

CHANGE NOTICE FOR MANUAL

MANUAL: Food Stamp Certification Manual

CHANGE NO.: 18-2002 DATE: September 23, 2002

TO: County Directors of Social Services

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

I. BACKGROUND

The purpose of this change is to provide instructions for the October 2002 mass change and to add new policy procedures regarding the standard deduction as required by Public Law 107-171 in the Food Stamp Reauthorization Act of 2002.

II. SPECIFIC CHANGES

A. Mass Change

1. Specific changes include increases to maximum food stamp benefit amounts, gross and net income limits, and the capped excess shelter deduction. The mass change will occur after the close of business on September 30, 2002, on all cases active in FSIS (including automated food stamp cases).

2. Screen **SLUO** is used for the old standards, and screen **SLUP** is used for the new standards.

NOTE: Screen **SLUO** is only to be used when processing an application/ recertification in October with an **effective date of September 2002 or earlier**.

B. Section 280, Income Deductions

1. The current fixed standard deduction will be replaced with a deduction that varies according to household size and is adjusted annually for cost-of-living increases.

2. Larger households will receive a higher deduction than they currently receive.

C. Section 285, Determining Benefit Level

1. This section is updated to show the new standard deduction amounts.

2. 285.01, D. is updated to reflect that households with a disabled member have a \$3000 maximum resource limit.
3. In 285.01, F., the excess cap shelter deduction is updated to reflect the new amount of \$367.
4. In 285.02 A. and B., the maximum gross and net income limits are updated to reflect new amounts effective October 1, 2002.
5. In 285.03, the income standards for separate food stamp units (FSU's) was updated to reflect new amounts effective October 1, 2002.
6. In 285.04, E., 7., the reference is made to refer to the Standard Deduction Table since it varies depending on household size.
7. Figures 285-1a and 285-1b are updated to reflect the changes in the food stamp allotment and capped excess shelter deduction, as well as the standard deduction.

III. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS KEYED ON OR BEFORE SEPTEMBER 30, 2002

A. For Direct Worker Entry Counties

1. Enter "SLUP" on the menu screen.
2. Enter the "application date" (field 8 of the DSS-8590). The application month must be 9/02 or earlier.
3. Enter the "start issuance date" (field 14 of the DSS-8590). The month must be 9/02 or earlier.
4. If **eligible based on the old standards on screen SLUP**, FSIS determines the allotment for 9/02 (and earlier) using the old standards. FSIS sends a Notice of Action Taken.
5. If certified through 10/02 (or later), FSIS recalculates automatically on September 30 the 10/02 allotment using the new standards.
6. If **ineligible based on the old standards** on screen SLUP, close the case. FSIS sends the Notice of Denial.
 - a. Rekey on 10/01/02 to determine eligibility for 10/02.
 - b. Enter "SLUP" on the menu screen.

c. Change the “start issuance month” (field 14 on the DSS-8590) to 10/02. FSIS uses the new standards to calculate the allotment.

NOTE: If the FSU is subject to quarterly recertifications, enter 10 (the start issuance month) as the interview month in field 47A.

d. If eligible for 10/02, FSIS sends the Notice of Action Taken.

e. If ineligible for 10/02, close the case. FSIS sends another Notice of Denial.

B. For Data Management Counties

1. Write “SCREEN SLUP” across the top of the DSS-8590. This alerts the terminal operator to use that screen.

2. Enter the “application date” (field 8 on the DSS-8590).

3. Enter the “start issuance month” (field 4 on the DSS-8590).

4. If **eligible based on the old standards on screen SLUP**, FSIS determines the allotment for 9/02 (or earlier) using the old standards. FSIS sends a Notice of Action Taken.

5. If certified through 10/02 (or later), FSIS recalculates automatically on September 30 the 10/02 allotment using the new standards.

6. If **ineligible based on the old standards** on screen SLUP, close the case. FSIS sends the Notice of Denial.

a. Resubmit the DSS-8590 on the **next working day** to determine eligibility for 10/02.

b. Write “SCREEN SLUP” across the top of the DSS-8590. This alerts the terminal operator to use that screen.

c. Change the “start issuance month” (field 14 on the DSS-8590) to 10/02. FSIS uses the new standards to calculate the allotment.

NOTE: If the FSU is subject to quarterly recertifications, enter 10 (the start issuance month) as the interview month in field 47A.

d. If eligible for 10/02, FSIS sends the Notice of Action Taken.

e. If ineligible for 10/02, close the case. FSIS sends another Notice of Denial.

IV. IMPLEMENTATION INSTRUCTIONS FOR RECERTIFICATIONS/CHANGES KEYED ON OR BEFORE SEPTEMBER 30, 2002, WHICH ARE EFFECTIVE OCTOBER 1, 2002

A. For Direct Worker Entry Counties

1. Enter "SLUP" on the menu screen.
2. Enter the "start issuance month" (field 14 on the DSS-8590). If ineligible, close the case. FSIS sends the Notice of Denial.
3. If eligible, FSIS sends the Notice of Action Taken. No further action is required.

B. For Data Management Counties

1. Write "SCREEN SLUP" across the top of the DSS-8590. This alerts the terminal operator to use that screen.
2. Enter the "start issuance month" (field 14 on the DSS-8590). If ineligible, close the case. FSIS sends the Notice of Denial.
3. If eligible, FSIS sends the Notice of Action Taken. No further action is required.

V. IMPLEMENTATION INSTRUCTIONS FOR SEPTEMBER (OR EARLIER) APPLICATIONS/ RECERTIFICATIONS/CHANGES KEYED AFTER SEPTEMBER 30, 2002

A. For Direct Worker Entry Counties

1. Enter "SLUO" on the menu screen.
2. Enter the "application month" (field on the DSS-8590), if appropriate, and the "start issuance month" (field 14 on the DSS-8590). The month must be September or earlier.
3. Enter the "certification thru" month (field 11 on the DSS-8590). This month cannot be later than 9/02.
4. FSIS determines the allotment for 9/02 (and earlier) using the old standards. If eligible, FSIS sends the Notice of Action Taken.

5. If **eligible based on the old standards**, on the next working day, rekey by entering “SLUP” on the menu screen. Extend the certification period using Transaction Code 6.

a. Enter 9/02 or earlier as the “certification from” date and 10/02 or greater as the “certification thru” date.

b. Change the “start issuance month” (field 14 on the DSS-8590) to 10/02.

c. FSIS calculates the allotment for 10/02 (and later) using the new standards.

6. If the case is **ineligible based on the old standards on screen SLUO**, close the case. FSIS sends the Notice of Denial.

a. On the next working day, rekey using screen “SLUP” to determine eligibility for 10/02.

b. Change the “start issuance month” (field 14 on the DSS-8590) to 10/02. FSIS uses the new standards to calculate the allotment.

NOTE: If the FSU is subject to quarterly recertifications, enter 10 (the start issuance month) as the interview month in field 47A.

c. If eligible for 10/02, FSIS sends the Notice of Action Taken.

d. If ineligible for 10/02, close the case. FSIS sends another Notice of Denial.

B. For Data Management Counties

1. Write “SCREEN SLUO” across the top of the DSS-8590. This alerts the terminal operator to use that screen.

2. Enter the “application month” (field 8 on the DSS-8590), if appropriate, and the “start issuance month” (field 14 on the DSS-8590). The months must be September or earlier.

3. Enter the “certification thru month” (field 11 on the DSS-8590). This month cannot be later than 10/02.

4. FSIS determines the allotment for 10/02 (and earlier) using the old standards. If eligible, FSIS sends the Notice of Action Taken.

5. If **eligible based on the old standards**, on the next working day, extend the certification period using Transaction Code 6. Write "SCREEN SLUP" across the top of the DSS-8590. This alerts the terminal operator to use that screen.

a. Enter 9/02 or earlier as the "certification from" date and 10/02 or greater as the "certification thru" date.

b. Change the "start issuance month" (field 14 on the DSS-8590) to 10/02.

c. FSIS calculates the allotment for 10/02 (and later) using the new standards.

6. If the case is **ineligible based on the old standards on screen SLUO**, close the case. FSIS sends the Notice of Denial.

a. Resubmit the DSS-8590 to data entry on the **next working day** to determine eligibility for 10/02. Write "SCREEN SLUP" across the top of the DSS-8590. This alerts the terminal operator to use that screen.

b. Change the "start issuance month" (field 14 on the DSS-8590) to 10/02. FSIS uses the new standards to calculate the allotment.

NOTE: If the FSU is subject to quarterly recertifications, enter 10 (the start issuance month) as the interview month in field 47A.

c. If eligible for 10/02, FSIS sends the Notice of Action Taken.

d. If ineligible for 10/02, close the case. FSIS sends another Notice of Denial.

VI. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS/RECERTIFICATIONS/CHANGES TAKEN ON OR AFTER OCTOBER 1, 2002

A. For Direct Worker Entry Counties

1. Follow the normal procedures for direct worker entry.
2. FSIS will automatically apply the new standards.

B. For Data Management Counties

1. Follow FSIS instructions for completing the DSS-8590.
2. FSIS will automatically apply the new standards.

VII. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP CERTIFICATION MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages
280	1-2	280	1-2
285	1-6	285	1-6
	Figure 285-1a		<u>Figure 285-1a</u>
	Figure 285-1b		<u>Figure 285-1b</u>

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

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

Sincerely,

Wilbert R. Morris, Chief

Economic Independence Section

SB/bh

Attachments

[FSs280](#)

[FSs285](#)