

MARCH RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
 TRANSMITTAL LETTER 14/02

March 1, 2014

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

Material Transmitted	Material Superseded
Chapter A-200 – Table Of Contents MTL 14/02 – (1) Page Chapter A-200 – Verification and Documentation Sections A-220 – A-225.2 MTL 14/02 – (3) Pages	Chapter A-200 – Table of Contents MTL 13/05 – (1) Page Chapter A-200 – Verification and Documentation Sections A-220 – A-225.2 MTL 13/05 – (3) Pages
Chapter A-300 – Household Determination Section A-322.1 MTL 14/02 – (1) Page Section A-332 MTL 14/02 – (3) Pages Section A-335 MTL 14/02 – (1) Page	Chapter A-300 – Household Determination Section A-322.1 MTL 13/05 – (1) Page Section A-332 MTL 13/05 – (3) Pages Section A-335 MTL 13/05 – (1) Page
Chapter A-600 – Budgeting Section A-680 MTL 14/02 – (2) Pages	Chapter A-600 – Budgeting Section A-680 MTL 13/05 – (2) Pages
Chapter B-200 – Table of Contents MTL 14/02 – (1) Page Chapter B-200 – Issuing Benefits Sections B-210 – B-293 MTL 14/02 – (7) Pages Sections B-294 – B-298 MTL 14/02 – (1) Page	Chapter B-200 – Table of Contents MTL 12/04 – (1) Page Chapter B-200 – Issuing Benefits Sections B-210 – B-293 MTL 12/04 – (6) Pages Sections B-294 – B-297 MTL 11/04 – (1) Page
Part C-100 TANF Charts/Tables & Guides Section C-115 MTL 14/02 – (1) Page	Part C-100 TANF Charts/Tables & Guides Section C-115 MTL 13/01 – (1) Page
Part C-260 SNAP Charts/Tables & Guides Section C-260 MTL 14/02 – (1) Page	Part C-260 SNAP Charts/Tables & Guides Section C-260 MTL 13/01 – (1) Page

Manual Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates for March 1, 2014	Obsolete PT, P&P, PUT or IM
A-200 TOC	Table of Contents – Replaced all references to “Review of Eligibility” with “redetermination”	
A-220 – A225.2	Removed all references to “Review of Eligibility” and replaced with “redetermination”.	
A-322.1	Unborn Due Date (EDC) – removed the words “and Medicaid” as a result of HCR.	
A-332	Who Is Not Included – In item #2, Protective Payee added a paragraph “For TANF NEON or TANF Child-Only case when EBT Restrictive Use is identified, see manual section B-200 regarding the establishment of a protective payee to receive and manage the benefits. In item #3, removed the words “or Medicaid” due to HCR.	PT #08-13 Public Hearing 12/19/2012
A-335	Authorized Representative-5th paragraph, removed review of eligibility and replaced with redetermination (RD) for consistency.	
A-680	Updated section headers to read SNAP only.	
B-200 TOC	Table of Contents - Added a new section #230.3.1 titled “EBT Card TANF Restriction”. This is a result of the Federal Law “The Middle Class Tax and Relief and Job Creation Act of 2012 (PL 112-96)”. Removed section 270.1 “Replacing Medicaid Cards” due to HCR.	
B-210 #2	Types of Benefits – added minor wording change to the sentence for clarity.	
B-220.1	Benefit Amount – changed the word grant to benefits.	
B-230	Authorizing Benefits – Removed the word Medicaid due to HCR and the word NOMADS because it’s already referred to as the system.	
B-230.1	Issuance of Benefits via Electronic Benefit Transfer (EBT) – In the 3 rd paragraph, 2 nd sentence, added the words “or to access funds from their TANF benefits”. Changed the 3 rd sentence to read “When paying for groceries, other services or to access funds from their TANF benefits, the EBT card is swiped through a Point-of-Sale (POS) terminal, and the recipient enters their PIN to access their account”. In the 4 th sentence, added the word <u>/individual</u> and in the 5 th sentence added the word <u>/withdrawn</u> amount.	
B-230.3	EBT Card Issuance – In the 2 nd paragraph, 1 st sentence removed the word “general” because the information provided contains more than general information. Reworded the 2 nd sentence and added bullets of the information contained in the revised Form 2321-EGB. Added “a copy of the form is provided to the client and one is kept in the casefile”, added the policy that will be used when the applicant or their Authorized Representative (A/R) is not available in person to sign and date Form 2321-EGB. A “Note” was added “Benefits only become available once the household is approved for assistance and the benefit amount is transmitted to their EBT account”.	
B-230.3.1 (added)	EBT Card TANF Restricted Use – The Middle Class Tax and Relief and Job Creation Act of 2012 (PL 112-96) required all states to have in place by February 22, 2014, policies and practices necessary to prevent TANF NEON and TANF Child-Only benefits from being used in any casinos, gaming establishments, liquor stores, or retail establishments which provide adult entertainment. Nevada implemented the Federal Law January 1, 2014. This manual section includes the following: locations of restricted usage; I&R EBT Coordinator who will provide a TANF cash usage report quarterly and review use of prohibited locations; notification will be provided to office managers or their designee of the report results when restricted usage is detected; That District Office Managers will determine on a case-by-case basis when restrictive use is the household’s only means available to obtain money and the policy that must be followed when restrictive use is detected.	PT #08-13 Public Hearing 12/19/2012
B-230.4	Over-the-Counter (OTC) Card Issuance – In the 1 st bullet added the words “or their A/R” as required by policy.	
B-230.6	Who Receives an EBT Card – TANF policy changes were added to include: only one EBT Card can be provided for each case and for TANF; who the card can be issued to.	

B-270.1	Replacing Medicaid Cards – This manual section is removed as a result of HCR and that it is covered in the Medical Assistance Manual.	
B-298	CANCELLATION/STATUS OF EBT CARDS UPON DEATH OF THE ENTIRE SNAP/TANF HOUSEHOLD – A change was made to correct the contents font size.	
B-250.1	Changing the PIN – reworded the paragraph of how a PIN number can be changed. Individuals may change their PIN at any time. To change the PIN, they must visit the EBT authorized personnel in the district office or call JP Morgan directly at 1-866-281-2443 to change their PIN.	
Extra Spacing	This manual section contained extra spacing and has been identified with highlighting to be corrected.	
C-115	NOMADS Adverse Action Dates – Updated adverse action dates for 2014.	
C-260	SNAP Adverse Action Dates – Updated adverse action dates for 2014.	

March 1, 2014

Effective Date – March 1, 2014

Instructions for Manual Maintenance – Replace superseded pages (21) with transmitted pages (22).