/02 — (1) Page	Section A-1011 Eligibility MTL 12/04 — (1) Page
Section A-1022 Child Only Program MTL 13/02 — (1) Page	Section A-1022 Child Only Program MTL 11/05 — (1) Page
Section A-1030 Non Assistanes Program MTL 13/02 — (1) Page	Section A-1030 Non Assistanes Program MTL 11/05 — (1) Page
Section A-1031.1 Purpose of SSG MTL 13/02 — (1) Page	Section A-1031.1 Purpose of SSG MTL 11/05 — (1) Page
Section A-1031.2 Screening for SSG MTL 13/02 — (1) Page	Section A-1031.2 Screening for SSG MTL 11/05 — (1) Page
Section A-1031.4 Eligibility MTL 13/02 — (1) Page	Section A-1031.4 Eligibility MTL 12/04 — (1) Page
Section A-1031.5 Payment Determination MTL 13/02 — (1) Page	Section A-1031.5 Payment Determination MTL 12/04 — (1) Page
Section A-1031.7 Time Limits and Period of Ineligibility MTL 13/02 — (1) Page	Section A-1031.7 Time Limits and Period of Ineligibility MTL 12/04 — (1) Page
Section A-1031.11 Reserved MTL 13/02 — (1) Page	Section A-1031.11 SNAP Eligibility MTL 12/04 — (1) Page

Material Transmitted	Material Superseded
<p>CHAPTER- 1600 Child Support</p> <p>Section A-1600 Table of Contents MTL 13/02 — (1) Page</p> <p>Section A-1610 Purpose MTL 13/02 — (1) Page</p> <p>Section A-1620 Eligibility Responsibilities MTL 13/02 — (1) Page</p>	<p>CHAPTER- 1600 Child Support</p> <p>Section A-1600 Table of Contents MTL 07/05 — (1) Page</p> <p>Section A-1610 Purpose MTL 10/03 — (1) Page</p> <p>Section A-1620 Eligibility Responsibilities MTL 10/03 — (1) Page</p>
<p>Section A-1621 Interview Requirements MTL 13/01 — (1) Page</p> <p>Section A-1621.1 Assignment of Support MTL 13/02 — (1) Page</p> <p>Section A-1621.2 Non-Custodial (Absent) Parent - Information MTL 13/02 — (1) Page</p> <p>Section A-1621.4 Child Support Payments MTL 13/02 — (1) Page</p> <p>Section A-1623 Updates to CESP Referrals MTL 13/02 — (1) Page</p> <p>Section A-1625.1 Intake Case Processing For Noncooperation with CSEP MTL 13/02 — (1) Page</p> <p>Section A-1625.2 Ongoing Case Processing for Noncooperation with CSEP MTL 13/02 — (1) Page</p>	<p>Section A-1621 Interview Requirements MTL 10/03 — (1) Page</p> <p>Section A-1621.1 Assignment of Support MTL 12/04 — (1) Page</p> <p>Section A-1621.2 Non-Custodial (Absent) Parent – Information MTL 12/04 — (1) Page</p> <p>Section A-1621.4 Child Support Payments MTL 12/04 — (1) Page</p> <p>Section A-1623 Updates to CESP Referrals MTL 12/04 — (1) Page</p> <p>Section A-1625.1 Intake Case Processing For Noncooperation with CSEP MTL 12/04 — (1) Page</p> <p>Section A-1625.2 Ongoing Case Processing for Noncooperation with CSEP MTL 12/04 — (1) Page</p>
<p>CHAPTER B –900 Program Violations Sanctions</p> <p>Section B – 930 Definition MTL 13/02 – (1) Page</p> <p>Section B – 933 Personal Responsibility MTL 13/02 – (1) Page</p> <p>Section B – 941.3.1 Ineligible Period for Individuals Convicted of Felony Drug-Related Offenses MTL 13/02 – (1) Page</p> <p>Section B – 941.8 Non-Cooperation with Social Security Number Requirements MTL 13/02 – (1) Page</p>	<p>Chapter B –900 Program Violations Sanctions</p> <p>Section B – 930 Definition MTL 10/06 – (1) Page</p> <p>Section B – 933 Personal Responsibility MTL 12/06 – (1) Page</p> <p>Section B – 941.3.1 Ineligible Period for Individuals Convicted of Felony Drug-Related Offenses MTL 12/03 – (1) Page</p> <p>Section B – 941.8 Non-Cooperation with Social Security Number Requirements MTL 09/05 – (1) Page</p>
<p>CHAPTER B –1100 Case Format</p> <p>Section B – 1100 Right Side of Folder MTL 13/02 – (1) Page</p> <p>Section B – 1100 Other Miscellaneous Format Information MTL 13/02 – (1) Page</p>	<p>Chapter B – 1100 Case Format</p> <p>Section B – 1100 Right Side of Folder MTL 11/04 – (1) Page</p> <p>Section B – 1100 Other Miscellaneous Format Information MTL 11/01 – (1) Page</p>

Material Transmitted	Material Superseded
Chapter C- 200 SNAP CHARTS / TABLES & GUIDES	Chapter C- 200 SNAP CHARTS / TABLES & GUIDES
Section C-200 Table of Contents MTL 13/02 — (1) Page	Section C-200 Table of Contents MTL 13/02 — (1) Page
Section C-240 — Reserved MTL 13/02- (1) Page	Section C-240 — Food Stamp Tables MTL 06/02- (29) Pages

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for March 1,2013	Obsolete PT, P&P, PUT or IM
A-210	Types of Verification – Under Secondary Source – Collateral Contact, drug treatment facilities listed as collateral contact for drug felons who must provide verifications of completion of a SAPTA/Agency approved program for SNAP and TANF eligibility. Under forth bullet – Other Verification – In third paragraph added citizenship, dependent care, child support and medical expenses and felony drug treatment programs as eligibility factors which cannot be verified by client statement.	
A-225	Verification and Documentation for Initial Application and Recertification/Review of Eligibility – Felony Drug Conviction- Completion of SAPTA/Agency Approved Program added as a required verification for both the Initial Application and for Recertification/Review of Eligibility. Under Initial Application the word “Alien” replaced with “Non-citizen” for consistency.	
A-230.2	Case Managers – Second bullet – “and deprivation due to death” removed as deprivation is no longer an eligibility factor, the death of an absent parent would be documented on the NCP1 screen in NOMADS. Third bullet – “The Work Number” added as an available inquiry systems. Eighth bullet – Manual reference removed. Third to the last paragraph with manual reference removed.	
A-240	Verification Sources – Under Identity – SOLQ replaced with SSAR. Section added to provide guidance regarding verification of Drug Felon – SAPTA/AGENCY Approved Programs. Earned Income – The Work Number added as an available verification source. Utilities – removed the “s” from the fourth bullet.	
A-335	Authorized Representative – added additional wording that a “Division Employee may serve as an AR for Medicaid”.	
A-511	Resources- In second paragraph, “out-of-state” removed from EBT case accounts. The balances in all EBT case accounts, even for Nevada TANF, are countable resources. Additional grammar updated.	
A-550.2	How to determine Fair Market Value of Vehicles – Section regarding on – line Kelly Blue Book determinations updated. The website has changed their designations. Workers will now use the “Good” trade-in value for all vehicles.	
A-610	Income Limits and Eligibility Test – in “Note” on TANF side, word “to” added to correct grammar.	
A-630	SNAP Income Deductions/Expenses – #3 Dependent Care Expense, word “of” corrected “to” and # 6 Medical Expense, acronym of Social Security Disability corrected from SSI to RSDI.	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for March 1,2013	Obsolete PT, P&P, PUT or IM
A-630.2	Utility Allowance – Seventh bullet under SUA updated to clarify the monthly cost of the household’s utilities must exceed the monthly utility allowance to be eligible for SUA.	
A-630.4.2	Verifying Child Support Deductions – Note updated to clarify documents used to specifically verify the amount of the court obligated child support payment is not acceptable to verify the actual amount paid by the non-custodial parent. Additional verification must be obtained.	
A-641	Definitions – Fifth Bullet, definition of Prorated Benefit Month rewritten for clarity.	
A-642	Determining Monthly Income- Non-citizen sponsor income added to TANF side.	
A-642.2	Application Approved After the Application Month Has Ended – In fourth paragraph, paycheck amount 7/23 added to example.	
A-642.4	Converting Income to Monthly Amounts – Irregular Pay – Third paragraph the word “some” added before school employees as not all school employees are contract or seasonal employees. In Note – clarification added to sporadic income. Final paragraph an example of temporary services added to on-call employment.	
A-642.7	Projecting Income – Example added regarding reported changes.	
A-642.8	Computing Benefits by Case Action Type – Under first box “Budgeting” the word “cycles” removed. The term reapplication and redetermination replaced with recertification and Review of Eligibility for consistency.	
A-660	Stepparent Cases – Headers in entire section updated to TANF only.	
A- 711-711.1	Income/Requirements to Pursue Income – Last sentence removed under Income as page separated, heading updated and section A- 711.1 put under TANF only.	
A-711.3	Earned Income – Honorarium payments added to earned income. Last sentence in last paragraph removed as it is a duplicate of a sentence in the previous paragraph.	E&P P&P 8-12
A-711.4	Unearned Income- Last paragraph moved to the TANF side only. Not a SNAP requirement.	
A-720.1	Income- Alpha Listing – Honorarium payments added to chart. UIB payments updated to countable for SNAP and TRM/CHAP as ARRA UIB payments no longer being paid. All UIB payments are budgeted as unearned income to all programs.	
A-722	TANF Grants- Last sentence under Out of State Division Payments removed as lump sum future ineligible months policy was previously removed from current policy. The term “alien” replaced with non-citizen for consistency.	
A-724.1	Contributions from Household Members Not Receiving Assistance – Examples added to better clarify and explain the difference between a landlord/tenant relationship and shared living expenses.	
A-725	Child Support – Last Paragraph rewritten for clarity. Paragraph added to clarify child support paid by a household member to another household member is no longer budgetable to the household nor allowed as an expense on the SNAP case.	E&P P&P 4-12

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for March 1,2013	Obsolete PT, P&P, PUT or IM
A-725.2	Requirement to Surrender Child Support- SSG added to case types not required to surrender child support. TANF section updated to state child support will only be budgeted from the application date up to the approval date. Once the case is approved the child support will be moved ongoing.	
A-726	Children’s Earned Income - On SNAP side, under non-exempt income the word “or” replaced with “and” in the first bullet.	
A-727.1	Monthly Budgeting of Contractual Earnings – Sections removed on TANF side to simplify budgeting and match SNAP policy for consistency.	
A-773	Educational Assistance – Under number 2 “ What is income?” paragraph added to state the Monthly Housing Allowance (MHA) received by individuals receiving educational assistance through the post 9/11 GI-Bill is budgetable unearned income and cannot be reduced by other educational expenses as this payment is specifically earmarked for housing expenses.	
A-737.8	Subsidized Housing Assistance – Heading on second page of section updated to TANF only.	
A-745	Migrant or Seasonal Farm Worker Emergency Assistance- Policy on SNAP side moved across programs.	
A-747	Minor Parent Income - Header for entire section updated to TANF Only.	
A- 758.1	Eligibility of Strikers - Under Current Eligibility section 2 through the end of the section moved to SNAP side, this is not applicable to TANF cases.	
A-761	Third-Party Beneficiary – Sentence added to clarify any money the beneficiary retains and does no use for the maintenance of the non-member is countable unearned income.	
A-763	Unemployment Insurance Benefits – “NOTE:” regarding the American Recovery and Reinvestment Act of 2009 removed as the \$25.00 payments are no longer being paid.	
A-766	Miscellaneous Income - Note added to state the receipt of a substantial jackpot must be evaluated as a resource and if the winnings are placed in an interest bearing account the interest is countable as income. An Exception was also added to clarify gambling winnings of professional gamblers are not exempt income and must be evaluated as self employment.	
A-771	Verification of Income - In chart under Step 1, the word “or” replaced with the word “and”. In Step 3 a note was added to clarify when the receipt of UIB benefits can be used to verify termination of current income.	E&P P&P 08-10 Revised
A-771.1	How to Verify Earned Income - The location of the listed reports updated for each report.	
A-771.2	Documentation of Income - “Redetermination” replaced with Review of Eligibility for consistency. “Forms” added to end of sentence regarding documentation requirements for income computations.	
TOC A-1000	Table of Contents – A-1031.11 changed from “SNAP Eligibility” to “RESERVED”. A-1000 relates to TANF cash assistance and lump sums payments for TANF and SNAP are covered in A-700.	

Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for March 1,2013	Obsolete PT, P&P, PUT or IM
A-1011	Eligibility – added to the chart under “Agreement of Cooperation” the manual reference A-800. Also changed the SSG time limits from “Yes to No”. The assistance unit is not eligible to receive TANF for the number of months determined by dividing the SSG payment by the maximum TANF grant for the family size at the time of payment. Any part of a month counts as a full month. The ineligible period begins the month SSG is authorized	
A-1022	Child Only Program – The associated “Program Aid Code” was added to each category as a quick reference for case managers. Added the word “adult” in the 2 nd bullet and a “Note” as a reminder “For new applicants, Child-Only (COS, CON and COK) cases must be registered with the youngest child as the Head-of-Household (HOH).	
A-1030	NON-ASSISTANCE PROGRAMS – Aligned all bullets and in the 5 th bullet changed the word “discreet” to “distinct”.	
A-1031.1	Purpose of SSG – Changed the wording of the 2 nd sentence in the 2 nd paragraph for clarity; removed the bullets preceding the paragraph because they are a duplication of the contents already described in the paragraph. In the 3 rd paragraph, a change was made to the first sentence to “SSG is intended to be a one-time service for families; however, more then one SSG payment may be provided if a new or unforeseen circumstance appropriate for another payment occurs as defined in manual section A-1031.9.”	
A-1031.2	SCREENING for SSG – First Paragraph 2 nd sentence added the following wording “the expected financial self-sufficiency that would meet the family’s on-going needs”. In the 3 rd bullet, added the word “own”. In the reference “Examples of families that may be candidates for SSG include, but are not limited to:” 2 nd bullet, clarified the solid job offer includes in Nevada or another state; 3 rd bullet added the word “became”; removed the 4 th bullet because it’s already covered in the 5 th bullet; further clarified in the 5 th bullet 2 nd sentence to read “The caregiver, now unemployed, has a strong prospect to return to work quickly if they can get their vehicle repaired and purchase special tools”.	
A-1031.4	Eligibility – Item # 1, removed all manual references; item #2, removed all wording except for TANF countable resource limit of \$2,000”; Item #3 removed the manual reference and changed the last sentence to read “Do not consider a best estimate of future income/earnings”; Item #4, changed the first sentence from “Applicants must understand” to “Applicants must be informed”; item #5 was removed and added as new item #6 for better flow item #6 was added (previously #5) and reworded the sentence “Applicants must sign Form 2136-EE if they chose to receive an SSG payment in lieu of ongoing TANF”.	
A-1031.5	Payment Determination – change to the last sentence by adding the word “current” before income and removing (current and anticipated). The reference will now coincide with A-1031.4 #3.	
A-1031.7	Time Limits and Period of Ineligibility – reworded item #2 “The number of months covered by an SSG payment do not count as time limit months toward the Nevada 24-month time or the Federal 60-month life time limit”.	
A-1031.11	SNAP Eligibility - removed and replaced with Reserved. TANF and SNAP Lump Sum payments are already addressed in A-700.	

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Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for March 1,2013	Obsolete PT, P&P, PUT or IM
TOC A-1600	A-1625.2 Ongoing Case Processing for Noncooperation with CSEP Process - Removed from the title the word “Process”, because it does not provide a purpose for the section heading.	
A-1610	Purpose – The word “Citizen” was removed from Child Only because there are other types of Child Only programs.	
A-1620	Eligibility Responsibilities - Removed the first bullet and added it to “Interview Requirements”. Rearranged the “Eligibility Staff” actions for a better flow and made minor changes to contents.	
A-1621	Interview Requirements - added wording “are required to” and a semi colon. Added a bullet regarding notifying the caregiver that child support (Voluntary or Court Ordered) received after cash approval must be surrendered.	
A-1621.1	Assignment of Support – Removed the 2 nd paragraph because application signatures are covered in A-200. Removed the 3 rd paragraph and replaced the policy contents with bullets for a better flow. In the following bullet, removed all manual references because they are contained within the manual section. In the next bullet “The relative caregiver is required to cooperate with CSEP by”; 4 th item is reworded to “surrendering and endorsing all voluntary or court ordered child support for TANF NEON/Child Only or received after benefits are approved”. Removed the manual reference above the chart because the reference is contained with this section; began the existing sentence with “It”; added wording in the 5 th row for clarification to “Surrendering Child Support (Voluntary or Court Ordered) Payments”; added a * to denote this topic and also in the column titled “TRM”. Added a paragraph after the chart * that clarifies the assignment and budgeting.	
A-1621.2	Non- Custodial (Absent) Parent-Information - in the first bullet the “Note” was reworded in the 2nd sentence by removing manual section A-323 and adding the words “a possible father is in the home, see A-300”.	
A-1621.3	Surrendering Child Support Payments to CSEP - removed the 4 th bullet.	
A-1621.4	Child Support Payments - changed manual reference A-725 to A-700 because the references are contained within this manual section	
A-1623	Updates to CSEP Referrals - added the word “or” in the second bullet and removed the 3 rd bullet because failure to surrender payments is determined by IV-D and not applicable to IV-A cases.	
A-1625.1	Intake Case Processing For Noncooperation with CSEP Process – In the last sentence, added parenthesis to child(ren).	

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Manual Section	BACKGROUND & EXPLANATION of policy changes/ Clarifications/updates for January 1,2013	Obsolete PT, P&P, PUT or IM
A-1625.2	Ongoing Case Processing for Noncooperation with CSEP process – Removed the word “Process” from the title because it is not necessary. Reworded the first paragraph when notification is received from Child Support of the relative caretakers non-cooperation; In the 2 nd paragraph, additional wording was added for clarification of non-cooperation with CSEP. “As a condition of a Non-Needy Relative Caregiver’s (NNRC) eligibility to receive TANF and/or TANF related Medicaid (TRM) for the child(ren), the NNRC is required to comply with CSEP for all children for whom they receive assistance. Upon notification from Child Support the caregiver has failed to cooperate, TANF Child-Only cash and TRM considering adverse action will be terminated. Consider CHAP eligibility for the child(ren) and a pregnant woman may only receive pregnancy related services”. Removed the 4 th paragraph because this has been addressed in the previous sections.	
B-930	Definition – Last sentence on SNAP side updated to correct grammar.	
B-933	Personal Responsibility Plan (PRP) – Manual reference updated to A-800.	
B-941.3.1	Ineligible Period for Individuals Convicted of Felony Drug – Related Offenses – Duplicate TANF/SNAP paragraphs removed from both sides and added as a common paragraph under both programs. Under “Verification”, first bullet updated for location of the current SAPTA approved programs. Previous link removed as actual link changes each time MHDS updates the list. Note added to clarify the client’s statement cannot be accepted to verify completion of or participation in a SAPTA approved program.	
B-941.8	Non-Cooperation with Social Security Number Requirements– Note updated to clarify the exemption with Social Security enumeration for Newborns is limited to medical eligibility. Reference added for policy regarding Social Security enumeration for TANF cash and SNAP cases.	
B –1100	Right Side of Folder – Top to Bottom – Copy of form 2429 added to clarify a copy of this form must be maintained in the case record even when all requested verifications have been provided. Permanent section – Proof of SAPTA/Agency Approved Drug Programs added to Permanent Section of case file.	
B-1100	Other Miscellaneous Format Information - #5 added to ensure all verifications received by the agency must be clear concise and understandable. This will ensure this information can be understood by a future case manager or reviewer.	
C-240	Section C-240 Removed – Obsoleted and replaced with Reserved.	

March 1, 2013

Effective Date — March 1, 2013

Instructions for Manual Maintenance — Replace superseded pages (21) with transmitted pages (25).

(MTL/E&P 13/02)