

CHANGE NOTICE FOR MANUAL

DATE: July 1, 2003

MANUAL: Food Stamp Certification Manual

CHANGE NO: 11-2003 Date: July 1, 2003

TO: County Directors of Social Services

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

I. BACKGROUND

The purpose of this change notice is to add new claims policy to the Food Stamp Certification Manual based upon the Farm Security and Rural Investment Act of 2002, Public Law 107-171. Corrections and clarification of existing policy are also provided in this change notice.

II. SPECIFIC CHANGES

A. Section 805, Requirements for Establishing Recipient Claims

1. New policy added regarding establishing claims for Transitional Food Stamp (TFS) households.
2. Clarification of policy regarding establishment of claims for Intentional Program Violations for misuse of EBT card.

B. Section 810, Administrative Error Claims

1. Added policy that the first DSS-2435SR's were generated in June 2003.
2. Added policy that the computation of an overissuance cannot include any month in which the FSU received Transitional Food Stamps (TFS) unless there was dual participation or an out-of-state disqualification was not imposed.
3. Corrected the references to fields on the DSS-1682, Report of Erroneous Issuance.
4. Added reference that effective March 1, 2003, the use of actual utility amounts became unallowable. Incorporated policy to consider ineligible and disqualified FSU members when determining utility and standard deductions.

5. Deleted references to Food Stamp coupons as a method of payment on a claim.
6. Added instructions to terminate a claim when all the debtors are deceased and the agency is not planning to pursue collection against the estate.

C. Section 815, Inadvertent Household Error Claims

1. Added policy that the first DSS-2435SR's were generated in June 2003.
2. Added policy that the computation of an overissuance cannot include any month in which the FSU received Transitional Food Stamps (TFS) unless there was dual participation or an out-of-state disqualification was not imposed.
3. Added reference that effective March 1, 2003, the use of actual utility amounts became unallowable. Incorporated policy to consider ineligible and disqualified FSU members when determining utility and standard deductions.
4. Deleted references to Food Stamp coupons as a method of payment on a claim.
5. Added instructions to terminate a claim when all the debtors are deceased and the agency is not planning to pursue collection against the estate.
6. Incorporated policy that states that EPICS reactivates a claim when an intercept from North Carolina Debt Setoff is posted.

D. Section 820, Intentional Program Violation Claims

1. Correction made to align policy with the North Carolina Claims Management Plan regarding the establishment of IPV claims. The overissuance period for an IPV claim must include any overissued months within six years of the date of discovery.
2. Added policy that the first DSS-2435SR's were generated in June 2003.
3. Added policy that the computation of an overissuance cannot include any month in which the FSU received Transitional Food Stamps (TFS) unless there was dual participation or an out-of-state disqualification was not imposed.

4. Added reference that effective March 1, 2003, the use of actual utility amounts became unallowable. Incorporated policy to consider ineligible and disqualified FSU members when determining utility and standard deductions.
5. Clarified that the client must be sent a written request for information. Also, as a result of clarification from USDA, policy was added stating that the request may stipulate that the client respond in writing or via the telephone, however, the client cannot be required to appear for an interview.
6. Deleted references to Food Stamp coupons as a method of payment on a claim.
7. Added instructions to terminate a claim when all the debtors are deceased and the agency is not planning to pursue collection against the estate.
8. Incorporated policy that states EPICS reactivates a claim when an intercept from North Carolina Debt Setoff is posted.
9. Added instructions to compromise a claim when court-ordered community service is completed in lieu of restitution.

E. Section 830, Claims Discharged Through Bankruptcy

1. Clarified that tax intercept cannot be pursued when bankruptcy is filed.
2. Added instructions to block allotment reduction during bankruptcy.

F. Section 835, Move By A Household

1. Clarified that a claim transferred to another county must be reassigned.
2. Deleted reference to FSIS.

III. IMPLEMENTATION INSTRUCTIONS

These changes are effective July 1, 2003.

IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL

REMOVE		INSERT	
Section	Pages	Section	Pages

805	1-9	805	1-8
810	1-11	810	1-11
815	1-14	815	1-14
820	1-18	820	1-18
830	1	830	1
835	1-2	835	1-2

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

Sincerely,

Wilbert R. Morris, Associate Director

Performance Management / Economic
Services

WRM/RM/sw

[FSs805.pdf](#)

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