

## CHANGE NOTICE FOR MANUAL

**MANUAL:** Food Stamp Certification Manual

**CHANGE NO.:** 4-2004 **DATE:** September 1, 2004

**TO:** County Directors of Social Services

**EFFECTIVE October 1, 2004,** make the following changes to the Food Stamp Certification Manual.

### I. BACKGROUND

The purpose of this change is to provide instructions for the October 2004 Mass Change.

### II. SPECIFIC CHANGES

#### A. Mass Change

1. Specific changes include increases to maximum food stamp benefit amounts, gross and net income limits, increased standard deduction and the capped excess shelter deduction. The mass change will occur after the close of business on September 30, 2004 on all cases active in FSIS.
2. Use the **SLUP** screen for the new standards and a **SLAW** budget and DSS-8593 for the old standards when keying applications in September.
3. Use the **SLAW** screen and DSS-8593 when processing an application/recertification in October with an **effective date of September 2004 or earlier.**

#### B. Section 280, Income Deductions

This section is updated to show the new standard deduction amounts for households with

5 or more people.

#### C. Section 285, Determining Benefit Level

1. Section 285.01, B. is updated to show the new standard deduction amounts for households with 5 or more people.
2. In 285.01, F., the excess cap shelter deduction is updated to reflect the new amount of \$388.

3. In 285.02 A. and B., the maximum gross and net income limits are updated to reflect new amounts effective October 1, 2004.

4. In 285.03, the income standards for separate food stamp units (FSU's) was updated to reflect new amounts effective October 1, 2004.

5. Section 285.05.A is updated to reflect the new increased amount to add to the

maximum allotment for households in excess of 8 persons.

6. 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, 2004**

#### **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 9/04 or earlier.

3. Enter the "start issuance date" (field 14 of the DSS-8590). The month must be 9/04 or earlier.

4. If **eligible based on the old standards on screen SLUP**, FSIS determines the allotment for 9/04 (and earlier) using the old standards. FSIS sends a Notice of Action Taken.

5. If certified through 10/04 (or later), FSIS recalculates automatically on September 30 the 10/04 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 10/01/04 to determine eligibility for 10/04.

b. Enter "SLUP" on the menu screen.

c. Change the "start issuance month" (field 14 on the DSS-8590) to 10/04. FSIS uses the new standards to calculate the allotment.

d. If eligible for 10/04, FSIS sends the Notice of Action Taken.

e. If ineligible for 10/04, 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 9/04 (or earlier) using the old standards. FSIS sends a Notice of Action Taken.

5. If certified through 10/04 (or later), FSIS recalculates automatically on September 30 the 10/04 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 10/01/04 to determine eligibility for 10/04.

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 10/04. FSIS uses the new standards to calculate the allotment.

d. If eligible for 10/04, FSIS sends the Notice of Action Taken.

e. If ineligible for 10/04, close the case. FSIS sends another Notice of Denial.

## **IV. IMPLEMENTATION INSTRUCTIONS FOR RECERTIFICATIONS/CHANGES KEYED ON OR BEFORE SEPTEMBER 30, 2004, WHICH ARE EFFECTIVE OCTOBER 1, 2004**

### **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 eligible, FSIS sends the Notice of Action Taken. No further action is required.
3. If ineligible, close the case. FSIS sends the Notice of Denial.
  4. Complete a **SLAW Screen** for 10/04 to see if eligible under new standards. If ineligible, no further action required. If eligible using new standards, rekey the DSS-8590 on 10/1/04.

#### **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 eligible, FSIS sends the Notice of Action Taken. No further action is required.
3. If ineligible, close the case. FSIS sends the Notice of Denial.
4. Complete a **SLAW Screen** for 10/04 to see if eligible under new standards. If ineligible, no further action is required. If eligible using new standards, resubmit the DSS-8590 to be keyed on 10/1/04.

### **V. IMPLEMENTATION INSTRUCTIONS FOR SEPTEMBER (OR EARLIER) APPLICATIONS/ RECERTIFICATIONS/CHANGES KEYED AFTER SEPTEMBER 30, 2004**

#### **A. For Direct Worker Entry Counties**

1. Complete the DSS-8590 for benefits with start issuance of 10/04 (New Standards) using the “**SLUP Screen**.”
2. Complete a **SLAW** budget for benefit month 9/04 (or earlier month).
3. Complete and key a **DSS-8593** to issue benefits for 9/04 (or earlier month).
4. Use code “Y” as the reason code on the DSS-8593.
5. Benefits issued on the **DSS-8593** will require a manual notice with the benefit amount approved for 9/04.
6. If the case is **ineligible based on the old standards using the SLAW screen**, but was eligible based upon the new standards, issue a manual notice denying benefits for 9/04 only. The system will send a notice for benefits issued on the DSS-8590 for start issuance month 10/04.

## B. For Data Management Counties

1. Complete DSS-8590 for benefits with start issuance of 10/04. The terminal operator should key on “**SLUP Screen.**”
2. Complete a **SLAW Screen** for benefit month 9/04 (or earlier).
3. Complete and have terminal operator enter **DSS-8593** to issue benefits for 9/04 (or earlier).
4. Use code “Y” as the reason code on the DSS-8593.
5. Issue a manual notice with benefit amount approved for 9/04 (or earlier)
6. If the case is **ineligible based on old standards using the SLAW screen**, but was eligible based upon the new standards, issue a manual notice denying benefits for 9/04 only. The system will send a notice for benefits issued on the DSS-8590.

## VI. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS/RECERTIFICATIONS/CHANGES TAKEN ON OR AFTER OCTOBER 1, 2004

### 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	1-7	285	1-6
	Figure 285-1a		Figure 285-1a

Figure 285-  
1b

Figure 285-  
1b

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

Sincerely,

Jane Schwartz, Chief

Economic Services Section

JS:vw

Attachments

[FSs280](#)

[FSs285](#)

[FSs285f1a](#)

[FSs285f1b](#)