

## CHANGE NOTICE FOR MANUAL

**DATE:** November 26, 2003

**MANUAL:** Food Stamp Certification Manual

**CHANGE NO.: 15-2003 Dated: November 26, 2003**

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**TO:** County Directors of Social Services

**EFFECTIVE** December 1, 2003 make the following changes to the Food Stamp Certification Manual.

### **I. BACKGROUND**

DSS Administrative Letter No. 06-2003 issued April 1, 2003, added the DSS-8227, Immigrant Access Notice, to policy with instructions to give a copy of this notice to all households applying for Food Stamp benefits. The DSS-8227, is being re-named and updated to include information concerning eligibility of battered immigrants.

### **II. SPECIFIC CHANGES**

#### **A. Section 310.02 Responsibilities of the Interviewer**

Give all households applying for Food Stamp benefits a DSS-8227, Immigrant Access Notice.

#### **B. Section 400.18 Standard Recertification Interviewing Procedures**

Give all households a DSS-8227, Immigrant Access Notice, at recertification.

#### **C. Section 400.23 Procedures for Scheduling & Completing a Standard Recertification**

Give all households a DSS-8227, Immigrant Access Notice, at recertification.

#### **D. Section 450.24 Procedures for Scheduling and Completing a Face-to-Face SR**

Give all households a DSS-8227, Immigrant Access Notice at each Face-to-Face recertification.

E. Section 500.22 Procedures for Completing a Simplified Recertification

Give all households a DSS-8227, Immigrant Access Notice at each recertification.

**III. IMPLEMENTATION INSTRUCTIONS**

This change is effective December 1, 2003.

This change incorporates DSS Administrative Letter No. 06-2003 Economic Independence, into the Food Stamp Policy Manual.

This form may be ordered from the Data Processing Section by contacting Kay Kohler at 919-733-8982.

**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>
310	1-4	310	1-4, Figure 310-1
400	7-12	400	7-12
450	11-12	450	11-12
500	7-8	500	7-8

If you have questions, please contact your Food Assistance and Energy Programs Representative.

Sincerely,

Jane Schwartz, Chief

Economic Services Section

JS/dk

Attachments

[FSs310](#)

[FSs310f1a](#)

[FSs310f1b](#)

[FSs400](#)

FSs450

FSs500