

SNAP/TANF Program Policy Manual	
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CHAPTER: 1000 INTRODUCTION	SECTION: 1000.00.00 INTRODUCTION TO THE POLICY MANUAL

1000.00.00 INTRODUCTION TO THE POLICY MANUAL

This chapter provides information regarding the following:

- Purpose and Scope of the Manual (Section 1005)
- Manual Organization and Format (Section 1010)
- Manual Numbering Scheme (Section 1015)
- Manual Terminology (Section 1020)
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- Manual Distribution (Section 1035)
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1005.00.00 PURPOSE AND SCOPE OF THE MANUAL

The manual incorporates policies based on federal and state laws and regulations concerning the following

- The Supplemental Nutrition Assistance Program (SNAP)
- Cash Assistance [Refugee Cash (RCA) & Temporary Assistance for Needy Families (TANF)], and
- Indiana Manpower Placement and Comprehensive Training (IMPACT) programs.

These programs are administered by the Division of Family Resources throughout the State of Indiana. Policy concerning burial assistance is included in this manual but is not currently supported by the eligibility system.

1010.00.00 MANUAL ORGANIZATION AND FORMAT

The manual is organized into the following chapters:

- Chapter 1000 Introduction
- Chapter 1200 General Program Information
- Chapter 1400 Administrative Policy
- Chapter 1600 Categories of Assistance
- Chapter 1800 Application Registration
- Chapter 2000 Application Processing
- Chapter 2200 Continuing Case Processing
- Chapter 2400 Non-financial Eligibility Requirements
- Chapter 2500 IMPACT
- Chapter 2600 Resources
- Chapter 2800 Income
- Chapter 3000 Eligibility Standards
- Chapter 3200 Assistance Groups
- Chapter 3400 Budgeting and Benefit Calculation
- Chapter 3600 Benefit Issuance
- Chapter 4200 Appeals and Hearings
- Chapter 4400 Data Exchange
- Chapter 4600 Benefit Recovery
- Chapter 4800 Burial Provisions
- Chapter 6000 Glossary

Within each chapter, the manual material is organized with policy common to all programs presented first, followed by policy specific to a particular program or group of programs. The first section (or passage as referred to on-line) serves as a table of contents for the chapter by listing the main sections contained in the chapter.

When a policy applies to all programs, no program designators are listed after the passage title. When a policy applies to only one program, the program designator is listed in parentheses following the passage title.

When a policy applies to only one program, the program designator is listed in parentheses following the passage titles. The program designators and the programs they represent are:

- S-Supplemental Nutrition Assistance Program
- C- Temporary Assistance for Needy Families & RefugeeCash Assistance
- I-Indiana Manpower Placement and Comprehensive Training

1015.00.00 CATEGORIES

The 'C' program designator includes more than one category, while the program designator 'S' only includes one. The categories within the 'C' program designator follow. Further clarification of each category is outlined in Chapter 1600.

Categories of assistance in the Cash program group are:

- Two-parent TANF Cash Assistance
- Regular TANF Cash Assistance
- Refugee Cash Assistance

1020.00.00 MANUAL NUMBERING SCHEME

The numbering scheme used for the policy manual provides a method for numbering each chapter and passage of text. The first number which represents the chapter and section number is four digits. All other numbers are two digits.

The numbering scheme used for the policy manual provides a method for numbering each chapter and passage of text. There may be up to four sets of numbers in each passage number. The first number which represents the chapter and section number is four digits. All other numbers are two digits.

The numbering scheme is illustrated by the following:

- 1600.00.00 Indicates Chapter 1600.
- 1605.00.00 Indicates Chapter 1600, Section 1605.
- 1605.05.00 Indicates Chapter 1600, Section 1605, Subsection 1605.05.
- 1605.05.05 Indicates Chapter 1600, Section 1605, Subsection 1605.05, Second Subsection 1605.05.05.
- 1605.10.10.05 Indicates Chapter 1600, Section 1605, Subsection 1605.10, Second Subsection 1605.10.10, and Third Subsection 1605.10.10.05.

1030.00.00 MANUAL DISTRIBUTION

The manual is available online at
<http://www.in.gov/fssa/dfr/3301.htm>.

1030.10.00 SEARCHING THE MANUAL

The manual may be searched by clicking 'find' in the edit menu of your internet browser or pressing ctrl + f on your pc keyboard.

1040.00.00 FUTURE REVISIONS TO THE POLICY MANUAL

When the manual needs to be revised or updated, a transmittal will be issued showing the revisions that have been made.