

## **CHANGE NOTICE FOR MANUAL**

**MANUAL:** Food Stamp Certification Manual

**CHANGE NO.:** 12-2002 **Date:** June 18, 2002

**TO:** County Directors of Social Services

**EFFECTIVE July 1, 2002,** make the following changes to the Food Stamp Certification Manual.

### **I. BACKGROUND**

The purpose of this change notice is to add new policy concerning budgeting child support income. All policy added is pursuant to federal Food Stamp Program regulations.

### **II. SPECIFIC CHANGES**

#### **A. Section 263, Sources of Income, is Revised to Include the Following Change**

A non-recurring lump-sum arrearage payment is counted as a resource. If the absent parent makes up past due amounts on a monthly basis, count these payments along with regular monthly payments as income. It is not necessary for the lump-sum arrearage payment to be paid in full to be considered a resource instead of income as long as the lump-sum payment is non-recurring.

#### **B. Section 268, Budgeting Stable Income, is Revised to Include the Following Changes**

Removes language stating that a change in the agreed upon amount of unearned income is considered a change. This means that child support income can change without a change in the ordered amount.

Adds policy to state that a change in unearned income includes a change in the amount of gross monthly income of more than \$25. This applies to child support income as well as other sources of unearned income.

Instructs workers to budget stable child support in the same manner that other sources of unearned income are budgeted. Base period is determined by the frequency of receipt of the child support income. If child support is received more often than monthly, use the base period that is appropriate for the frequency of receipt.

Removes an outdated example in 268.01, B. regarding Social Security/SSI overpayments.

**B. Section 270, Budgeting Fluctuating Income, is Revised to Include the Following Changes**

Removes language stating that a change in the agreed upon amount of unearned income is considered a change. This means that child support income can change without a change in the ordered amount.

Removes policy stating to use the court ordered or agreed upon amount of child support to project fluctuating income.

Adds policy to state that a change in unearned income includes a change in the amount of gross monthly income of more than \$25. This applies to child support income as well as other sources of unearned income.

Instructs workers to budget fluctuating child support in the same manner that other sources of unearned income are budgeted. Base period is determined by the frequency of receipt of the child support income. If child support is received more often than monthly, use the base period that is appropriate for the frequency of receipt.

**III. IMPLEMENTATION INSTRUCTIONS**

Apply this policy to all applications, recertifications, and changes taken or processed effective July 1, 2002.

**IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL**

<b>REMOVE</b>		<b>INSERT</b>	
<b>Section</b>	<b>Pages</b>	<b>Section</b>	<b>Pages</b>
263	5-6	263	5-6
268	1-4	268	1-4
270	1-8	270	1-8

This policy has been reviewed and approved by the Economic Services Committee.

If you have questions, please contact your Program Integrity Representative.

Sincerely,

Wilbert R. Morris, Chief

## Economic Independence Section

WRM/RRM/bh

Attachments

[FSs263](#)

[FSs268](#)

[FSs270](#)