

## **CHANGE NOTICE FOR MANUAL**

**MANUAL:** Food Stamp Certification Manual

**CHANGE NO: 9-2003 Date May 23, 2003**

**TO:** County Directors of Social Services

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

### **I. BACKGROUND**

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

### **II. SPECIFIC CHANGES**

#### **A. Section 210, Household Composition**

Removes references to Quarterly Recertifications.

#### **B. Section 268, Budgeting Stable Income**

Removes information concerning assignment of certification periods and references to educational assistance.

Adds references to Food Stamp Certification Manual Sections 400 through 550 for guidance in determining appropriate reporting requirements prior to determining if necessary to react to changes in income.

Adds policy that food stamp units (FSU's) in the Standard and Simplified Recertification categories must report when gross monthly unearned income changes by \$100 or more.

Deletes references Manual Section 400, Changes in Situation.

#### **C. Section 270, Budgeting Fluctuating Income**

Removes references to pure Supplemental Security Income (SSI) FSU's and educational assistance.

Removes policy concerning assignment of certification periods and quarterly recertifications.

Removes policy related to shortening certification periods.

Deletes references to Section 400, Changes in Situation.

Adds references to Sections 400 through 550 for guidance in determining appropriate reporting requirements prior to determining if necessary to react to changes in income.

#### **D. Section 273, Special Budgeting Procedures**

Clarifies that Medicaid and North Carolina Health Choice are considered federal means-tested assistance programs when determining qualifying quarters.

Adds instructions for budgeting self-employment income for FSU's certified for six months.

#### **E. Section 280, Income Deductions**

Deletes references to Section 400, Changes in Situation.

Adds new policy regarding reacting to reported changes in deductions during the certification period.

Adds clarification that FSU's who live in public/private housing with a central utility meter and are charged for excess heating/cooling expenses should have been billed for excess expenses in the last 12 months.

#### **F. Section 290, Controlled Substance Felons**

Deletes references to Food Stamp Manual Section 400, Changes in Situation.

#### **G. Section 355 is obsolete.**

#### **H. Section 400, Standard Recertification Category, Replaces Section 400, Changes in Situation**

Adds new policy concerning FSU's who are eligible for the Standard Recertification Category and incorporates the change reporting policy and recertification requirements into a single section.

#### **I. Current Sections 400 through 525 are being incorporated into new manual sections 400, 450, 500, and 550.**

#### **J. Section 450, Semi-Annual Recertification Category**

Adds new policy concerning FSU's who are eligible for the Semi-Annual Recertification Category and incorporates the change reporting policy and recertification requirements into a single section.

**K. Section 500, Simplified Recertification Category, Replaces Section 500, Recertifications**

Adds new policy concerning FSU's who are eligible for the Simplified Recertification Category and incorporates the change reporting policy and recertification requirements into a single section.

**L. Section 550, Transitional Food Stamp Benefits**

Adds new policy for Transitional Food Stamp Benefits.

**M. Section 635, Notices, replaces Section 405, Notices.**

Adds new policy for Change Report Forms DSS-8550 and DSS-8550SR.

**III. IMPLEMENTATION INSTRUCTIONS**

These changes are effective June 1, 2003.

**IV. INSTRUCTIONS FOR MAINTENANCE OF THE FOOD STAMP MANUAL**

REMOVE		INSERT	
Section	Pages	Section	Pages
210	1-2, 13	210	1-2, 13
268	1-7	268	1-7
270	1-9	270	1-8
273	1-12	273	1-11
280	5-22	280	5-21
290	3-4	290	3-4
355	ALL	Nothing to insert.	
400	ALL	400	1-13
405	ALL	Nothing to insert.	
Nothing to remove.		450	1-13
500	ALL	500	1-9
505	ALL	Nothing to insert.	
510	ALL	Nothing to insert.	

515	ALL	Nothing to insert.	
520	ALL	Nothing to insert.	
525	ALL	Nothing to insert.	
Nothing to remove.		550	1-3
Nothing to remove.		635	1-4

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

Sincerely,

Suzanne W. Marshall, Chief

Food Assistance and Energy Programs

SWM/RRM/bh

[FSs210](#)

[FSs268](#)

[FSs270](#)

[FSs273](#)

[FSs280](#)

[FSs290](#)

[FSs400](#)

[FSs450](#)

[FSs500](#)

[FSs550](#)

[FSs635](#)