

3/1/97
P.1

Bulletin No. 97-7 Table of Contents

-
- P-2500 A. Food Stamp Policy and Procedures Index
 B. Alphabetized Table of Contents of Policy
- P-2501 Basic Information
 A. The Difference Between Policy and
 Procedures
- P-2510 New Applications
 A. Application
 B. Forms
 C. Interview
 o Working Applicants
 o Face-to-Face Interview
 1. Prepare
 2. Explain
 3. Complete Forms
 4. Process
 o Telephone Interviews
 1. Prepare
 2. Explain
 3. Complete Forms
 4. Mail the Application
 5. Process
 D. Application Processing
 1. Verification and Documentation
 2. Delay in Processing
 3. Work Quarters for Qualified
 Aliens
 E. Eligibility Determination
 1. Resources
 a. Vehicles
 b. Exclusion of Resources Accumulated
 from Earnings for WRP Groups 2 and 3
 2. Income
 a. Income Calculation
 b. Gross Income Test
 c. Net Income Test
 d. Households with One or More
 Disqualified Members
 e. Strikers
 3. Deductions
 a. Medical Expenses
 b. Dependent Care Expenses
 c. Child Support Payments
 d. Shelter Expenses
 e. Fuel and Utility Standards
 f. Shelter Deduction for the Aged
 or Disabled

3/1/97
P.2

Bulletin No. 97-7 Table of Contents

P-2510 New Applications (Continued)

- 4. Examples
 - a. Five Pay Periods in Previous 30 Days
 - b. Applicant Works Two Jobs; Has Child Care Expenses
 - c. Aged/Disabled with ANFC; Over Income But Categorically Eligible
 - d. ANFC Included/Not Categorically Eligible/FS Ineligible
- F. Prorating the First Month's Benefits
 - 1. Benefits of Fewer Than \$10 in the Initial Month
- G. Benefit Delivery
 - 1. Regular Issuance
 - 2. Expedited Service
 - 3. 007 Issuance
- H. Notification

P-2520 Recertifications

- A. Applications
- B. Forms
- C. Interview
- D. Verification and Documentation
- E. Eligibility Calculation
- F. Benefit Delivery
- G. Notification

P-2530 Changes Within A Certification Period

- A. Forms
- B. Documentation and Verification
- C. Eligibility Calculation
- D. Benefit Delivery
- E. Notification

P-2540 Problems

- A. Stamp Replacement
 - 1. Period of Intended Use
 - 2. Nonreceipt of Stamps
 - 3. Destroyed Stamps
 - 4. Damaged Stamps or Incomplete Stamp
- Books
 - 5. Insufficient Books Received in mail
 - 6. Certified Mail

P-2540 Problems (Continued)

B. Overpayments

1. General Information
 - a. Simultaneous Errors
 - b. Case Records
 - c. Potential Claims Sources
 - d. Repayments Received in the District
2. Agency or Inadvertent Household (Client)
Error Claims
 - a. Establish and Calculate the Claim
 - b. Processing the Claim
 - c. Claims Payments
 - d. Failure to Make Payments
 - e. Change in Participation Status
3. Intentional Program Violation (Fraud)
 - a. Establish and Calculate the Claim
 - b. Recommendation of the District
Director
 - c. Follow-up on Fraud Referrals
 - d. Follow-up on Court-Ordered
Convictions
 - e. Failure to Make Payments
 - f. Change in Participation Status
4. Return Of Overpayments
5. Examples

C. Underpayments

1. Discover Loss
2. Offsetting Loss
3. Issue Benefits
4. Notification

D. Food Stamps to be Held

E. Returning Food Stamps to State Office

F. Disqualification Hearings

1. Overview
2. Referral
3. Advance Notice of Hearing
4. Scheduling of Hearing
5. Participation While Awaiting a Hearing
6. Waived Hearings
7. The Hearing
 - a. Postponement
 - b. Time Frame
 - c. Rules of Procedures
 - d. Household Rights
8. Hearing Decision

3/1/97
P.4

Bulletin No. 97-7 Table of Contents

P-2560 Miscellaneous

Disabled (and

Closes

Without

P-2580 Cash-Out

Delivery, and

- A. Mailing Problems
 - B. Special Household Composition
 - 1. Household Member Who is Aged and Spouse)
 - 2. Household Members Becoming 60
 - 3. Boarders
 - 4. Students
 - C. Applying for Social Security Numbers
 - D.
 - E. Calculating Self-Employment Income
 - F. Continuation of Food Stamps When ANFC
 - G. Work Registration
 - H. Passalong and Child Support
 - I. Child Support for Group 2 and 3 Members**
 - J. Work Requirement for Able-Bodied Adults Dependents
- A. Application
 - B. Forms
 - C. Interview
 - D. Verification and Documentation
 - E. Eligibility Calculation, Benefit Notification
 - F. Changes
 - G. Replacing Checks
 - H. Direct Deposit

3/1/97
P.5

Bulletin No. 97-7 Table of Contents

P-2590 Reference Materials

- A. Calculating Net Income
 - 1. The Standard Deduction
 - 2. Basic Medical Liability
 - 3. Dependent Care Maximum Deduction
 - 4. Shelter Cost Maximum Deduction
 - 5. Fuel and Utility Standards
 - 6. (Reserved)
 - 7. Business Expenses for Day Care
- Income and Room &
Grants and Loans
- Board Income
- 8. Determining Student Income From
- B. Maximum Resources Allowed
- C. Maximum Income, Maximum and Minimum
- Allotments
- D. Coupon Allotment Tables
 - 1. Current Tables
 - 2. The Formula for Households of More
than Ten
People
 - 3. Percentage Reduction
- E. Food Stamp Allotment Proration Tables