

CHANGE NOTICE FOR MANUAL

DATE: September 22, 2008

MANUAL: Food and Nutrition Services Certification Manual
CHANGE NO.: 5-2008
TO: County Directors of Social Services
EFFECTIVE: **October 1, 2008**, make the following changes to the Food and Nutrition Services Certification Manual

I. BACKGROUND

The purpose of this change notice is to provide instructions for the October 2008 Mass Change.

II. SPECIFIC CHANGES

A. Section 285, Determining Benefit Levels

1. Deletes the reference to the Dependent Care Expense Limit in Section 285.01E
2. Section 285.02A is updated to reflect the new Maximum Allowable Gross Income and Maximum Allowable Net Income effective October 1, 2008
3. Section 285.02B is updated to reflect the new Maximum Allotment effective October 1, 2008
4. Section 285.03 is updated to reflect the new income standards for separate Food and Nutrition Services units (FNSU's) effective October 1, 2008
5. Section 285.05 is updated to reflect the new minimum allotment amount and maximum allotment amount effective October 1, 2008
6. Figures 285-1a and 285-1B are revised to reflect the changes in the Food and Nutrition Services allotment and deductions

III. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS KEYED ON OR BEFORE SEPTEMBER 30, 2008

- A. Enter "SLUP" on the menu screen.
- B. Enter the "application date" (field 8 of the DSS-8590). The application month must be 9/08 or earlier.
- C. Enter the "start issuance date" (field 14 of the DSS-8590). The month must be 9/08 or earlier.
- D. If **eligible based on the old standards on screen SLUP**, FSIS determines the allotment for 9/08 (and earlier) using the old standards.
- E. If certified through 10/08 (or later), FSIS recalculates automatically on September 30th the 10/08 allotment using the new standards.
- F. If **ineligible based on the old standards** on screen SLUP, close the case. FSIS sends the Notice of Denial.
 1. Rekey a SLAW screen on 10/01/08 to determine eligibility for 10/08.

2. Enter "SLUP" on the menu screen.
3. Change the "start issuance month" (field 14 on the DSS-8590) to 10/08. FSIS uses the new standards to calculate the allotment.

IV. IMPLEMENTATION INSTRUCTIONS FOR RECERTIFICATIONS/CHANGES KEYED ON OR BEFORE SEPTEMBER 30, 2008, WHICH ARE EFFECTIVE OCTOBER 1, 2008

- A. Enter "SLUP" on the menu screen.
- B. 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.
- C. If ineligible, close the case. FSIS sends the Notice of Denial.
- D. Complete a **SLAW Screen** for 10/08 to see if eligible under new standards. If ineligible, no further action required. If eligible using new standards, rekey the DSS-8590 on 10/1/08.

V. IMPLEMENTATION INSTRUCTIONS FOR SEPTEMBER (OR EARLIER) APPLICATIONS/ RECERTIFICATIONS/CHANGES KEYED AFTER SEPTEMBER 30, 2008

- A. Complete the DSS-8590 for benefits with start issuance of 9/08 using the "**SLUP Screen.**"
- B. If the case is **ineligible for 09/08 based on the old standards evaluate for eligibility for 10/08**

VI. IMPLEMENTATION INSTRUCTIONS FOR APPLICATIONS/RECERTIFICATIONS/CHANGES TAKEN ON OR AFTER OCTOBER 1, 2008

- A. Follow the normal procedures for direct worker entry.
- B. FSIS will automatically apply the new standards.

VII. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD and NUTRITION SERVICES MANUAL

	REMOVE			INSERT	
Section		Pages		Section	Pages
285		1-2, 5-6		285	1-2, 5-6
Figure 285-1a		1-2		Figure 285-1a	1-2
Figure 285-1b		1-2		Figure 285-1b	1-2

If you have any questions, please contact your Food and Nutrition Services & Energy Programs Representative.

Sincerely,



Dean Simpson, Chief
Economic Services Section