

SNAP/TANF Program Policy Manual

Transmittal # 1

2016

SECTION	SECTION TITLE	CHANGES MADE	MONTH
2212.05.00	Complete Interim Contact Forms (F)	Added “but not limited to” for allowable verifications	JANUARY 2016
2235.50.00	EFFECTIVE DATES (F)	Added SNAP certification date policy	JANUARY 2016
2540.10.30	IMPACT Community Work Experience Program – CWEP (S, C, I)	Added employment as an activity that may be combined with a CWEP placement for SNAP volunteers and ABAWDs.	JANUARY 2016
2540.10.30.10	Determining CWEP Participation Hours (S, C, I)	Minor edit.	JANUARY 2016
2540.10.35	Work Experience Program – WE (S, I)	Clarifies weekly work requirement.	JANUARY 2016
2605.05.00	DEFINITION OF RESOURCES	Added “balances on a pay card” to be considered as a cash resource	JANUARY 2016
3440.45.00	ALLOWABLE MEDICAL EXPENSES FOR FOOD STAMPS (F)	Added clarification regarding items #3 and #14—prescriptions and specially trained animals	JANUARY 2016
2212.05.00	Complete Interim Contact Forms (S)	Added “but not limited to” for allowable verifications	MAY 2016

2235.50.00	EFFECTIVE DATES (S)	Added SNAP certification date policy	MAY 2016
2406.35.00	RESIDENCY VERIFICATION	Updated due to SNAP no longer requiring documentation for residency when it is not in question.	MAY 2016
2407.00.00	QUESTIONABLE ADDRESS (S)	Updated pending checklist request to address of residence and house hold composition instead of residency.	MAY 2016
2540.10.30	IMPACT Community Work Experience Program – CWEP (S, C, I)	Added employment as an activity that may be combined with a CWEP placement for SNAP volunteers and ABAWDs.	MAY 2016
2540.10.30.10	Determining CWEP Participation Hours (S, C, I)	Minor edit.	MAY 2016
2540.10.35	Work Experience Program – WE (S, I)	Clarifies weekly work requirement.	MAY 2016
2605.05.00	DEFINITION OF RESOURCES	Added “balances on a pay card” to be considered as a cash resource 2615.10.25	MAY 2016

2615.10.25 2847.00.00	College Savings Accounts/ABLE Accounts	Exemption of ABLE accounts as income and a resource for SNAP	MAY 2016
3020.00.00	Utility Standards (S)	Updated amounts for Utility Standards	MAY 2016
3210.25.15.05	Verification of Fleeing Felon Status (S)	Updated policy information concerning this issue	MAY 2016
3215.10.00– 3215.10.20	REFUGEE CASH ASSISTANCE GROUPS	Clarification of Refugee AG Status	MAY 2016
3440.45.00	ALLOWABLE MEDICAL EXPENSES FOR FOOD STAMPS (S)	Added clarification regarding items #3 and #14– prescriptions and specially trained animals	MAY 2016
2438.15.05.20	Individuals Physically or Mentally Unfit For Employment (S)	ADDED CLARIFICATION THAT PERSONS RECEIVING VA DISABILITY ARE EXEMPT FROM WORK REGISTRATION, REGARDLESS OF THE PERCENTAGE OF DISABILITY.	MAY 2016
2438.17.05	ABAWD Status Determination	ADDED CLARIFICATION THAT PERSONS RECEIVING VA DISABILITY ARE EXEMPT FROM WORK REGISTRATION, REGARDLESS OF	MAY 2016

		THE PERCENTAGE OF DISABILITY.	
2438.17.10	Compliance with ABAWD/IMPACT	ADDED STATEMENT TO VERIFY AND CONSIDER ABAWD MONTHS USED IN OTHER STATES TO CONSIDER IN DETERMINING ELIGIBILITY.	MAY 2016
3615.00.00	SNAP EBT (HOOSIER WORKS) CARDS (S)	REMOVED LEGACY HEADING REGARDING SNAP ID CARDS. MOVED 3615.05.00 TO 3615.00.00	MAY 2016
4205.50.10	Withdrawal of Appeal by Appellant	CHANGED PROCESS TO REQUIRE ALL PROGRAMS TO ONLY WITHDRAW AN APPEAL WHEN THE REQUEST IS MADE IN WRITING. (PREVIOUSLY SNAP COULD USE A VERBAL REQUEST.)	MAY 2016
4640.00.00	TRANSMITTAL OF REPAYMENT	CORRECTED THE PO BOX FOR CLAIM REPAYMENT.	MAY 2016
2035.05.00	EXPEDITED SERVICE (S)	CLARIFIES THAT IF EXPEDITED AND PENDING VERIFICATIONS ARE NOT RETURNED IN 13 DAYS THE CASE IS TO BE CLOSED AND WILL NOT BE RESCINDED. THE CLIENT SHOULD BE NOTIFIED TO REAPPLY	JUNE 2016

2615.15.05	RETIREMENT ACCOUNTS CHART	ADDED CLARIFICATION THAT PERSONS RECEIVING VA DISABILITY ARE EXEMPT FROM WORK REGISTRATION, REGARDLESS OF THE PERCENTAGE OF DISABILITY.	JUNE 2016
3445.40.00	SNAP BENEFIT LEVEL (S)	CLARIFIES MINIMUM PRORATED BENEFIT DIFFERENCES BETWEEN 1- 2 AND 3+ PERSON AG'S.	JUNE 2016
2540.10.30.10	CWEP Participation Hours	Clarify SNAP monthly CWEP hours for AGs with multiple ABAWDs	JULY 2016
4635.40.00	TREASURY OFFSET PROGRAM (TOP) (S)	Clarifications to this and the following sections regarding Offsets and Ending claims.	JULY 2016
3010.05.00	INCOME STANDARDS (S)	3010.05.00 INCOME STANDARDS (S) Updated Income Standards for Federal Fiscal Year 2017	SEPTEMBER 2016
3010.05.00	Income Standards - Elderly/Disabled Separate AG (S)	Updated Income Standards for FFY 2017	SEPTEMBER 2016
3025.10.00	STANDARD DEDUCTION (S)	Updated deductions for FFY 2017	SEPTEMBER 2016
3025.15.00	EXCESS SHELTER EXPENSE DEDUCTION (S)	Updated deductions for FFY 2017	SEPTEMBER 2016
4205.50.10	Withdrawal of Appeal by Appellant	Updated to remove requirement for	SEPTEMBER 2016

		written appeal withdrawal.	
2438.17.05	ABAWD Status Determination (S, I)	The note regarding disability application and ABAWD status was updated based on FNS guidance.	SEPTEMBER 2016
4205.50.05	Adjusting Action by DFR	Updated to allow for written or verbal voluntary withdrawal from a SNAP appeal.	SEPTEMBER 2016
4205.50.10	Withdrawal of Appeal by Appellant	Updated to allow for written or verbal voluntary withdrawal from a SNAP appeal	SEPTEMBER 2016
1435.05.00	NON-DISCRIMINATION INFORMATION	Update address for SNAP Civil Rights Complaints to USDA	OCTOBER 2016
1440.20.05	DFR and Discrimination Complaints	Revised responsibilities related to handling complaints of discrimination	OCTOBER 2016
2845.05.05	Domestic Volunteer Service Act Compensation (S)	Removed reference to programs University Year for Action and Urban Crime Prevention Program which are now obsolete	OCTOBER 2016
1400.00.00	Chapter	Changed “Family Independence” to “DFR Policy”	NOVEMBER 2016
2400.00.00	Chapter	Changed “Family Independence” to “DFR Policy”	NOVEMBER 2016
3210.15.30.15	Residents Who Leave AGs to Enter Shelter (S)	Clarification that to receive duplicate benefits the AG must be residing in a	NOVEMBER 2016

		domestic violence shelter	
2550.20.05	SNAP Only Recipients	Clarify HSE maximum payment of \$90 and minor edit on clothing supportive services	DECEMBER 2016
2550.20.10	TANF IMPACT Mandatory Participants	Clarify HSE maximum payment of \$90	DECEMBER 2016
2525.10.00	Assessing Strengths and Barriers to Self-Sufficiency	Minor edit	DECEMBER 2016
2510.00.00	Applicant Services	Increase the maximum hours from 16 to 20 for Job Search Training/Job Readiness during AJS	DECEMBER 2016