

NOVEMBER RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
 TRANSMITTAL LETTER 13/05

November 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Material Transmitted	Material Superseded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-100 – Table Of Contents MTL 13/05 – (2) Pages</p> <p>Chapter A-100 – Application Processing</p> <p>Sections A-100-A-193 (Replacing complete Chapter) MTL 13/05 – (14) Pages</p>	<p>Chapter A-100 – Table of Contents MTL 10/04 – (2) Pages</p> <p>Chapter A-100 – Application Processing</p> <p>Sections A-100-A-141 MTL 13/01 – (9) Pages</p> <p>Sections A-142-A-144.3 MTL 08/06 – (1) Page</p> <p>Sections A-145-A-146 MTL 13/01 – (1) Page</p> <p>Sections A-150-A-161 MTL 10/04 – (1) Page</p> <p>Sections A-162-A-163 MTL 11/01 – (1) Page</p> <p>Sections A-163.1-A-181.2.1 MTL 11/06 – (3) Pages</p> <p>Sections A-181.3-A-182 MTL 10/04 – (1) Page</p> <p>Sections A-182.1-A-182.2 MTL 11/02 – (1) Page</p> <p>Sections A-182.3-A-183 MTL 10/04 – (1) Page</p>
<p>Chapter A-200 – Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-200 – Verification & Documentation</p> <p>Sections A-200 – A-240 (Replacing complete Chapter) MTL 13/05 – (9) Pages</p>	<p>Chapter A-200 – Table of Contents MTL 10/04 – (1) Page</p> <p>Chapter A-200 – Verification & Documentation</p> <p>Sections A-200 – A-230.2 MTL 13/02 – (6) Pages</p> <p>Section A-240 MTL 09/03 – (2) Pages</p> <p>Sections A-240 MTL 13/02 – (3) Pages</p>

<p>Chapter A-300 – Table of Contents MTL 13/05 – (2) Pages</p> <p>Chapter A-300 – Household Determination</p> <p>Sections A-310 – A-327.1 MTL 13/05 – (8) Pages</p> <p>Sections A-331 – A-335.3 MTL 13/05 – (6) Pages</p>	<p>Chapter A-300 – Table of Contents MTL 12/05 – (2) Pages</p> <p>Chapter A-300 – Household Determination</p> <p>Sections A-310-A-327.1 MTL 12/05 – (8) Pages</p> <p>Sections A-331 - A-334 MTL 12/05 – (5) Pages</p> <p>Sections A-335 – A-335.5 MTL 13/02 – (1) Page</p>
<p>Chapter A-500 – Table of Contents MTL 13/05 – (2) Pages</p> <p>Chapter A-500 - Resources</p> <p>Sections A-510-A-550.1 MTL 13/05 – (12) Pages</p> <p>Sections A-551 – A-580 MTL 13/05 – (3) Pages</p>	<p>Chapter A-500 – Table of Contents MTL 11/04 – (2) Pages</p> <p>Chapter A-500 - Resources</p> <p>Sections A-510-A-513 MTL 13/02 – (1) Page</p> <p>Sections A-514-A-521 MTL 11/06 – (1) Page</p> <p>Sections A-522-A-533.1 MTL 11/04 – (1) Page</p> <p>Sections A-533.2-534.2 MTL 08/01 – (1) Page</p> <p>Sections A-535-A-535.2.1 MTL 08/06 – (1) Page</p> <p>Sections A-535.3-A-538 MTL 11/06 – (1) Page</p> <p>Sections A-539-A-542.1 MTL 11/04 – (1) Page</p> <p>Sections A-542.2-A-542.4 MTL 10/06 – (1) Page</p> <p>Sections A-543-A-546.2 MTL 08/06 – (1) Page</p> <p>Sections A-546.2.1-A-546.8 MTL 11/04 – (1) Page</p> <p>Sections A-546.9-A-550.1 MTL 08/06 – (3) Pages</p> <p>Sections A-551-A-562 MTL 09/03 – (1) Page</p> <p>Sections A-563-A-580 MTL 11/06 – (1) Page</p>

Chapter A-600 – Table of Contents

MTL 13/05 – (3) Pages

Chapter A-600 Budgeting

Sections A-600 – A-680
(Replacing complete Chapter)
MTL 13/05 – (21) Pages

Chapter A-600 – Table of Contents

MTL 09/05 – (3) Pages

Chapter A-600 Budgeting

Section A-610
MTL 13/02 – (1) Page

Sections A-610.1 – A-620.1
MTL 11/04 – (1) Page

Sections A-620.3.1 – A-620.3
MTL 12/05 – (1) Page

Section A-620.3.2
MTL 11/04 – (1) Page

Sections A-620.4 – A-620.4.1
MTL 10/04 – (1) Page

Sections A-620.5 – A-620.5.2
MTL 11/02 – (1) Page

Sections A-620.5.3 – A-630.2
MTL 13/02 – (3) Pages

Section 630.3
MTL 09/05 – (1) Page

Sections A-630.3.1 – A-630.4.2
MTL 12/05 – (1) Page

Sections A-630.4.3 – A-643
MTL 13/02 – (6) Pages

Sections A-644 – A-645
MTL 11/06 – (1) Page

Sections A-646 – A-647
MTL 11/01 – (2) Pages

Sections A-648 – A-649
MTL 11/04 – (2) Pages

Sections A-649.2 – A-650.1.2
MTL 10/06 – (3) Pages

Sections A-660 – A-670
MTL 13/02 – (2) Pages

Section A-670 – A-670.2
MTL 11/06 – (1) Page

Sections A-670.3 – A-670.4
MTL 11/01 – (2) Pages

Chapter A-700 – Table of Contents

MTL 13/05 – (3) Pages

Chapter A-700 – Income

Sections A-700 – A-766
(Replacing complete Chapter)
MTL 13/05 – (31) Pages

Chapter A-700 – Table of Contents

MTL 11/06 – (3) Pages

Chapter A-700 – Income

Sections A-710-A-771.5
MTL 13/02 – (3) Pages

Sections A-711.6 – A-720
MTL 11/04 – (1) Page

Sections A-720.1 – A-728.1
MTL 13/02 – (7) Pages

Sections A-728.2 – A-729
MTL 11/06 – (1) Page

Sections A-730 – A-733.1
MTL 13/02 – (1) Page

Sections A-733.2 – A-735
MTL 08/06 – (2) Pages

Sections A-736 – A-737.4.1
MTL 11/04 – (2) Pages

Sections A-737.4.1 – A-737.4.1
MTL 08/06 – (1) Page

Sections A-737.4.1 – A-737.4.2
MTL 11/04 – (1) Page

Section A-737.4.3
MTL 08/06 – (1) Page

Section A-737.5
MTL 10/05 – (2) Pages

Section A-737.8
MTL 09/03 – (1) Page

Sections A-737.9 – A-737.11
MTL 13/02 – (1) Page

Sections A-738 – A-744.2
MTL 11/04 – (3) Pages

Sections A-745 – A-747
MTL 13/02 – (3) Pages

Sections A-750 – A-757
MTL 11/06 – (1) Page

Sections A-757.1 – A-757.3
MTL 10/05 – (1) Page

Sections A-757.4 – A-757.5.1
MTL 08/06 – (1) Page

Sections A-757.6 – A-771.2
MTL 13/02 – (5) Pages

<p>Chapter A-800 – Employment & Training</p> <p>Sections A-810-A-811 MTL 13/05 – (1) Page</p> <p>Section A-826.2 MTL 13/05 – (1) Page</p>	<p>Chapter A-800 – Employment & Training</p> <p>Sections A-810-A-811 MTL 12/04 – (1) Page</p> <p>Section 826.2 MTL 11/03 – (1) Page</p>
<p>Chapter A- 900 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-900 - Residency</p> <p>Sections A-900-A-940 (Replacing complete Chapter) MTL 13/05 – (3) Pages</p>	<p>Chapter A-900 – Table of Contents MTL 08/02 – (1) Page</p> <p>Chapter A-900 - Residency</p> <p>Sections A-900-A-910 MTL 10/04 – (1) Page</p> <p>Sections A-920-A-950 MTL 11/06 – (2) Pages</p> <p>Section A-960 MTL 11/02 – (1) Page</p>
<p>Chapter A-1000 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-1000 – TANF Cash Programs</p> <p>Sections A-1000-A-1030 (Replacing complete Chapter) MTL 13/05 – (5) Pages</p>	<p>Chapter A-1000 Table of Contents MTL 13/02 – (1) Page MTL 10/03 – (1) Page</p> <p>Chapter A-1000 – TANF Cash Programs</p> <p>Sections A-1010-A-1022.4.1 MTL 13/02 – (2) Pages</p> <p>Sections A-1022.4.2-A-1022.4.3 MTL 11/05 – (1) Page</p> <p>Sections A-1030-A-1031.3 MTL 13/02 – (2) Pages</p> <p>Sections A-1031.1-A-1031.3 MTL 11/05 – (1) Page</p> <p>Sections A-1031.4-A-1032.1 MTL 13/02 – (2) Pages</p> <p>Sections A-1032.2-A-1033.2 MTL 12/04 – (1) Page</p>
<p>Chapter A-1200 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-1200 - School Attendance</p> <p>Sections A-1200-A-1230 (Replacing complete Chapter) MTL 13/05 – (2) Pages</p>	<p>Chapter A-1200 Table of Contents MTL 10/03 – (1) Page</p> <p>Chapter A-1200 – School Attendance</p> <p>Sections A-1200-A-1230 MTL 10/03 – (2) Pages</p>
<p>Chapter A-1300 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-1300 – Social Security Numbers</p> <p>Sections A-1310-A-1341 (Replacing complete Chapter) MTL 13/05 – (2) Pages</p>	<p>Chapter A-1300 Table of Contents MTL 10/03 – (1) Page</p> <p>Chapter A-1300 – Social Security Numbers</p> <p>Sections A-1310-A-1330 MTL 10/03 – (4) Pages</p> <p>Sections A-1331-A-1350 MTL 06/01 – (1) Page</p>

<p>Chapter A-1600 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-1600 – Child Support</p> <p>Sections A-1600-A-1630 (Replacing complete Chapter) MTL 13/05 – (4) Pages</p>	<p>Chapter A-1600 Table of Contents MTL 13/02 – (1) Page</p> <p>Chapter A-1600 – Child Support</p> <p>Sections A-1610-A-1625.2 MTL 13/02 – (4) Pages</p> <p>Sections A-1625.2-A-1630 MTL 12/04 – (2) Pages</p>
<p>Chapter A-1800 – Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-1800 – Case Disposition Sections A-1800 – A-1844 (Replacing complete Chapter) MTL 13/05 – (7) Pages</p>	<p>Chapter A-1800 – Table of Contents MTL 10/04 – (1) Page</p> <p>Chapter A-1800 – Case Disposition</p> <p>Sections A-1810-A-1822.1 MTL 10/04 – (2) Pages</p> <p>Sections A-1822.2-A-1842 MTL 12/04 – (4) Pages</p> <p>Sections A-1843-A-1843.1.1 MTL 11/04 – (1) Page</p> <p>Sections A-1843.1.2-A-1843.2 MTL 10/06- (1) Page</p> <p>Section A-1844 MTL 09/02 – (2) Pages</p> <p>Section A-1845 MTL 11/06 – (2) Pages</p>
<p>Chapter A-2000 – Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-2000 – Assessments</p> <p>Sections A-2000 – A-2070.4 (Replacing complete Chapter) MTL 13/05 – (5) Pages</p>	<p>Chapter A-2000 – Table of Contents MTL 09/02 – (1) Page</p> <p>Chapter A-2000 – Assessments</p> <p>Sections A-2000 – A-2070.4 MTL 09/02 – (6) Pages</p>
<p>Chapter A-2100 – Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-2100 – Personal Responsibility Plan</p> <p>Sections A-2100 – A-2170 (Replacing complete Chapter) MTL 13/05 – (2) Pages</p>	<p>Chapter A-2100 – Table of Contents MTL 07/04 – (1) Page</p> <p>Chapter A-2100 – Personal Responsibility Plan</p> <p>Sections A-2100 – A-2170 MTL 10/06 – (2) Pages</p>
<p>Chapter A-2400 – Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter A-2400 – TANF Time Limits Sections A-2400 – A-2422 (Replacing complete Chapter) MTL 13/05 – (3) Pages</p>	<p>Chapter A-2400 – Table of Contents MTL 07/05 – (1) Page</p> <p>Chapter A-2400 – TANF Funding/Time Limits Sections A-2400 – A-2415 MTL 11/06 – (1) Page</p> <p>Sections A-2420 – A-2422 MTL 10/03 – (1) Page</p>
<p>Chapter A-2600 Table of Contents MTL 13/05 –(1) Page</p> <p>Chapter A-2600-Non-Needy Relative Caregiver and Kinship Care</p> <p>Sections A-2600-A-2630.4 (Replacing complete Chapter) MTL 13/05 – (4) Pages</p>	<p>Chapter A-2600 Table of Contents MTL 10/05 – (1) Page</p> <p>Chapter A-2600-Non-Needy relative Caregiver and Kinship Care</p> <p>Sections A-2610-A-2630.4 MTL 10/05 – (4) Pages</p>

<p>Chapter B-100 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter B-100 – Processing Time Limits</p> <p>Sections B-110 – B-117 MTL 13/05 – (2) Pages</p> <p>Sections B-118 – B-119 MTL 13/05 – (1) Page</p> <p>Sections B-120 – B-124 MTL 13/05 – (2) Pages</p>	<p>Chapter B-100 Table of Contents MTL 10/03 – (1) Page</p> <p>Chapter B-100 – Processing Time Limits</p> <p>Sections B-110 – B-117 MTL 13/01 – (2) Pages</p> <p>Sections B-118 – B-119 MTL 09/03 – (1) Page</p> <p>Sections B-120 – B-125 MTL 11/06 – (3) Pages</p>
<p>Chapter B-1100 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter B-1100 – Reserved</p> <p>Section B-1100 (Replacing complete Chapter) MTL 13/05 – (1) Page</p>	<p>Chapter B-1100 Table of Contents MTL 11/01 – (1) Page</p> <p>Chapter B-1100 – Case Format</p> <p>Section B-1100 MTL 13/02 – (2) Pages</p>
<p>Chapter B-1200 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter B-1200 Reserved</p> <p>Section B-1210 MTL 13/05 – (1) Page</p>	<p>Chapter B-1200 Table of Contents MTL 13/01 – (1) Page</p> <p>Chapter B-1200 When To Transfer a Case</p> <p>Section B-1210 MTL 13/01 – (1) Page</p>
<p>Chapter B-1300 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter B-1300 – Reserved</p> <p>Section B-1300 MTL 13/05 – (1) Page</p>	<p>Chapter B-1300 Table of Contents MTL 06/02 – (1) Page</p> <p>Chapter B-1300 Confidentiality</p> <p>Sections B-1310-B-1340 MTL 06/02 – (3) Pages</p>
<p>B-1400 Table of Contents MTL 13/05 – (1) Page</p> <p>Chapter B-1400 – Nondiscrimination/Interpretive Services</p> <p>Sections B-1410-B-1450.2 (Replacing complete Chapter) MTL 13/05 – (2) Pages</p>	<p>B-1400 Table of Contents MTL 06/02 – (1) Page</p> <p>Chapter B-1400 – Nondiscrimination/Interpretive Services</p> <p>Sections B-1410-B-1440 MTL 11/02 – (1) Page</p>
<p>Part C-100 – TANF Charts/Tables & Guides</p> <p>C-105 MTL 13/05 – (1) Page</p> <p>C-110 MTL 13/05 – (1) Page</p> <p>C-150 MTL 13/05 – (1) Page</p>	<p>Part C-100 – TANF Charts/Tables & Guides</p> <p>C-105 MTL 10/03 – (1) Page</p> <p>C-110 MTL 13/01 – (1) Page</p> <p>C-150 MTL 06/02 – (1) Page</p>
<p>Part C-200 – SNAP Charts/Tables & Guides</p> <p>C-210 MTL 13/05 – (1) Page</p> <p>C-220 MTL 13/05 – (44) Pages</p>	<p>Part C-200 – SNAP Charts/Tables & Guides</p> <p>C-210 MTL 12/05 – (1) Page</p> <p>C-220 MTL 12/05 – (22) Pages</p>
<p>Part C-240 – SNAP Charts-Budgeting of Income, Resources and Expenses for Ineligible, Disqualified or Excluded Members</p> <p>(New Section) MTL 13/05 – (2) Pages</p>	<p>Part C-240 – Reserved MTL 13/02 – (1) Page</p>

Manual Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates for E&P Manual due to ACA Rewrite and HCR	Obsolete PT, P&P, PUT or IM
A-100 TOC	Table of Contents – TOC updated to match changes listed below.	
A-100	Application Processing – Entire chapter revised due to changes required by the implementation of Health Care Reform. All references to Medicaid removed and chapter rearranged for flow and clarity.	
A-101.2	“Prudent Person” Principle – “Prudent Person” definition added to this section.	
A-110	Procedures for Applicants – Section renamed to <i>Application Requests</i> . All references to “computer” changed to “system” and “work” day changed to “business” day for consistency. Faxed application section removed and sections moved to appropriate areas. Section Page one of Form 2905-EG – <i>Application for Assistance</i> removed and the information moved to <i>Application Evaluation</i> . Sentence regarding CLOG removed from section. Section regarding Form 2001-EF – <i>Application for SNAP Benefits</i> moved to section at end of chapter regarding SSI/SNAP application received at Social Security.	
A-113	Applications Causing Conflicts of Interest – Section removed; this is an agency personnel policy and is found in the Administrative Manual; this is not program policy.	
A-113.1	Applications By Division Employees – Section removed; this is an agency personnel policy and is found in the Administrative Manual; this is not a program policy.	
A-120	Office Procedures – Section renamed to <i>Application Evaluation</i> .	
A-121	Receipt of Form 2905-EG-Application Form or Other Designated Form – First sentence rewritten to specify the application must be designated as a TANF or SNAP application. First paragraph updated to explain there are several forms of the <i>Application for Assistance</i> and that applications can be received in many different formats, including paper, fax or electronic. Under “Note:” on TANF side, reference to Medicaid removed; paragraph added to SNAP side to clarify who can sign the application. Paragraph added at end of section to clarify that an application received without a signature is considered an inquiry only and must not be date stamped or registered in the computer system.	
A-121.1	Signature Validation – Section added to clarify what types of signatures are valid for which program.	
A-122	Filing the Application – Section renamed to <i>Determining the Application Date</i> . Section added clarifying what constitutes a complete application for TANF and SNAP.	
A-122.1	Missed Interview Appointment (MIA) – Section removed. Information added to A-130.	
A-123	Withdrawal of the Application – <i>Withdrawal of the Application</i> section has been relocated and this section renamed to <i>Scheduling the Appointment</i> – New section added to address the time frames for scheduling the initial intake appointment for TANF and SNAP. Sections regarding the completion of the expedite box on the <i>Application for Assistance</i> removed. With the implementation of scanning and document imaging, the worker will no longer have access to the paper application to complete this field.	
A-124	Registration of the Application – The word “computer” replaced with “system” and “work day” updated to “business day” for consistency. Medical providers removed from second to last sentence. “Note” removed and contents rewritten in a new paragraph for clarity.	
A-125	Duplicate Assistance Screening – Section renumbered to 124.1. Section added to clarify that duplicate assistance must be reviewed in the system as well as in other states, when an applicant reports a move from out of state. Case managers must also verify the existence of current Intentional Program Violations (IPV) for individuals reporting a move from another state. All reference to the procedure for determining duplicate assistance removed from the manual. This information is found in the system Task Guides.	
A-125	Withdrawal of Application – Section removed from A-123 and replaced in A-125.	

A-126	Employment Security Division (ESD) Printouts/Interface – Section removed as this process is completed as part of Verification/Documentation and Unemployment Income is covered in A-700.	
A-130	Interview Procedures – Section renamed to <i>Interview Requirements</i> . Section rewritten for clarity. Reference to Medicaid removed.	
A-131	Interviews – Section renamed to <i>Interviews</i> . New paragraph added and reference to interviews at RD and recertification removed. This information will be added to the RD/Recertification chapter.	
A-131.1	Interpretive Services Requests – Section removed from A-100 and added to B-1400. This will also be added to the Administrative Manual as interpretive services are used in many different areas and units, not just in interviews.	
A-132	Missed Interview Appointment – Section moved from A-122.1 to A-132 for flow.	
A-133	Eligibility Factors – Section renumbered from A-132 to A-133. Common factors listed together for consistency. Non-common factors listed in following table. Good Cause section for Domestic Violence moved to TANF side only.	
A-133.1	Assessment – Section renumbered from A-132.1 to A-133.1. Section added to address completion of Form 2136-EE for program choice.	
A-134	Rights and Responsibilities – Section renumbered from A-133 to A-134. Small grammar changes made to section.	
A-135	Pending Information – Section renumbered from A-134 to A-135. Grammar changes made in section for clarity.	
A-135	Eligibility Decision – Section removed and Pending Information section renumbered to A-135. Sections pertaining specifically to SNAP moved to SNAP side.	
A-136	“Prudent Person” Principle – Section removed and relocated in A-101.2.	
A-140	Expedited Service – “Note:” removed and relocated to A-145.3 – Citizenship. Medicaid references removed and grammatical changes made for clarity and consistency. Section on Late Determinations removed and relocated to its own section.	
A-141	Eligibility Criteria – Section renamed <i>Expedite Eligibility Criteria</i> . Previous section A-141, which lists actual expedite criteria, moved to beginning of section. Note removed. Sections rewritten for clarity.	
A-143	How To Determine Eligibility for Expedited Services - #5 removed as there is no requirement for a household to sign a statement regarding information already reported on the <i>Application for Assistance</i> .	
A-144	Late Determinations/Date of Discovery – This section moved from A-140 to its own section for clarity.	
A-145	Verifications – Section renumbered from A-144 to A-145.	
A-145.1	Social Security Numbers (SSNs) – Section renumbered from A-144.1 to A-145.1.	
A-145.2	Work Registration – Section renumbered from A-144.2 to A-145.2.	
A-145.3	Citizenship – Section renumbered from A-144.3 to A-145.3. Note added regarding expedite and sponsored non-citizens.	
A-146	Certification Procedures – Section renumbered and renamed to <i>Certification Period Assignment</i> .	
A-146.1	Postponed Verification Procedures – Section renumbered and renamed to <i>Postponed Verification</i> . Grammatical changes made for clarity.	
A-146.2	Allotment Policy – Section renumbered and renamed to <i>Benefit Issuance</i> . Grammatical changes made for clarity. Paragraph starting with Expedited with Postponed Verification removed.	
A-146	Reminders – Section renumbered from A-146 to A-150. #3 and #4 removed as duplication. #5, 6, 7, 8 and 9 renumbered.	
A-150 – A-150.1.2	Reserved – Removed and replaced with Reminders.	
A-163.1	Quality Control Cooperation – SNAP – Section renumbered to A-160.1	
A-160	Joint TANF-SNAP Applications – Section removed and renumbered to A-190.	
A-161	When Receipt of TANF Is Uncertain – Section removed and renumbered to A-191.1.	

A-162	Eligibility Periods – Section removed. This is addressed in Case Disposition, section A-1800.	
A-163	Client Cooperation – Section renumbered to A-160.	
A-164	TANF Termination – Section removed as this is addressed in B-600 Changes.	
A-171	Applying Voluntary Quit – Bullet added to stress voluntary quit procedures do not apply when the individual has good cause.	
A-172	Reserved – Removed	
A-173	Apply the Voluntary Quit Penalty – Section renumbered to A-172. Grammatical changes made for clarity. “Cycle” replaced with “benefit month”.	
A-174	Reapplication After Voluntary Quit – Section renumbered to A-173 and renamed to <i>Reestablishing Eligibility During the Penalty Period</i> .	
A-175	Determining Good Cause – Section removed. Information is addressed in other sections.	
A-182	Categorically Eligible Households – Section removed and moved to A-180. Section rewritten for clarity and flow.	
A-180	Categorically Eligible Households – Section renumbered and rewritten for clarity. Definitions of categorically eligible households and households who will never be categorically eligible added to beginning of section.	
A-180.1	Receipt of TANF Benefits – New section added to define categorical eligibility due to the receipt of TANF benefits.	
A-180.2	Expanded Categorical Eligibility – New section added to define expanded categorical eligibility.	
A-180.2.1	Determination of the SNAP Household Size for Expanded Categorical Eligibility – New section added to explain how to determine household size for the 200% income determination.	
A-181	Minimum Payment/Prorated Payments To Categorically Eligible Households – New section added to clarify how the payment for categorically eligible households differs from non-categorically eligible households.	
A-182	Section Renamed to SNAP Categorical Eligibility Screening Test (Form 2152-EF) – Section moved and renumbered from another section.	
A-182.1 – A-182.8	Numerous Headings – Sections removed and policy rewritten in A-180 through A-182.	
A-190 – A-193	TANF/SSI Households Applying for SNAP – New section added encompassing all sections addressing joint TANF/SNAP and SSI/SNAP applications.	
A-200	Verification and Documentation – Entire chapter updated to remove all reference to Medicaid due to Health Care Reform. Sections rewritten for flow and consistency.	
A-200 TOC	Table of Contents – Table of Contents updated with new sections.	
A-200	Verification – Section rewritten for clarity.	
A-205	Documentation – Procedural references removed. References to CLOG in NOMADS and OASIS removed. Date of Birth added to 12 th bullet. In 14 th bullet, the information in parenthesis is removed.	
A-210	Types of Verification – Entire section rewritten and broken into additional sub-sections for emphasis and clarity.	
A-210.1	Primary Source – New section added for emphasis. Previous section was bulleted. Definition of Primary Source of verification updated. Section then divided based on electronic sources of verification and verification provided by the household.	
A-210.1.1	Verification Received Through Inquiry Systems/Interfaces – New section added to address the importance of using electronic sources of verification. Emphasized the case manager must use all sources of verification available to the case manager prior to requesting information directly from the household.	
A-210.1.2	Verification Obtained Directly From the Household – New section added clarifying the household responsibility for providing verification exists only when the information is not available through an electronic source or collateral contact.	
A-210.2	Secondary Source – Collateral Contacts – New section added for emphasis. Previous section was bulleted. Documentation policy inserted into a paragraph and table removed.	

A-210.3	Visually Viewed – New section added for emphasis. Previous section bulleted.	
A-210.4	Other Verification – Client Statement/Self Declaration – New section added for emphasis. Previous section was bulleted.	
A-220	Questionable Information – Examples of questionable circumstances moved to beginning of section. Table of questionable circumstances removed as all eligibility factors may be determined questionable depending on individual case circumstances. Grammatical changes made throughout section for clarity and consistency.	
A-225	Verification and Documentation for Initial Application and Recertification/Review of Eligibility – Title updated to <i>Verification and Documentation for Initial Application/Recertification/Review of Eligibility/Reported Changes</i> to address changes which occur outside of the application process. Paragraph regarding substantiation of negative and positive actions moved from end of chapter to this section. A list of the types of verification/documentation added defining each type. Section broken into additional sub-sections for emphasis and clarity.	
A-225.1	Initial Application/Adding New Household Members – New section added to address the verification/documentation requirements for the initial application or when adding a new member to the household. Chart updated to reflect what eligibility factors must be verified or documented for which program and all references to Medicaid were removed. Form 2321-EGB <i>EBT Card Issuance Authorization</i> added as a mandatory form for SNAP in the initial application process.	
A-225.2	Reported Changes/Recertifications/Review of Eligibility – New section added to address the verification/documentation requirements for changes after the initial application and during the recertification/review of the eligibility process. Chart updated to reflect what eligibility factor must be verified or documented for each program and all references to Medicaid removed.	
A-228	Reserved – Section removed.	
A-230.2	Case Managers – Grammatical changes made throughout the section for clarity and consistency.	
A-230 – A-230.2	Verification Responsibilities – Entire sections removed. All information in this section is either a procedure or is addressed in other sections where appropriate.	
A-240	Verification Sources – Grammatical changes made throughout the section for clarity and consistency. Section under Citizenship updated to refer to A-400 for verification requirements for TANF. Section under Identity updated to refer to manual section A-400 for proof of identity for TANF in conjunction with verification of Citizenship. Under Identity on the SNAP side, the verification of the SSN through the SSA Numident interface added as an alternative form of verification, this is no longer a verification of last resort. Under Residency – Client statement moved to the top of the list and added as acceptable verification for TANF. Under Supplemental Security Income (SSI) the first bullet removed. Under Unemployment Compensation additional text added to the “Note” in the second bullet. Under Vehicles. first bullet updated to read Kelly Blue Book (kbb.com) and second bullet removed. Under Mortgage, Property Taxes, Rent and Utilities – client statement added as acceptable verification.	E&P P&P 02-2013
A-300 (ALL)	Removed RD (Redetermination) and replaced it with ROE (Review of Eligibility) throughout A-300. Capitalized all section headers for consistency.	
A-310	General Household Description – Removed from the TANF table the manual reference within this section.	
A-311	Public Assistance (PA) Household – Removed the entire section because it no longer provides value.	
A-312	Non-Public Assistance (NPA) Household – Removed the entire section because it no longer provides value.	
A-321	Caregiver – In the fifth paragraph, left the first sentence “Only one non-parent caregiver may be included as a needy caregiver”. Added another sentence referring the reader to manual section for budgeting. Removed the remainder of this paragraph because it applies to budgeting, which is covered in A-600. Removed the word “NOTE” and the effective date 10/15/11 because the reference is policy and not a note and the effective date is not needed.	

A-321.1.1	Single-Parent Family – Changed the second paragraph manual section A-817.1 to Chapter A-800 and made minor rewording changes for clarity.	
A-321.1.2	Absent Parent Returns To the Home – Added clarification once an absent parent returns to the home they become a required household member. Removed wording regarding counting their income and resources and instead added references A-500 “Resources” and A-600 “Budgeting”.	
A-321.1.3	Two-Parent Family – Changed the second paragraph manual section A-817.1 to Chapter A-800 and made minor rewording changes.	
A-321.1.6	Two-Parent TANF When the Only Common Child is an Unborn – In the first sentence of the third paragraph, corrected punctuation, added the word “income” for clarity and added a reference to manual section A-600.	
A-321.1.7	Reserved – Remove the reference	
A-321.1.8	Stepparents – In the first paragraph, changed the specific manual reference to the manual section.	
A-321.1.9	Joint Custody – In the first paragraph, first sentence italicized and underlined the word “regardless”, based on continual questions from field staff. Replaced the word “worker” with “case manager” in this reference. In the last paragraph, ended the sentence with “TANF” and removed “and TANF related Medicaid” as a result of HCR.	
A-322	Cash Eligibility for Women in Their Sixth Month of Pregnancy – Changed the section title to uppercase. In the first sentence, added the word “pregnancy” for clarity. In the first paragraph after the “Note”, clarified “If a woman who is pregnant and has other children fails to cooperate with CSEP for her other children, assistance is denied considering adverse action”. See manual section A-1600. Remove reference to CHAP due to HCR.	
A-322.1	Unborn Due Date (EDC) – Changed the section heading to lower case. In the first paragraph, last sentence, removed the word “postpartum” because it pertains to HCR, and ended the sentence with “shorten the ROE due date to the next month, allowing for adverse action.” Bolded “For example”. Changed the word “require” to “requires”	
A-323	Dependent Child – Changed the section heading to upper case. In the 1 st bullet, changed the word “nineteenth” to 19 th . In the first paragraph, added semi colons after SSI and state or local foster care payments. Reworded the last paragraph to one sentence “Allowable verifications of a child’s age are addressed in manual section A-200”.	
A-323.2	Children Living With Their Biological Father – In the 2 nd bullet, replaced the word voided with annulled. In the 6 th bullet, replace the word acknowledged with acknowledgement. Removed the last sentence because procedures are determined by Vital Statistics.	
A-323.3	Children Living With Relatives of the Biological Father – In item #1, replaced baptism certificate with baptism record.	
A-323.3.2	Documentation – Unborn Parents Living Together – Removed from the first and second paragraphs, reference to obtaining the unwed father’s Declaration of Paternity on Form (NSPO) because the agency does not have authority to access the form.	
A-324	Minor Parent – Changed the section heading to upper case. Removed the manual reference from the 3 rd bullet because the reference is within this section. Added the word “their” in the last paragraph, last sentence, for clarity.	
A-324.1	Minor Parent and Child(ren) Residing With Major Parent(s)/Minor Sibling(s) – Changed the specific manual reference to the manual section. Removed the last sentence as a result of HCR because it relates to TRM and CHAP.	
A-324.3	Supervised Supportive Living Arrangement – Reworded the first paragraph to read “An adult supervised supportive living arrangement of a minor must be approved by a social worker.” The second paragraph was reworded to read “A Foster Care home or adult supervised maternity home are considered supervised supportive living arrangements”.	
A-325	Emancipated Minor – Changed the chapter title to upper case letters.	
A-326	Temporary Absence of a Child – Changed the heading title to upper case letters.	

A-326.1	Changed the title to “Allowable Absences of a Child”. Removed wording “or TANF related Medicaid (TRM)” due to HCR. Removed the word “NOTE” because the information contained in the sentence is a requirement of the absence policy.	
A-326.2	Absence Due to the Child Being In the Custody of a State or Local Child Protective Service Agency – Added the word “the” to the title. Reworded the second paragraph, last sentence, by removing, due to HCR, the words “Both and resulting TRM”. The sentence will read as follows: “TANF cash should continue to the 90 th day”. Reworded the third paragraph, second sentence, by removing “and the related medical” due to HCR. The sentence will read as follows “The plan must have been evaluated and approved by SW staff to continue TANF cash assistance into the second (and final) 90 day period.	
A-327	Temporary Absence of An Adult – Changed the title to upper case letters. Changed the first bullet by adding “or their child is hospitalized if verification is received the adult is expected to return to the home within 180 days”. Recent questions from field staff prompted add “or their child is hospitalized due to the need for a child(ren) hospitalization in other states where the parent is needed to be with the child and is expected to return within 180 days”. Removed the word “Note”.	
A-327.1	Relative Caregiver’s Absence From the Home for an Extended Period – Reworded the entire first paragraph to one sentence due to HCR and clarity to read “If a caregiver enters a nursing home, TANF benefits may be paid to a temporary payee for 90 days considering only the child(ren)’s needs”. Removed the second paragraph because the information was added to the first paragraph.	
A-330	Who Is Included – Removed from item #2 the words “the needs of” because this section is about who is included. Correction was made to #8 by changing the words “minor parents” from upper case to lower case and removing the manual reference.	
A-330.1	Evaluation of Minor Children Included in the SNAP Household-Shared/Joint Custody – Removed from the 3 rd bullet, the second paragraph and the list of sources because it does not pertain to this chapter.	
A-331	Separate Household Status – Changed section title to upper case letters. In the sentence “Approve eligible child(ren) on separate TANF cases if” a colon was added. In the first paragraph after the 2 nd bullet, removed unnecessary wording. The sentence will read as follows: “Designate the adult relative as the non-needy payee on each related child’s case”. SNAP changes were made as follows: Changed item #'s 1, 4, 5 and 6 from the specified manual section in a chapter to the chapter itself. In addition, in item #6, references to other chapters were removed because the referenced chapters do not apply to this manual section.	

A-332	<p>Who Is Not Included – Changed the title to upper case letters. Changed the headers to TANF and SNAP.</p> <p>TANF: In #1, replaced the word “grant” with “benefit” for consistency; in the 1st bullet, replaced “receives” with “receive” and in the 2nd bullet, replaced the word “does” with “do”.</p> <p>In the third paragraph, added “Reevaluate the need for the protective payee at each ROE”.</p> <p>Removed the fourth and fifth paragraphs per discussion with Shawna Barnes, Family Services Supervisor, DCFS; their involvement is with a child(ren)’s neglect and/or abuse and financial management.</p> <p>In item #3, removed the word “NOTE:” because the information is part of the policy.</p> <p>SNAP: In items #3 and #4, changed the manual references to the chapter B-400.</p> <p>In items #9, #11 and #12, changed the manual references to B-900.</p> <p>In item #13, changed the manual reference to A-800.</p> <p>In items #14 and #15, removed the word “NOTE:”. In item #16, changed the manual reference to B-400.</p> <p>TANF: Beginning with item #4, the headers were changed to TANF.</p> <p>4. Ineligible/Disqualified Members:</p> <p>In item a. “Ineligible because they”: added a 6th bullet “are a spouse who is stationed and living away from the home due to active military duty” and is consistent with SNAP.</p> <p>In item b. Disqualified, removed from the 1st bullet the word “Medicaid” due to HCR.</p> <p>In Item #5, removed the word “Medicaid” due to HCR and added the word “the” to make the sentence complete.</p> <p>In item #6, removed the manual reference because the information is contained in this chapter.</p> <p>In item #7, removed the word “certified” because it does not apply to TANF.</p> <p>In item #9, removed the word “NOTE:”.</p>	
A-333	<p>Verification Requirements – Capitalized the heading. For both TANF and SNAP, changed the first paragraph’s specific manual sections to the appropriate manual chapter. In the second paragraph for SNAP, added the word “together” at the end of the first sentence and removed the words “in the CLOG” from the last sentence.</p>	
A-333.1	<p>How To Make an Evaluative Conclusion – Removed the entire reference because this is a procedure and not a policy.</p>	
A-334	<p>Documentation of Household Determination – Changed the heading to upper case.</p>	
A-335	<p>Authorized Representatives – Changed the heading to upper case. TANF: removed reference to AR for Medicaid due to HCR.</p>	
A-335.1	<p>AR Applying for Household – Moved the sentence “The AR applying for the household must sign the application” because it applies to both TANF and SNAP. Added a column between TANF and SNAP. On the TANF side, added a sentence “The recipient is liable for any over issuance/payments resulting from inaccurate information provided by the AR” and removed the last two sentences.</p>	
A-335.4	<p>Reserved – Removed this reference.</p>	
A-335.5	<p>Emergency Authorized Representatives – Removed the entire section. The system does not differentiate an EAR to an EAR. When the household needs or wants to change an AR, end date the current AR and begin a new AR.</p>	
A-500 TOC	<p>Table of Contents – Updated to match numbering changes listed below.</p>	
A-500	<p>Resources – Medicaid references removed from the entire chapter due to ACA requirements. Grammatical corrections and sections rewritten for clarity and consistency. Section headers capitalized for consistency.</p>	
A-511	<p>Resources – Grammatical changes made for consistency.</p>	
A-514	<p>Inaccessible Resources – Text from A-535 moved to this section as information was duplicated. Reference to sections in the current chapter removed.</p>	
A-521	<p>Categorically Eligible Households – Reference to A-182 changed to A-100 for consistency.</p>	

A-522	TANF and SSI Recipients In Mixed SNAP Households – The word “NOTE:” removed as this is policy.	
A-531	Burial Plot – Reference to sections in the current chapter removed.	
A-532	Advanced Earned Income Tax Credits (EITC) – References to internal chapter sections and income evaluation removed.	
A-533.1	Bank Accounts – Reference to internal chapter section removed. “Note” removed and a new sentence added explaining income used to determine benefit amounts in the current month are not counted as a resource if deposited into the bank account in the same month.	
A-533.3	Individual Development Account (IDA) – Chart removed and policy added across both sections. The policy does not vary between programs.	
A-533.4	Tax Preferred Education Accounts – Section updated to exclude this resource across both programs. Exclusion of this resource is retroactive to April 1, 2013. UPRMISE program name corrected.	
A-534.1	Temporary Unoccupied Residence – Reference to budgeting chapters removed.	
A-534.2	Sale of a Homestead – First paragraph on TANF side removed. This section referenced future ineligible months’ lump sum policy no longer in effect.	
A-535	Inaccessible Resources – Section renamed to <i>Evaluation of Inaccessible/Unavailable Resources</i> . Text under this section removed and relocated to beginning of chapter.	
A-535.1	Jointly Owned Resources – Section added after 3 rd bullet. Community property rules also apply to Nevada Domestic Partners for TANF eligibility.	
A-535.2	Trust Funds – Last sentence in paragraph and section in parenthesis removed.	
A-535.2.1	Trust Referrals – Section reorganized for clarity and flow.	
A-539.1	Federal Tax Refunds – Reference to income evaluation removed.	
A-542	Real Property – Grammatical changes made for clarity. Sentence added to clarify the evaluation in this section does not apply to the home and land in which the household is currently residing.	
A-543	Reimbursements – Additional language added to state only countable if retained by the household.	
A-544	Resources of a Non-Citizen’s Sponsor – Reference to budgeting of sponsor income removed.	
A-546	Resources Exempted By Federal Law – Exception removed; co-mingled resources are addressed in another section.	
A-546.6	Energy Assistance Payments – Section removed as this is income normally paid as a vendor payment and is not a resource.	
A-546.7	Independent Living Payments – Section renumbered to 546.6.	
A-546.8	Radiation Exposure Compensation Act Payments – Section renumbered to 546.7.	
A-546.9	Payments to Victims of Nazi Persecution – Section renumbered to 546.8.	
A-549	Retirement Accounts – Note at end of last paragraph removed.	
A-550.1	Determining Vehicles As Countable Resources – First paragraph removed as this was a procedure and not a policy. Under TANF side reference to determining equity value removed as this is in the same chapter. Sentence regarding reference to “special exemption” under vehicles removed as this is covered in the current chapter.	
A-551	Family Self-Sufficiency (FSS) Program – Reference to Medicaid programs removed.	
A-561	Penalties For Transferring Resources – Section renumbered to A-560.1 as this is part of Transferring Resources and not a separate subject.	
A-562	How To Determine Intent – Section renumbered to A-560.2 as this is part of Transferring Resources and not a separate subject.	
A-563	Length of the SNAP Household’s Disqualification Period – Section renumbered to A-560.3 as this is part of Transferring Resources and not a separate subject.	
A-564	Beginning the Disqualification Period – Section renumbered to A-560.4 as this is part of Transferring Resources and not a separate subject.	
A-580	Documentation – Section regarding where to document the status of the resource removed. Internal chapter reference removed.	

A-600 TOC	Table of Contents – Because this manual section has been rewritten, the entire TOC has been changed.	
A-600	Budgeting – Entire chapter rewritten to remove all references to Medicaid due to ACA, establishment of a new 30-day BE policy and to improve flow and clarity.	E&P PT 03-13 E&P IM 10-13
A-700	Income – All references to Medicaid removed from chapter due to ACA implementations. Sections updated for flow and clarity. All references to TANF grants updated to TANF benefits. References to TANF caretakers updated to TANF caregivers. All references to computer systems updated to read “system”. All references to “cycle(s)” removed and replaced with “months”.	
A-710	Definitions – Section removed.	
A-700	Income – Definition of income added.	
A-710	Requirement to Pursue Income – Section renumbered.	
A-711.2	Irregular and Unpredictable Income – Section removed as this is addressed in A-600 Budgeting and is not a specific type of income.	
A-711	Earned Income – Section renumbered. Differential shift pay added as a type of irregular income. References to applicants replaced with individuals and assistance unit on SNAP side replaced with the term “household”.	
A-711.1	Flexible Fringe Benefits – Section renumbered.	
A-711.5	Terminated Income – Section removed as this is addressed in A-600 Budgeting and is not a specific type of income.	
A-711.6	Actual Income – Section removed as this is addressed in A-600 Budgeting and is not a specific type of income.	
A-711.7	Projected Income – Section removed as this is addressed in A-600 Budgeting and is not a specific type of income.	
A-711.8	Budgeting – Section removed as this is addressed in A-600 Budgeting and is not a specific type of income.	
A-712	Unearned Income – Section renumbered. Reference to sections within the current chapter removed.	
A-720.1	Alpha Listing of Types of Income and Income Status – All sections related to TRM/CHAP removed from alpha list of income types. Manual section updated for other numbering changes.	
A-721	Adoption Subsidies – Reference to sections within the current chapter removed.	
A-722	TANF benefits – Section renamed and in the first bullet “Nevada TANF benefit” added.	
A-723	Non-Citizen Sponsor’s Income – the word “eligible” added before “qualified” in the first sentence.	
A-724	Cash Gifts and Contributions – Exception removed as the referenced section has been removed and relocated in another section.	
A-724.1	Contributions from Household Members Not Receiving Assistance in the Same SNAP Assistance Unit – Section removed as this is a duplication of another section in the chapter.	
A-725.2	Requirement to Surrender Child Support – SNAP policy updated to address the budgeting of surrendered child support. When there is an associated TANF case approval, all child support required to be surrendered per TANF policy will be removed from the SNAP case at the time of TANF approval.	
A-725.3	Lump Sum Child Support Payments – Paragraph added on TANF side to specify how NCP tax intercept payments are processed.	
A-727	Contractual Earnings – Example updated with specific circumstances for non-seasonal contractual income.	
A-727.1	Monthly Budgeting of Contractual Earnings – First sentence rewritten for clarity.	
A-728.2	Agent Orange Settlement Payments – Note rewritten for clarity and internal manual reference removed.	
A-729	Deemed Income – Section removed as this is addressed in A-600 Budgeting and is not a specific type of income.	
A-731	Dividends and Royalties – Page split removed as policy is the same for both TANF and SNAP.	

A-733	Educational Assistance – Note on TANF side removed from split and added as policy for both TANF and SNAP. Sections listing “What is Income” and “What is not Income” updated and policy corrected.	
A-734	Elderly, Disabled Individuals – Section removed as this is addressed in A-600 Budgeting and B-400 Specialized Households and is not a specific type of income.	
A-734	Energy Assistance – Section renumbered from A-735 to A-734 due to the removal of previous section.	
A-735	Foster Care Payments – Section renumbered from A-736 to A-735 due to the removal of previous section.	
A-737	Government-Sponsored Programs – Section renumbered from A-737 to A-736 due to the removal of previous section.	
A-737.1	Crime Victim’s Compensation Payments – Section renumbered from A-737.1 to A-736.1 due to the removal of a previous section.	
A-737.2	Government Disaster Payments – Section renumbered from A-737.2 to A-736.2 due to removal of previous section.	
A-737.3	National and Community Services Act (NCSA) – Section renumbered from A-737.3 to A-736.3 due to the removal of a previous section. Section rearranged for policy alignment and clarification added for AmeriCorps payments.	E&P PT 01-13
A-737.4	Native and Indian Claims and Distributions – Section renumbered from A-737.4 to A-736.4 due to the removal of a previous section.	
A-737.4.1	Income as Distribution or Per Capita Payment – Section renumbered from A-737.4.1 to A-736.4.1 due to the removal of a previous section.	
A-737.4.2	Court Exempt Income – Section renumbered From A-737.4.2 to A-736.4.2 due to the removal of a previous section.	
A-737.4.3	Income from Tribal Gaming – Section renumbered from A-737.4.3 to A-736.4.3 due to the removal of a previous section.	
A-737.4.4	Income from Lands and Subsurface Mineral Rights – Section renumbered from A-737.4.4 to A-736.4.4 due to the removal of a previous section.	
A-737.5	In-Home Family Preservation Program (FPP)/Supportive Living Arrangement – Section renumbered From A-737.5 to A-736.5 due to the removal of a previous section.	
A-737.6	Nutrition Programs – Section renumbered From A-737.6 to A-736.6 due to the removal of a previous section.	
A-737.7	Relocation Assistance – Section renumbered From A-737.7 to A-736.7 due to the removal of a previous section.	
A-737.8	Subsidized Housing Assistance – Section renumbered From A-737.8 to A-736.8 due to the removal of a previous section.	
A-737.9	Independent Living Payments – Section renumbered From A-737.9 to A-736.9 due to the removal of a previous section.	
A-737.10	Individual Development Account – Section renumbered From A-737.10 to A-736.10 due to the removal of a previous section.	
A-737.11	Census Income – Section renumbered From A-737.11 to A-736.11 due to the removal of a previous section.	
A-738	In-Kind Income – Section renumbered From A-738 to A-737 due to the removal of a previous section. Definition of “In-Kind Income” added to section.	
A-739	Interest – Section renumbered From A-739 to A-738 due to the removal of a previous section.	
A-744.1 A-744.2	Lump Sums Which Exceed TANF Standards and New Household Members – Sections removed as the policy for future months ineligibility was removed from policy some time ago.	
A-745.1	Verification of Emergency Assistance – Section removed and information added to previous section.	
A-747	Minor Parent Income – All references to deprivation removed from section. All references to the stepparent being included with no common child due to incapacity removed.	
A-749	Plan for Achieving Self-Sufficiency (PASS) – Section rewritten for clarity and flow.	

A-753.1	Restitution To Victims of Crime – Section added to address restitution payments received by victims of crime to replace specific items due to the crime committed.	
A-755	Royalties – Page split removed as policy is the same for both programs.	
A-756	SSI – SNAP side rewritten for clarity and flow.	
A-757.5	Income from Non-Assisted Household Members – Section rewritten for clarity and flow.	
A-763	Unemployment Insurance Benefits – Paragraph regarding using UIB to verify terminated employment moved to this section from A-771.	
A-770 A-771.2	Verification/Documentation/Forms – Sections removed as verification and documentation are covered in manual section A-200 and is not specific to income.	
A-810	General Program Description – Deleted reference to Medicaid applicants	
A-826.2	Significant Barriers To Employment – Added reference to the NEON I code to section for participants caring for immediate family members with disabilities.	
A-900 TOC	Table of Contents – Updated with new sub-sections.	
A-910.1	Residence – New sub-section added to address physical residence and mailing address requirements. Section regarding the verification of the Secretary of State's CAP program moved to this section.	
A-910.2	Intent To Reside – New sub-section added to address Intent to Reside requirements. "Note" designation removed in several sections as these items pertain directly to policy. Last sentence in third paragraph on SNAP side removed. References to Medicaid removed from section. Last paragraph in section removed; households are not limited to applying at the local office in their area.	
A-920	Applications Accepted in a District Office Other Than the District of Residency – This section removed as applications can be submitted to any local office for processing and are not limited to the local office in their area.	
A-921	Applications From Other District Offices – This section removed as transfer procedures are now maintained on the "G" drive.	
A-922	Applications Filed In Hospitals and Clinics – Section removed.	
A-920	Verification of residency – Section renumbered. Grammatical changes made in section.	
A-932	How To Verify Residency – Policy updated to allow the household's statement as verification of residency. Other sources of verification removed. Additional sources can be found in A-200.	
A-930	Moves Within the State – Section renumbered. Sentence added to clarify that households retain their residency status when they move within the state. Second paragraph on the SNAP side removed.	
A-940	Moves Out of State – Section renumbered. Exception on TANF side removed as this references Medicaid. Paragraph below exceptions removed as it refers to individuals moving to Nevada, not out of Nevada. The paragraph references the manual closure of the OASIS case removed as this is an automated process when the TANF case closes in NOMADS. Bulleted paragraph on SNAP side updated to clarify that SNAP benefits can be terminated after adverse for households moving out of state as long as the benefits have not been issued on the BMNT screen. New paragraph added to address pending application when a household reports a move out of state. "Note" regarding voluntary withdrawal form removed. In last section on TANF side, #2 removed and #3 renumbered to #2.	
A-960	Direct Mailed Benefits Returned As Undeliverable – Section removed. Returned warrants are addressed in B-250.	
A-1000 TOC	Table of Contents – Because this manual section has been rewritten, the entire TOC has been changed.	
A-1000 (ALL)	The current "TANF CASH PROGRAM" chapter has been obsolete and replaced with a new chapter that will provide a better flow of program categories and, in part, as a result of HCR.	
A-1015	New Section – In the new section titled " <i>Transitioning Between TANF Categories</i> ", application Form 2189 for a transition to take place is no longer required and will be obsolete.	

A-1200 TOC	Table of Contents – Removed A-1221 “Verification” and replaced the number with the contents in “How To Verify”.	
A-1200	School Attendance – Headers changed to TANF only and removed columns that separated TANF from SNAP because school attendance does not apply to SNAP.	
A-1210	Eligibility Requirements – Removed reference to SNAP and removed the columns between TANF and SNAP.	
A-1220	Ensuring School Attendance – A change was made to the second paragraph that school attendance of a child(ren) age 7 through 11 (under age 12) is evaluated when the PRP is initiated and as appropriate when the PRP is amended. See manual sections A-2100 and the PRP Form 2538-WA. Removed reference to OASIS and Task Guide because this is a procedure.	
A-1221	Verification – Removed the wording from this section and the columns separating TANF and SNAP.	
A-1222	How To Verify – Renumbered this reference from A-1222 to A-1221 and removed the columns separating TANF and SNAP.	
A-1230	Determining Attendance – Removed columns separating TANF and SNAP and also removed the check mark before the word “Note” because it is not needed.	
A-1300 TOC	Table of Contents 1311-changed the section title to “ <i>Worker Actions At Application</i> ”. 1312-Changed the title to “ <i>Actions At TANF Review of Eligibility/SNAP Recertifications</i> ” 1313-1319-Reserved-removed the sections 1330-Removed “Proof Required by SSA” 1331-Removed “Special Situations” 1340-Removed “Verification” 1350-Removed “Documentation Requirements”	
A-1310	Social Security Numbers – Eligibility Requirements – Redefined the requirement. As a condition of eligibility, each applicant for, or recipient of, aid is required to furnish a Social Security number (SSN) prior to approval, unless religious beliefs prohibit enumeration. Applicants and recipients of aid include individuals seeking or receiving assistance and any other individuals whose needs/income are considered in determining the amount of assistance. Once proof of application has been provided, do not deny, delay or discontinue benefits pending receipt of the SSN. Exceptions: “Good Cause” – A change was made to clarify individuals who cannot provide the verification required by Social Security to apply for an SSN may receive assistance for each month they have good cause. “Good Cause” exists when circumstances beyond the household’s control prevent them from securing proof required to obtain an SSN. The household must report what actions have been taken to obtain the required verifications to apply for an SSN at the Review of Eligibility/Recertification. The SSN application must be completed as soon as verifications are received. Removed references to the Pseudo number. Removed the original bulleted Expedite service and placed it in a table specific only to SNAP. Added a table for SNAP “Expedited Services” that applicants may participate the first month without providing or applying for an SSN. Removed the “Note”, reworded for clarity and placed the contents in “Excluded Persons”. A table was added for SNAP regarding individuals who are not requesting assistance for themselves are not required to provide their SSN or apply for one. The reason they do not wish to provide their SSN should be evaluated for “good cause”. If the excluded individual(s) income and resources are countable to the assistance unit, this information must be verified.	

A-1311	<p>Determining Worker Action At Application – Changed the title to “<i>Worker Actions At Application</i>” and changed to upper case letters. Removed the entire contents because it does not contain current policy and replaced the contents as follows: If the SSN is not provided, the case manager shall notify all household members they must apply directly with the Social Security Administration (SSA) to obtain an SSN. Pend the household, allowing 20days to provide verification of SSN application. SSA will provide the household a receipt (Form SSA-5028 (English) or Form 5028-SP (Spanish)), as proof an “Application for an SSN” has been made. Notify the client to provide receipt of application to DWSS and to provide the SSN when it’s received. Applicants or recipients can also obtain from SSA a replacement card, or request a new card be issued, because of a change to their name (marriage, divorce, court order or any other reason). When a child is born in a hospital, the parent(s) are provided a receipt Form SSA-2853, that the application to apply for an SSN for the child has been made.</p>	
A-1312	<p>Changed the reference to “Action at TANF Review of Eligibility/SNAP Recertification”. Changed the wording in the first paragraph for clarity of the actions to be taken. Changed the second paragraph by adding use of Form 2429 and changed the period of time from 20 days to 10 days for the household to provide proof of a current SSN.</p>	
A-1313-A-1319	<p>Removed these sections.</p>	
A-1320	<p>Failure To Comply – Changes for clarity were made to both TANF and SNAP requirements when non-cooperation is determined. For TANF, the “Note” was removed because OBRA babies will be addressed in the Medicaid manual. For SNAP, the policy was rearranged for clarity. Reference to “Good Cause” was removed and placed in section A-1310.</p>	
A-1321	<p>Reestablishing Eligibility – Removed the first sentence because the information is addressed in the table. Reworded the table for both TANF and SNAP of the actions to be taken when the household complies with Social Security Enumeration requirements.</p>	
A-1330	<p>Proof Required by SSA – Removed the entire section because Nevada does not have a contract with SSA and DWSS’s requirement is to refer the household to SSA for completion of an application who will notify them of the proof that may be required to process the request.</p>	
A-1340	<p>Verification – Reworded this section regarding the NUMIDENT processes that a “V” verified code must not be entered by the case manager because the code is a “response” code from SSA. If NUMIDENT returns a discrepancy, the case manager must contact the household to clarify the discrepancy.</p>	
A-1341	<p>SSN Discrepancy Clearance Procedures – Chapter renamed “<i>SSN Discrepancies</i>”. Reworded the first paragraph for clarity when an SSN discrepancy is identified. Added a table to distinguish the resulting case action to be taken for TANF and SNAP. Removed the NOMADS SSN status table because it’s in the Task Guide.</p>	
A-1350	<p>Documentation Requirement – Removed this section because this is a procedure, not a policy, and is contained in the Task Guides.</p>	
A-1600 TOC	<p>Table of Contents – Reorganized and renumbered to reflect changes due to rewrite.</p>	
A-1600	<p>Child Support – Changes made to chapter as a result of HCR. Additionally, the chapter was reorganized and renumbered for better flow of policy.</p>	
A-1800 TOC	<p>Table of Contents – Reorganized and renumbered to reflect changes due to rewrite.</p>	
A-1800	<p>Case Disposition – Changes have been made to chapter A-1800 as a result of HCR. Additionally, the chapter was reorganized and renumbered for better flow of policy.</p>	
A-2000 TOC	<p>Section 2060 – Removed the word “Barriers” from the title</p>	
A-2000	<p>This manual section has been updated to correspond with the latest version of Assessment Form #2576.</p>	
A-2100 TOC	<p>Changed heading for section 2170 to read “Non-Compliance With Terms of the Personal Responsibility Plan (PRP)”</p>	

A-2100	Deleted reference to the NCP program throughout this section.	
A-2120	Added: child-only case PRP requirements	
A-2170	Non-compliance with terms of the PRP. Clarification of initial versus established PRP requirements.	
A-2400 Heading	Changed the Chapter title from 'TANF FUNDING TIME LIMITS' to "TANF/TIME LIMITS"	
A-2400	Changed the reference name from "TANF FUNDING/TIME LIMITS" to "BACKGROUND", to provide details of the Federal laws and State authorization on Time Limits.	
A-2411	Changed the title from "TANF Funding" to "TANF Programs Time Limits".	
A-2411.1	<p>A new section was added titled "When Time Limits are Applied". This section defines that time limits are applied to:</p> <ul style="list-style-type: none"> • Nevada's TANF/NEON and/or Loan Program; • Any TANF benefits received from other states; • A household (effective January 1998) in which a minor parent is/was the head of household for their own case; and • Any months in which a recipient lived in Indian country or an Alaskan native village with an adult unemployment rate of less than 50%. <p>Note: The Washoe Tribe of Nevada and California (WTNC) does not meet the adult unemployment rate of less than 50%. Therefore, any month an adult household member received Tribal TANF benefits must be considered in the time limit counts. Enter Tribal TANF months on the adult members time limit screen (MEMB>TLMT). Task Guide will be updated. CLOG required.</p>	
A-2411.2	A new section was added titled "When Time Limits are Not Applied". Defined time limits do not apply to Federal or State Child-Only, Nevada's Self-Sufficiency Grant Program (SSG) or Temporary (TEMP) Program.	
A-2412	Federal Time Limits-Reworded the reference for clarity.	
A-2413	<p>"Nevada Time Limits" – Reworded the section to read "In addition to the federal lifetime limits implemented by Nevada January 1, 1997, Nevada established policy effective January 1, 1998 of how the 60-months lifetime limits would be applied. Provided federal lifetime limits have not been met, Nevada benefits may be paid as follows:</p> <ol style="list-style-type: none"> 1. The household is limited to receive, whether consecutive or cumulative, a maximum of 24 months of cash assistance, after receiving 24 months, they are prohibited from receiving cash assistance for 12 months. 2. After not receiving cash assistance for 12 months, the household may reapply for cash benefits, if eligible, for another 24 months, at which time they are prohibited from receiving cash benefits for another 12 months. 3. After not receiving cash assistance for an additional 12 months, the household may reapply for cash benefits, if eligible, for the final 12 months. <p>Exception: Benefits may continue if the household has an approved qualifying hardship.</p>	
A-2414	Changed the section from "Time Limit Count" to "When Time Limit Counts Begin". In the NOTE: removed the words "Effective October 1, 2011", because A-2400 "Background" covers the implementation. Changed the word "life time" to "lifetime". Added the following 2 sentences to the last paragraph: "Federal and state retention for keeping records is 37 months. Households that dispute the state's official time limit racking record must provide proof they did not receive TANF cash benefits".	
A-2415	Changed the title from "Time Limit Extension" to "Federal and Nevada Extensions of Time Limits". Contents were removed from the reference and replaced with a listing of exceptions that are not considered in the federal or State time limit counts.	

A-2420	"Hardship"-Added the word "extensions", made grammar changes and removed the last sentence because we no longer refer to a reference within a chapter.	
A-2421	Changed the title from "Extension of Benefits Due to Hardship" to "Granting a Hardship to Federal and State Time Limits". Capitalized the word "Manager".	
A-2422	Extension of Benefits Due to Hardship-In the 1 st paragraph, changed the word "who" to "that". In the reference "Exception" 1 st bullet, added the words NEON exemption and in the 2 nd bullet because we are no longer adding references to references within a chapter.	
A-2424	Extension of Benefits Due to Hardship-changed reference title to upper case for consistency. Removed from the last paragraph the last sentence because we no longer reference other references within a chapter.	
A-2400 TOC	The Table of Contents was updated to changes that were made.	
	This manual section was revised by separating Non-Needy Relative Caregiver (NNRC) and Kinship Care Requirements.	
A-2600 TOC	Table of Contents – Changes were made to the numbering and section titles as follows: A-2600–changed to "Introduction" A-2610-renumbered to A-2620 with section heading "Non-Needy Relative Caregiver" A-2620-renumbered to A-2620.1 A-2620.1-renumbered to 2620.1.1 with section heading "Income Limits and Eligibility Tests" A-2630.2-changed the section title to "Income Limits and Eligibility Tests"	
A-2600	Introduction – The section was renumbered from A-2610 to A-2600 because additional sections were needed. The "Introductions" first paragraph was changed to reflect the program objectives and similarities of both NNRC and Kinship Care, in which a relative other than a parent, is not requesting assistance for themselves but are requesting assistance for a relative child. The relative caregiver must be a relative of specified degree as defined in A-300 and the parent(s) of the child must not be in the home. In the second paragraph, the last sentence was removed because it is not necessary.	
A-2620	Non-Needy Relative Caregiver – A new number has been added to the manual and given this title. Specific eligibility factors are addressed.	
A-2620.1	Budgeting-Income Limits and Deductions – This section was renumbered from A-2620 to A-2620.1.	
A-2620.1.1	Income Limits and Eligibility Tests – This section was renumbered from A-2620.1 to A-2620.1.1. Wording changes were made to this section for clarity and better flow of policy specific to eligibility of a NNRC.	
A-2630.1	Who Is Eligible – Changed grammar and punctuation; removed manual references within this section because it is not necessary to refer to a section within the chapter. In addition, wording changes and sentence removal were made for better flow of policy specific to "who is eligible" for Kinship Care.	
A-2630.2	Income Limits and Eligibility Tests – Removed the first paragraph. Wording changes were made to this section for clarity and a better flow of policy specific to eligibility of Kinship Care.	
A-2630.3	Eligibility Date – Removed example #1 because it no longer has any value, and renumbered #2 to #1 and #3 to #2.	
A-2630.4	Supportive Services – Changed NSWd to DWSS and other word changes for clarity.	
B-100	Processing Time Limits – From TANF – removed the "Exception" paragraph because it relates to Medicaid.	
B-112	Reuse of the Application Form After Denial – TANF and SNAP – clarified the second sentence "The previous application is not reused, unless the case meets the program requirement to be reinstated."	
B-113	Benefit Effective Date – For TANF, removed the words "unless, because of proration, the grant amount is less than \$10" because this is covered in B-114 titled "Proration".	

B-114	<p>Proration TANF – changed the first paragraph to read “Benefits are not issued if the prorated amount is less than \$10. This includes a \$10 amount prior to any recoupment.” Removed the word “Exception” and changed the paragraph to read “In TANF two-parent households, where the only child is an unborn, only the needs of the pregnant woman are considered for a cash payment. The father/domestic partner and unborn’s needs are not included. Once the child is born, the father/domestic partner and newborn become mandatory household members and all other eligibility requirements must be met (A-300).” Removed the “NOTE” section because it is not needed.</p> <p>SNAP – removed the word “computer” and replaced it with “system”.</p>	
B-115	<p>Deadlines TANF – removed all wording with the exception of “Applications for TANF assistance are required to be processed with a determination of eligibility by the 45th day from the application date”.</p> <p>SNAP – removed the word “Exceptions:”, and removed manual sections from both bullets. References within a Chapter are no longer used.</p>	
B-117	<p>Missed Appointment If the household misses their interview appointment: TANF – deny the application the next workday. In the next paragraph, the word “sent” was removed and a new sentence was added that a new application will be required. Removed the entire following paragraph because it related to Medicaid (HCR).</p>	
B-118	<p>Pending Information TANF and SNAP – the second paragraph was reworded for clarification; removed the “Note:”. “Determine what documents are readily available to the household and request them first if they are anticipated to be sufficient proof. Give the applicant Form 2429-EE (Insufficient Information) explaining what is needed, the program(s) requiring the information, the date the information is due, and the date the program applicant(s) will be denied if the information is not received. If information is not provided or postmarked within the time frames given, deny the application or terminate assistance allowing applicable adverse action.”</p>	
B-119	<p>Information Reported at Application TANF and SNAP – removed all wording with the exception that “Any information reported by the client or discovered by the agency through other sources between the application date and the decision date must be taken into consideration in determining eligibility.”</p> <p>SNAP – Added a table with the following wording: “Send a Notice of Pending Status, if verification of the reported information is required to complete the application process.”</p>	
B-100 TOC	<p>Table of Contents B-121 changed to “Review of Eligibility” to “Redetermination of Notice/Notice of Expiration”. B-122 changed the words “Review of Eligibility” to “Redetermination (RD)/Timely Recertification”. B-125 “Special Reviews” was removed.</p>	
B-120	<p>Changed the title – from “Review of Eligibility/Recertification” to “Redetermination/Recertification”.</p>	
B-121	<p>Changed the title – from “Review of Eligibility Notice/Notice of Expiration” to “Redetermination Notice/Notice of Expiration”.</p> <p>TANF – All references to “review of eligibility” were changed to “redetermination”. The second paragraph was removed as it relates to HCR. The third paragraph was reworded for clarity and the manual section referenced was changed from A-225 to A-200 for consistency.</p>	

B-122	<p>Changed the title – From “Processing Review of Eligibility/Timely Recertifications” to “Processing Redeterminations (RD’s)/Timely Recertifications”.</p> <p>TANF – Removed references to “review of eligibility” and replaced them with redetermination or (RD). In the second paragraph, removed reference to the “Review of Eligibility Form 2426” and added “to provide the household with the appropriate application”. In the third paragraph, ROE was changed to RD and added further clarification in the first sentence the words “or discovered by the agency through other sources”.</p> <p>SNAP – In the second paragraph, removed reference to “the Review of Eligibility Form 2426”.</p>	
B-123	<p>Processing Untimely Recertifications SNAP – Removed reference to manual section B-122 for consistency.</p>	
B-125	<p>Special Reviews – This section was removed because all Chapters address actions needed in the establishment of eligibility.</p>	
B-1100	<p>Case Format – Manual section deleted as case records will be converted to virtual files and current paper case file format no longer applies. Case retention information previously found in this section can be found in Administrative Manual Chapter 1300.</p>	
B-1200	<p>Transfers – Manual section deleted as the procedures for case transfers are set by the Field Manager V and can be located on the “G” drive at G:\WILLCALL\TransferPolicy.</p>	
B-1300	<p>Confidentiality – Manual section deleted as this policy is covered in the Administrative Manual Chapter 600.</p>	
B-1400 TOC	<p>Table of Contents – Sections B-1450, 1450.1 and 1450.2 added to Table of Contents.</p>	
B-1400	<p>Non-Discrimination/Interpretive Services – Title changed to include Interpretive Services moved from A-100.</p>	
B-1430	<p>Racial and Ethnic Data Collection – Form number removed from Application for Assistance as this is not the only form used to apply for benefits.</p>	
B-1450	<p>Interpretive Services Request – New section added to incorporate interpretive services policy removed from A-100 as these services are used by groups.</p>	
B-1450.1	<p>Sign Language Interpreter Requests – New section added to incorporate interpretive services policy removed from A-100 as these services are used by groups.</p>	
B-1450.2	<p>Non-English Speaking Interpretive Requests – New section added to incorporate interpretive services policy removed from A-100 as these services are used by groups.</p>	
C-105	<p>TANF Program Aid Codes – Added the word “TANF” to the title because only the TANF cash aid codes will be presented in the chart. Removed all aid codes related to Medicaid as a result of HCR.</p>	
C-110	<p>TANF Input Cut-Off Dates for Monthly Benefits – Removed the last paragraph from item #2 that is directly related to Medicaid and HCR.</p>	
C-150	<p>Guide To Determining TANF Relationship – A change was made from the specific manual sections within a chapter to the appropriate chapters where “relationship” requirements can be found.</p>	

C-210	SNAP Income Test/Allotment and Deduction Charts - Updated due to COLA adjustments and allotment adjustments due to the sunset of ARRA.	
C-220	SNAP Net Income and Allotment Tables – Updated due to COLA adjustments and allotment adjustments due to the sunset of ARRA.	
C-240	SNAP CHARTS – Budgeting of Income, Resources and Expenses for Ineligible, Disqualified or Excluded Members – New section created to incorporate the charts removed from A-600 due to the ACA rewrite.	

Effective Date

November 1, 2013

Instructions for Manual Maintenance

Replace superseded page(s) (250) with transmitted page(s) (231)

(MTL/E&P 13/05)