

SNAP/TANF Program Policy Manual

Transmittal # 2

2017

SECTION	SECTION TITLE	CHANGES MADE	MONTH
2540.05.00	Reporting IMPACT Hours (C,I)	Clarify CWEP for TANF recipients can be stacked with part-time employment	JANUARY 2017
2510.00.00	Applicant Services (C,I)	Clarify AJS monthly limit of 16 hours for excused/holiday hours	JANUARY 2017
2540.10.30	IMPACT Community Work Experience Program-CWEP (S,C,I)	Update CWEP language to further define the purpose of the activity	JANUARY 2017
2540.10.30.10	Determining CWEP Participation Hours (S,C,I)	Clarify CWEP activity language for TANF recipients	JANUARY 2017
1460.10.15	Drug Addiction/Alcoholic Treatment Centers (S)	Updated the number of days allowed for DAA's to report client leaving the facility to 5.	JANUARY 2017
2615.10.25	2615.10.25 College Savings Accounts	Corrects the section to clarify that the exemption applies to both TANF & SNAP.	JANUARY 2017
2615.10.30	Coverdell Educational Accounts	Corrects the section to clarify that the exemption applies to both TANF & SNAP.	JANUARY 2017
2615.10.35	ABLE Accounts	Adds the section to clarify that the exemption applies to both TANF & SNAP.	JANUARY 2017
3015.00.00	DEPENDENT CARE STANDARDS (S)	Updated this to reflect that this only applies if the expense is not covered elsewhere in the budget.	JANUARY 2017
2438.15.05.20	Individuals Physically or Mentally Unfit For Employment (S)	Updated to reflect that receipt of VA disability benefits exempt the client from work registration.	FEBRUARY 2017

1440.20.00	Complaints of Discrimination	Updated phone number	FEBRUARY 2017
1440.25.00	Other SNAP Complaints	Updated phone number	FEBRUARY 2017
3010.15.05	Income Standards	Updated Federal Poverty Level (FPL) effective 3/1/17	FEBRUARY 2017
2225.00.00	Adding an Individual to the AG	Updated auxiliary benefits (if appropriate) must be issued to reflect that a fiat is necessary so that eligibility is properly tracked.	MARCH 2017
2438.10.10	Determination of IMPACT Participation Status (S, C, I)	Updated the note at the end of this section to reflect that ABAWD individuals are not exempt	MARCH 2017
2438.00.00	Various changes	Updates to several sections	MARCH 2017
Manual Wide	Various	Updates to terminology regarding Cash assistance types.	MARCH 2017
1210.15.00	ELIGIBILITY CRITERIA (C, I)	Updates terminology for aliens who are potentially TANF eligible	MARCH 2017
1820.00.00	INITIAL CONTACT PERSON	Grammar correction	MARCH 2017
2225.15.00	THE TANF FAMILY BENEFIT CAP (C)	Reinstates language to allow for situations prior to Full-Family Sanctions (FFS).	MARCH 2017
2250.00.00.	VOLUNTARY WITHDRAWAL FROM ASSISTANCE	Corrects terminology.	MARCH 2017
2407.00.00	QUESTIONABLE ADDRESS	Removes (S) – applies to both SNAP & TANF.	MARCH 2017
3450.50.00	INCOME OF THE MINOR PARENT (C)	Removes age limit language.	MARCH 2017
3610.20.10	Unrestricted Money Payment (C)	Adds reference to new section.	MARCH 2017
3610.20.15	Benefits and the EBT Hoosier Works Card (C)	New section to clarify EBT usage for TANF	MARCH 2017
3410.05.00	DEFINITION OF SELFEMPLOYMENT	Updated to eliminate confusion regarding certain self-employment situations where the self-employed individual is only receiving income from a single source	MARCH 2017

2205.05.00	ESTABLISHING THE REDETERMINATION MONTH	Removed redundant reference to TANF & SNAP	MARCH 2017
2215.15.00	ELIGIBILITY WORKER RESPONSIBILITIES REGARDING CHANGES	Re-worded the third paragraph – no change in policy.	MARCH 2017
2220.00.00	PROCESSING CHANGES	Re-worded section – no change in policy.	MARCH 2017
2220.10.00	CHANGES REPORTED UNTIMELY YET VERIFIED TIMELY	Corrected last two examples in the section (Nos. 1 & 2) to allow for adverse action.	MARCH 2017
3020.00.00	Utility Standards	Updated amounts of SUA to reflect amounts effective as of May 1, 2017.	APRIL 2017
2000.00.00	Various sections	Grammatical changes which do not effect policy were implemented.	APRIL 2017
2020.05.00	Application Time Standards (S)	Specified that when an interview is delayed by the client to one of the 2 business days prior to the 30th day, or on the 30th day, the due date for verifications is the same day as the request.	APRIL 2017
2200.00.00	Various sections	Grammatical changes which do not effect policy were implemented.	APRIL 2017
2205.00.00	Redeterminations	Simplified this section of policy, no actual changes to policy or process were made.	APRIL 2017
2205.10.00	Scheduling redetermination Interviews	Removed the section regarding appointments scheduled less than 10 days in advance.	APRIL 2017
3605.05.10	Restrictions on Representatives (S)	Added State contractors to the list of restricted representatives.	APRIL 2017
4405.15.00	Individuals Required to Participate In Data Exchange	Changed FS to SNAP.	APRIL 2017
4605.00.00	Identifying Over Issuances	Changed references to Food Stamp/Stamps to SNAP	APRIL 2017
4620.05.05	Over Issuance Calculation	Changed references to Food Stamp/Stamps to SNAP	APRIL 2017

4620.10.05	Determining the Amount of Over Issuance From DWD Data Matches (S)	Changed references to Food Stamp/Stamps to SNAP	APRIL 2017
4630.05.00	Recipient Notification of Over Issuance (S)	Changed references to Food Stamp/Stamps to SNAP	APRIL 2017
1435.05.00	Non-Discrimination Information (s)	Corrected the address for the USDA complaints office in Washington	APRIL 2017
2540.10.70	On-the-Job training	Corrected number of days to 130 days	APRIL 2017
2550.0.05	Choosing a dependent care provider	Updated Child Care website to http://www.in.gov/fssa/childcarefinder	APRIL 2017
2810.30.00	Self-employment	Added babysitting	APRIL 2017
2860.05.00	Exempt Educational income	Updated this section to clarify that a Federal Perkins Loan (Carl D Perkins Loan) is exempt	APRIL 2017
2860.10.00	Non-Exempt Educational Income	Updated this section to clarify the non-exempt educational income	APRIL 2017
Chapter 1800	Application Registration	Reorganization and grammatical corrections. No change to policy.	MAY 2017
Chapter 2000	Application Processing	Reorganization and grammatical corrections. No change to policy.	MAY 2017
Chapter 2200	Continuing Case Processing	Reorganization and grammatical corrections. No change to policy.	MAY 2017
4620.05.05.05	Determining The First Month of Over-Issuance	4620.05.05.05 Determining Updated the number of days for a caseworker to act to 13.	MAY 2017
2860.10.00	Non-Exempt Educational income	Re-entered previous information in regards to non-exempt educational income;	MAY 2017
2860.05.00 Removes reference to 2860.15.00.	EXEMPT EDUCATIONAL INCOME	Eliminates qualifying statement as all Federal Work Study is under Title IV of the Higher Education Act & administered by the Secretary of Education. Removes reference to 2860.15.00.	MAY 2017
2860.15.00	WORK STUDY	DELETED	MAY 2017
2540.10.00	TANF AND SNAP ACTIVITIES	Removed the 20 hour requirement for SNAP volunteers and allows scheduling volunteers as appropriate	JUNE 2017

		up to 20 hours a week. Clarify expectations for Job Search activities.	
2530.05.05	Self-Sufficiency Plan Development.	Clarifies SNAP volunteers should be scheduled to participate an appropriate number of hours a week. Clarify expectations for Job Search activities.	JUNE 2017
2550.20.05	SNAP Only Recipients	Updated Supportive Service policy for uniforms to include safety glasses/attire, and steel-toed shoes.	JUNE 2017
3440.45.05	Medical Expenses In The SNAP Budget (S)	Removed references and examples applying to MA spend-down in this section.	JULY 2017
2615.15.05	Retirement Accounts (S)	Updated this section for clarity regarding exempt account types vs other account types.	JULY 2017
3010.05.05	Income Standards - Elderly/Disabled Separate AG (S)	Now specifies that an ineligible member's elderly/disabled status will not qualify the AG for the elderly/disabled income standard.	JULY 2017
2408.05.00	VERIFICATION OF IDENTITY (S)	Updated this section with a note regarding SSN match verification and expedited vs ongoing benefits.	JULY 2017
2220.20.00	AGS WHICH SPLIT UP DURING AN ENTITLEMENT PERIOD (S)	Clarified actions to be taken when a payee leaves the AG.	AUGUST 2017
2438.17.00	ABLE BODIED ADULTS WITHOUT DEPENDENTS (S)	Updated Maximum Benefit Amount in item 3	AUGUST 2017
2540.10.30.10	Determining CWEP Participation Hours (S, C, I)	Updated Maximum Benefit Amount for SNAP – No change to hours requirement	AUGUST 2017
2640.05.05	Determining the Period for Disqualification (S)	Updated example 2 with new elderly resource amount.	AUGUST 2017
3005.05.00	RESOURCE LIMITS (S)	Updated Maximum Resource limit for elderly/disabled effective 10/1/17.	AUGUST 2017
3010.05.00	INCOME STANDARDS (S)	Updated income standards chart effective 10/1/17	AUGUST 2017
3010.05.05	Income Standards - Elderly/Disabled Separate AG (S)	Updated income standard chart effective 10/1/17	AUGUST 2017

3025.15.00	EXCESS SHELTER EXPENSE DEDUCTION (S)	Updated excess shelter expense deduction effective 10/1/17	AUGUST 2017
3050.05.00	MAXIMUM BENEFITS (S)	Updated maximum benefits chart effective 10/1/17	AUGUST 2017
3210.10.05	3210.10.05 Parents and Children Included (S)	Updated with a reference to 3210.15.05.20 regarding foster children.	AUGUST 2017
3210.15.05.10	Reasonable Compensation (S).	Updated with reference to 3210.15.05.20 regarding foster children.	AUGUST 2017
3210.15.05.20	Foster Care Persons (S)	Updated to clarify requirement of foster care provider in AG.	AUGUST 2017
3445.40.00	SNAP BENEFIT LEVEL (S)	Updated minimum benefits amount for 2 person households to \$15 effective 10/1/17	AUGUST 2017
1465.10.20	Drop-off Point for Applications and Other Documents.	Updated this section to include information regarding application, change reporting, and verification document return.	AUGUST 2017
3210.25.15.05	Verification of Fleeing Felon Status	Information updated for clarity.	AUGUST 2017
4615.00.00	Time Limits for Over Issuance Referrals (S)	Information updated for clarity	AUGUST 2017
4615.05.00	Time Limits for Over Issuance Referrals (C)	Updated this section to indicate when a BV over payment referral is made for TANF	AUGUST 2017
4615.10.00	Time Standards for Initiating Recovery	Included TANF in this section which establishes when a claim needs to be opened and defines the discovery date of the overpayment.	AUGUST 2017
4615.15.00	Pending Claim Referral Time Priorities	Included TANF in this section which establishes claim referral time priorities	AUGUST 2017
4620.00.00	Completing the Benefit Recovery	Referral Information updated for clarity	AUGUST 2017
4620.05.00	Assigning the Referral to the Benefit Recovery Worker	Updated this section to indicate that all claim referrals are to be assigned to a Benefit Recovery worker within 10(rather than 15) working days of the referral being made	AUGUST 2017

4620.05.05.05	Determining The First Month Of Over Issuance	Corrected dates in the “Example” in this section.	AUGUST 2017
4630.00.00	Initiating Collection Action (S)	Information updated for clarity	AUGUST 2017
4630.05.00	4630.05.00 Recipient Notification of Over Issuance (S)	Information updated for clarity	AUGUST 2017
4630.20.00	Recipient Notification of Over Issuance (C)	Information updated for clarity.	AUGUST 2017
2550.40.00	SNAP IMPACT Dependent Care (S,I)	Clarification if CCDF funding is unavailable, SNAP funding is available as allowed by contract and as appropriate for child care if needed to participate in IMPACT.	AUGUST 2017
2510.00.00	Applicant Services (C,I)	Removed requirement to participate in IMPACT activity upon completion of AJS requirements while awaiting TANF approval.	AUGUST 2017
2540.10.65	Educational (Academic) Activities (S,C,I)	Clarification that attending High School is an allowable activity for SNAP participants	AUGUST 2017
2530.05.00	Self-Sufficiency Plan Time Frames (S,C,I).	Clarify upon completion of a Good Cause SSP, individual will not be assigned to an IMPACT activity.	AUGUST 2017
2530.05.10	2530.05.10 Contents of Self-Sufficiency Plans (S,C,I)	SSPs are to be simplified to ensure clarity and activities are the only entries to be listed under the IMPACT Activity section.	AUGUST 2017
2510.00.00	Applicant Services (C,I)	Modified AJS requirements: Orientation day counts as an AJS compliant day towards the 20 day count. Participants employed upon application, employment hours will count toward AJS compliance. Employed participants who are scheduled to work and work will count as an AJS compliant day even if less than 4 hours.	SEPTEMBER 2017

2505.05.00	TANF Work Participation Rates for All-Families (C,I)	Modified language from minimum hours to average hours for activities/employment	SEPTEMBER 2017
3445.50.00	Budgeting AGs with Disqualified Members (S)	Updated to reflect that income/expenses belonging to an ABAWD ineligible household member will be prorated in the SNAP budget	OCTOBER 2017
2550.20.10	TANF IMPACT Participants (C,I)	Updated clothing and transportation sections for clarification. Transportation expenses are to be projected using the best available information for mileage data	OCTOBER 2017
2550.20.15	Private Transportation Expenses (S,C,I)	Minor edits to clarify the section	OCTOBER 2017
2550.25.00	TANF IMPACT Transitional Supportive Services (C,I)	Minor edits to clarify the section	OCTOBER 2017
2540.10.65.10	High School	Added info regarding HSE activities combined with Job Search activities	OCTOBER 2017
2250.00.00	Voluntary Withdrawal From Assistance	Updated section to indicate that a voluntary withdrawal request may be made either verbally or in writing. If made verbally, written confirmation should be requested from the client, but the action to close should be processed – there is no need to wait for the written confirmation	NOVEMBER 2017
3210.25.20.15	Exemption from the Felony Drug Conviction Penalty (C)	This section has been deleted – exemptions are no longer granted.	NOVEMBER 2017
2540.10.65.10	High School (S,C,I)	Minor edit	NOVEMBER 2017
2510.00.00	Applicant Services (C,I)	Removed the reference regarding excused hours and holiday hours which are no longer countable for AJS	NOVEMBER 2017
2020.20.05.05	Assistance Group Delay (S)	Updated to clarify that a client delay is only entered if the requested verifications are not received until after	NOVEMBER 2017

		the 30th day from the date of application.	
3210.25.20.15	Exemption from the Felony Drug Conviction Penalty (C)	Removed reference to this policy section from Table of Contents	NOVEMBER 2017
2620.20.05	Counting Non-Exempt Real Property	Removed sentence “Also, non-homestead property used to produce food would not be counted as a resource” as this is incorrect.	NOVEMBER 2017
1470.00.00	Disasters	Removed statement that assistance groups may not receive both a replacement and disaster benefits as this was incorrect	NOVEMBER 2017
1630.05.00	Categorically Eligible Assistance Groups(S)	Removed, duplicate information to information in chapter 2400	NOVEMBER 2017
1630.10.00	Non-Categorically Eligible Assistance Groups(S)	Removed, duplicate information to information in chapter 2400.	NOVEMBER 2017
1650.00.00	Categorically Ineligible for Cash	Removed, duplicate information to information in chapter 2400.	NOVEMBER 2017
2438.15.05	Exemptions from Work Registration (S)	Updated to clarify that student enrolled in any school is exempt	NOVEMBER 2017
2414.10.05	Categorical Eligibility(S)	Updated for BBCE policy effective 1/1/18.	NOVEMBER 2017
2540.10.15	Job Search (S,C,I)	Removed reference to AJS excused absences and holiday hours which are no longer countable	NOVEMBER 2017
2545.05.00	Non-Compliance with IMPACT Program (C,I)	Removed reference to AJS excused absences and holiday hours which are no longer countable.	NOVEMBER 2017
2545.15.05	IMPACT Sanctions (C,I)	Removed reference to AJS excused absences and holiday hours which are no longer countable	NOVEMBER 2017
2525.10.00	2525.10.00 Assessing Strengths and Barriers to Self-Sufficiency (S,C,I) Removed reference regarding a	2525.10.00 Assessing Strengths and Barriers to Self-Sufficiency (S,C,I) Removed reference regarding a potential referral to a medical/mental health professional. Added ABAWD screening details for fitness for work	NOVEMBER 2017

	potential referral to a medical/mental health professional. Added ABAWD screening details for fitness for work		
2530.05.05	2530.05.05 Self-Sufficiency Plan Development (S,C,I) Clarified that good cause is not allowable for SNAP participants. Good cause only applies to TANF	2530.05.05 Self-Sufficiency Plan Development (S,C,I) Clarified that good cause is not allowable for SNAP participants. Good cause only applies to TANF	NOVEMBER 2017
2530.05.00	2530.05.00 Self-Sufficiency Plan Time Frames (S,C,I) Clarified that good cause is not allowable for SNAP participants. Good cause only applies to TANF.	2530.05.00 Self-Sufficiency Plan Time Frames (S,C,I) Clarified that good cause is not allowable for SNAP participants. Good cause only applies to TANF.	NOVEMBER 2017
3005.05.00	3005.05.00 Resource Limits (S) Updated to include resource limit for BBCE AGs effective 1/1/18	3005.05.00 Resource Limits (S) Updated to include resource limit for BBCE AGs effective 1/1/18	NOVEMBER 2017
3405.10.10	Fluctuating Budget Method	Expanded policy on “S-SKIP” budget method usage	NOVEMBER 2017
2438.00.00	2438.00.00 Work Registration (S)	Removed outdated information regarding work registrants	DECEMBER 2017
2420.05.05	Verification of Relationship	Clarified that verification of relationship is required for each link in the relationship chain.	DECEMBER 2017
2510.00.00	Applicant Services (C,I)	Clarified that a missed AJS day is allowed but there is no good cause for any such day to count towards the AJS requirement.	DECEMBER 2017
2505.10.05	IMPACT Requirements for	Clarified the language regarding a Two-Parent TANF AG when one parent is	DECEMBER 2017

	Two-Parent TANF AG with One Mandatory Parent (C, I)	exempt or in good cause status, the work requirement for the mandatory parent is 35 hours per week.	
2525.05.00	Assessment Time Frames (S,C,I)	Clarified the language regarding ABAWDs and removed the reference to “required” to participate.	DECEMBER 2017