

MARCH RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
 TRANSMITTAL LETTER 02/17

March 1, 2017

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

Material Transmitted	Material Superseded
Chapter A-100 Application Processing Section A-100 MTL 02/17-(14) Pages	Chapter A-100 Application Processing Section A-100 MTL 01/17-(14) Pages
Chapter A-200 Verification and Documentation Section A-210.1.1-225.2 MTL 02/17-(2) Pages	Chapter A-200 Verification and Documentation Section A-210.1.1-225.2 MTL 14/02, 13/05-(2) Pages
Chapter A-500 Resources Section A-533.5-535.2 MTL 02/17-(29) Pages	Chapter A-500 Resources Section A-533.5-535.2 MTL 01/15-(29) Pages
Chapter A-700 Income Section A-762 MTL 02/17-(1) Page	Chapter A-700 Income Section A-762 MTL 01/15-(1) Page
Chapter A-800 Employment & Training Section A-814-829.1 MTL 02/17-(9) Pages	Chapter A-800 Employment & Training Section A-814-829.1 MTL 14/03 -(9) Pages
Chapter A-1300 Social Security Numbers Section A-1311 MTL 02/17-(1) Page	Chapter A-1300 Social Security Numbers Section A-1311 MTL 13/05-(1) Page
Chapter A-2100 Personal Responsibility Plan Section A-2170 MTL 02/17-(2) Pages	Chapter A-2100 Personal Responsibility Plan Section A-2170 MTL 13/05-(2) Pages
Chapter A-2200 Domestic Violence Section A-2210-2220 MTL 02/17-(1) Page	Chapter A-2200 Domestic Violence Section A-2210-2220 MTL 07/04-(1) Page
Chapter A-2600 Non-Needy Relative Caregiver and Kinship Care Section A-2630.3 MTL 02/17 – (2) Pages	Chapter A-2600 Non-Needy Relative Caregiver and Kinship Care Section A-2630.3 MTL 13/05 – (2) Pages
Chapter B-400 Special Households Section A-421.3.1-485 MTL 02/17 – (3) Pages	Chapter B-400 Special Households Section A-421.3.1-485 MTL 01/15 – (3) Pages

Chapter B-600 Changes Table of Contents MTL 02/17 – (1) Page Section B-633-641.2 MTL 02/17 – (2) Pages	Chapter B-600 Changes Table of Contents MTL 02/17 – (1) Page Section B-633-641.2 MTL 02/17 – (2) Pages
Chapter B-1400 Nondiscrimination/Interpretive Services Section B-1450.1.1-1450.2.1 MTL 02/17-(1) Page	Chapter B-1400 Nondiscrimination/Interpretive Services Section B-1450.1.1-1450.2.1 MTL 02/15, 13/05-(1) Page
Index MTL 02/17 – (9) Pages	Index MTL 07/05 – (9) Pages

Manual Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates For March 2017	Obsolete PT, P&P, PUT or IM	Unit Clearance Control #
A-125	WITHDRAWAL OF APPLICATION Clarification regarding policy for TANF NEON recipients who are within their conciliation period and request to withdraw.	E&P PT 02-16	15-16
A-134	RIGHTS AND REPSONSIBILITIES Update to remove signature requirement on the Domestic Violence Form 2678-EG.		15-16
A-135	PENDING INFORMATION Move paragraph up to a natural order and un-bold.		15-16
A-180.1	RECEIPT OF BENEFITS Added ERP as categorically eligible for SNAP.		15-16
A-180.2.1	DETERMINATION OF THE SNAP HOUSEHOLD SIZE FOR EXPANDED CATEGORICAL ELIGIBILITY Clarification regarding manual determination of SNAP expanded categorical eligibility.		15-16
A-210.1.1	VERIFICATION RECEIVED THROUGH INQUIRY SYSTEMS/INTERFACES Added a clarifying note not to use quarterly income as SNAP 30 day wage history.		17-16
A-225.1	INITIAL APPLICATION/ADDING NEW HOUSEHOLD MEMBERS Changed the "School Attendance for Children age 7 through 11 and Minor Parents" eligibility factor to "verify at PRP" for TANF.		17-16
A-225.1	INITIAL APPLICATION/ADDING NEW HOUSEHOLD MEMBERS Removed "Form 2760 People are Better Off Working" and "Form 2785 How Doe Going to Work Affect Your Welfare Benefits" from the required forms list for TANF.		17-16
A-225.2	REPORTED CHANGES/RECERTIFICATION/REDETERMINATION Changed "Resources" to "Client Statement" for TANF.		17-16
A-225.2	REPORTED CHANGES/RECERTIFICATION/REDETERMINATION Changed "School Attendance for age 7 through 11 and Minor Parents" to "Verify at PRP" for TANF.		17-16
A-225.2	REPORTED CHANGES/RECERTIFICATION/REDETERMINATION Removed "Form 2760 People are Better Off Working" and "Form 2785 How Does Going to Work Affect Your welfare Benefits" from the required form lists for TANF.		17-16
A-533.5	Crowdfunding guidance from FNS. Update DAG to Chief of E&P.		12-16
A-762	TRUST FUNDS Changed "Deputy Attorney General (DAG)" to "Chief of Eligibility & Payments".		18-16
A-814	SUPPORT SERVICES Adds voluntary participants in a qualified third-party education program are eligible for support and transportation services.		15-16 ESS
A-814.2	TRANSPORTATION Clarifies that volunteers in a qualified third-party education program may receive transportation assistance.		15-16 ESS
A-814.2.4	DEFINITIONS Corrects typographical error of the word "purchase".		15-16 ESS
A-814.5.1	VOCATIONAL EDUCATION/TRAINING OPTIONS Lists SNAPET Education Components.		15-16 ESS

A-816.1	EMPLOYMENT AND TRAINING STATUS Adds SNAPNET participants enrolled in a qualified third-party education program.		15-16 ESS
A-818.1	E&T DETERMINATION Strikes language not allowing support services for volunteers.		15-16 ESS
A-818.1.1	SNAP EMPLOYMENT AND TRAINING (SNAPET) ORIENTATION & JOB SEARCH Excludes volunteer participants' enrollment in a qualified third-party education program from non-compliance action.		15-16 ESS
A-827	EMPLOYMENT & TRAINING COMPLIANCE Clarifies non-compliance action is for mandatory participants and excludes volunteers in a qualified third-party education program from non-compliance action.		15-16 ESS
A-827.2	ACTION FOR NON-COMPLIANCE Clarifies SNAPET case managers have five (5) working days from date of discovery to notify a mandatory participant of non-cooperation.		15-16 ESS
A-829.1	RE-ESTABLISHING ELIGIBILITY Adds participation in a qualified third-party education program as a means to re-establish eligibility.		15-16 ESS
A-1311	WORKERS ACTIONS AT APPLICATION Removed text regarding SSN replacement/verification. SSA no longer prints SSN for clients in their field offices as of 2014. Client must apply if they need a replacement SSN card.		19-16
A-2170	NON-COMPLIANCE WITH TERMS OF THE PERSONAL RESPONSIBILITY PLAN (PRP) Language added to clarify policy for households who request to withdraw during conciliation.	E&P PT 02-16	16-16
A-2210	IDENTIFICATION Removed information regarding the signature requirement on Domestic Violence Awareness Form 2678-G.	E&P IM 01-17	02-17
A-2220	DISCLOSURE Added missing parenthesis.		02-17
A-2630.3	ELIGIBILITY DATES Changed wording to use more accurate jargon. "NNRC assistance is not terminated timely"		20-16
A-2630.3	ELIGIBILITY DATES, Example 1: Modified the example for clarification and accuracy in calculation.		20-16
B-421.3.1	INCOME Removed the note regarding cash contributions as they are addressed in Manual Section 724 Cash Gifts and Contributions as a clean-up since updating section.		21-16
B-473	ABAWD TIME LIMITS AND TRACKING Indented paragraphs. Removed the Note for budgeting ABAWD income and resources as it is updated with the CFR 273.11 (c)(2)(ii) and is already addressed in Manual Section 421.3.1.		21-16
B-485	STUDENT INCOME Capitalized Manual Section A-733.3 and corrected the section number.		21-16
B-616.1 TOC	REPORTING REQUIREMENTS Changed title to say SNAP rather than Food Stamp.		22-16
B-633	MOVES WITHIN STATE Remove this manual section as B-1200 Transfers was removed from the manual in 2013 when we went to virtual caseloads.		22-16

B-641.2	ADDING NEWBORNS TO A CASE Added a note to clarify adding unreported newborns to a TANF case.		22-16
B-1450	Interpretive Services Request has been updated with FNS direction regarding language interpreter certification, no minors and LanguageLink.		13-16
Index	TRANSFERS Removed B-1200 Transfers and its subtitles from the Index. VOLUNTARY QUIT Modified the section numbers for voluntary quit and removed sections that are no longer in the manual.		01-17

Effective Date – Upon receipt

Instructions for Manual Maintenance -- Replace superseded pages (77) with transmitted pages (77).