

SNAP/TANF Program Policy Manual

Transmittal # 3

2018

SECTION	SECTION TITLE	CHANGES MADE	MONTH
2540.10.25	Job Readiness Activities (S,C,I)	Removed the reference regarding job search activities being included as a part of job readiness for SNAP participants.	JANUARY 2018
2540.10.40.05	Vocational Training (S,I)	Added SNAP vocational training details.	JANUARY 2018
3615.00.00	SNAP EBT (Hoosier Works) Cards (S)	Removed reference to RID numbers being printed on EBT cards	JANUARY 2018
3610.20.15	Cash Benefits and the EBT Hoosier Works Card (C)	Removed reference to the payee's R.I.D. number being printed on the card.	JANUARY 2018
2420.05.00	Relationship of Relative to Child (C)	Adds Table of Relationships and clarifies the "Step Relations" that qualify as specified relatives.	FEBRUARY 2018
3215.05.00	TANF Assistance Groups (C)	Minor format changes.	FEBRUARY 2018
3215.05.05	TANF Mandatory Participating AG Members (C)	Clarifies that it is biological or legal parents who are Mandatory TANF AG members.	FEBRUARY 2018
3215.05.10	TANF Optional AG Participants (C)	Adds an example of an Optional TANF AG member.	FEBRUARY 2018
3215.05.15	TANF Nonparticipating AG Members (C)	Adds reference to IPPM 3450.45.05 for Non-recipient stepparents	FEBRUARY 2018
3215.05.20	TANF Excluded Members (C)	Adds that children receiving Guardianship	FEBRUARY 2018

		Assistance Payments (GAP) are excluded TANF AG members.	
4420.00.00	Data Exchange Discrepancy Notices	Removed, information out of date	FEBRUARY 2018
2525.10.00	Assessing Strengths and Barriers to Self-Sufficiency (S,C,I)	Clarify instructions regarding the medical form processing.	FEBRUARY 2018
2510.00.00	Applicant Services (C,I)	Clarify AJS process and allowable activities.	FEBRUARY 2018
1830.25.00	Screening for SNAP Expedited Service (S)	Deleted reference to a previously removed policy section	FEBRUARY 2018
2410.05.25	Verification of Age (C)	Updated to clarify that a DEBM match is acceptable in place of birth certificate	FEBRUARY 2018
2420.05.05	Verification of Relationship (C)	Updated to clarify that a DEBM match is acceptable in place of birth certificate	FEBRUARY 2018
3010.15.05	100% Income Standards (C)	Updated with FPL amounts effective 3/1/18	FEBRUARY 2018
2540.10.25	Job Readiness Activities(S,C,I)	Removed reference to minimum of 20 hours per week	FEBRUARY 2018
2550.20.15	Private Transportation Expenses (S,C,I)	Effective March 1 2018, the new mileage is \$.30 per mile for SNAP and TANF	FEBRUARY 2018
2510.00.00	Applicant Services (C,I)	Clarified AJS missed days	FEBRUARY 2018
2540.10.00	TANF and SNAP IMPACT Activities (S,C,I)	Edits to the section regarding ABAWD work requirement, removed references to employment and self-employment	FEBRUARY 2018
3210.15.35	Student Eligibility (S)	Updated policy to include that a current medically frail determination on AEHP2 is verification of a	FEBRUARY 2018

		mental/physical impairment.	
2015.00.00	Responsibilities of the Applicant/Recipient	Removed reference to an audio recording of the rights & responsibilities.	FEBRUARY 2018
2615.50.00	Mortgages, Loans, and Promissory Notes	Clarified when a review by policy/legal is needed	FEBRUARY 2018
2232.05.00	Exceptions to Timely Notice (S)	Removed outdated information	FEBRUARY 2018
1600.00.00	Categories of Assistance	Removed reference to section that was taken out of the policy manual	FEBRUARY 2018
1630.00.00	Supplemental Nutrition Assistance Program (SNAP)(S)	Updated reference to policy section on Categorical Eligibility	FEBRUARY 2018
2525.05.00	Assessment Time Frames (S,C,I)	Clarifies that assessments should be updated at a minimum of every 6 months.	APRIL 2018
2545.05.00	Non-Compliance with IMPACT program requirements (C,I)	Clarifies that good cause provided must be in writing.	APRIL 2018
2420.05.05	Verification of Relationship (C)	Added requirement to ensure specified relationships are verified and properly documented at redetermination.	APRIL 2018
Chapter 2000		Clarified policy in this chapter and removed redundant information	APRIL 2018
2438.50.00	Voluntary Quit (S, C)	Clarified penalties for voluntarily reducing hours of employment	APRIL 2018
4410.00.00	Date Exchange Sources and Types	Updated data match list	MAY 2018
4430.45.00	Indiana Advanced Information Management System (Indiana AIM)	Removed as AIM is no longer being used	MAY 2018
2404.00.00	Requirement to Provide Social Security	Fixed formatting	MAY 2018
2410.05.25	Verification of Age (C)	Fixed formatting	MAY 2018

2540.10.30	IMPACT Community Work Experience Program-CWEP (S,C,I)	Effective August 1 2018, CWEP assignments are limited to six (6) months per client in a thirty six (36) month period, subject to approval.	JUNE 2018
2540.05.00	Reporting IMPACT Hours (C,I)	Effective August 2018, TANF activity hours and excused absence hours are to be recorded in the SOR by the 10th of each month.	JULY 2018
Chapter 3000		Updated income & resource limits, standards, and maximum SNAP allotment levels for COLA increases effective 10/1/18.	AUGUST 2018
2500.00.00	IMPACT Processing (S,C,I)	Minor edits	AUGUST 2018
2505.00.00	Work Participation Rate (C,I)	Added “work” to participation rate and added a reference to work-eligible individuals.	AUGUST 2018
2505.05.00	TANF Work Participation Rates for All-Families (C,I)	Revised some of the language and added a reference to work-eligible individuals.	AUGUST 2018
2505.10.05 for	IMPACT Requirements for the Two-Parent TANF AG with One Mandatory Parent (C,I)	Section removed. Refer to section: 2505.10.00 IMPACT Requirements for the Two-Parent TANF AG (C,I)	AUGUST 2018
1425.00.00	Confidentiality	Added information regarding DFR employees working on or accessing the cases of people they know.	AUGUST 2018
2540.10.00	TANF and SNAP IMPACT Activities (S,C,I)	SNAP volunteers that obtain employment while participating in IMPACT and SNAP volunteers	SEPTEMBER 2018

		that complete JST and obtain employment are eligible for supportive services. Removed Client Assessment from SNAP activities. Added reference to unpaid work as allowable for ABAWDs. Additional minor edits.	
2505.10.00	IMPACT Requirements for the Two-Parent TANF AG (C,I)	Added clarifications and referenced work-eligible individuals.	SEPTEMBER 2018
2520.00.00	Initial IMPACT Appointment (S,C,I)	Added language and modified the section.	SEPTEMBER 2018
2510.00.00	Applicant Services (C,I)	Reorganized the section and added language.	SEPTEMBER 2018
2550.20.00	TANF and SNAP IMPACT Supportive Services Limits (S,C,I)	Monthly limit for SNAP supportive services increases to \$125 effective October 1, 2018	SEPTEMBER 2018
2550.20.05	SNAP Only Recipients (S,I)	Monthly limit for SNAP supportive services increases to \$125 effective October 1, 2018	SEPTEMBER 2018
2550.40.00	CCDF Child Care for SNAP Recipients (S,I)	Added the new policy details regarding the priority child care assistance for SNAP recipients effective October 1, 2018.	SEPTEMBER 2018
2550.40.05	Choosing a Dependent Care Provider (S,I)	Added clarifications for selecting a provider.	SEPTEMBER 2018
3605.00.00	Representative And Protective Payees	Removed reference to receiving a "TANF check"	OCTOBER 2018
2200	Continuing Case Processing	Edited for clarity and grammar, no policy changes made	OCTOBER 2018
2400	Nonfinancial Eligibility Requirements	Edited for clarity and grammar, no policy changes made	OCTOBER 2018

4600	Benefit Recovery	Edited for clarity and grammar, no policy changes made	OCTOBER 2018
2550.40.00	CCDF Child Care for SNAP Eligible Recipients (S,I)	Added details for an eligible child	OCTOBER 2018
2515.00.00	Case Management (S,C,I)	Minor edits.	OCTOBER 2018
2232.15.00	2232.15.00 Exceptions to Timely Notice (C)	Minor edits	OCTOBER 2018
2250.00.00 to	Voluntary Withdrawal from Assistance	Clarified that a verbal request to withdraw from TANF should be processed without waiting for written confirmation to be returned, unless waiving timely notice.	OCTOBER 2018
2540.10.45.10	FSSA Funded Job Skills Training Program- JST (S,C,I)	Updated the DWD approved training vendor list to a new link.	OCTOBER 2018
2530.05.05	Self-Sufficiency Plan Development (S,C,I)	Modified the section.	OCTOBER 2018
2530.05.10	Contents of Self-Sufficiency Plans (S,C,I)	This section has been removed. The text was modified and incorporated under section 2530.05.05	OCTOBER 2018
2530.00.00	Self-Sufficiency Plans (S,C,I)	Modified the section.	OCTOBER 2018
2530.05.00	Self-Sufficiency Plan Time Frames(S,C,I)	This section has been removed. The text was modified and incorporated under section 2530.00.00	OCTOBER 2018
2404.00.00	Providing a Social Security Number	Changed Section title and clarified policy	OCTOBER 2018
2525.10.00	Assessing Strengths and Barriers to Self-Sufficiency (S,C,I)	Added language to clarify and include assessments to be completed at a minimum of every six (6) months.	NOVEMBER 2018

2540.10.30.05	Developing CWEP Work Sites (S,C,I)	Removed the section and combined with 2540.10.30	NOVEMBER 2018
2540.10.30	IMPACT Community Work Experience Program (S,C,I)	Modified the section and added clarifications	NOVEMBER 2018
2545.20.00	Non-Compliance of SNAP Only Recipients (S,I)	Minor edits	NOVEMBER 2018
2550.20.10.05	Vehicle Repair Estimates (C,I)	Removed the reference to repairs exceeding the maximum allowed and other minor edits.	NOVEMBER 2018
2550.45.00	CCDF Child Care for TANF Eligible Recipients (C,I)	Minor edits	NOVEMBER 2018
2540.10.30.10	Determining CWEP Participation Hours (S,C,I)	Modified the section and added clarifications	NOVEMBER 2018
2540.10.35	Work Experience Program-WE (S,I)	Modified the section and added clarifications	NOVEMBER 2018
2540.10.40	Community Service Programs (C,I)	Modified the section and added clarifications	NOVEMBER 2018
2540.10.40.05	Vocational Training (S,I)	Modified the section and added clarifications	NOVEMBER 2018
2525.05.00	Assessment Time Frames (S,C,I)	Assessment is to occur within 10 days of the referral.	NOVEMBER 2018
2540.10.45	Job Skills Training (C,I)	Modified the section	NOVEMBER 2018
2540.10.45.05	Job Skills Evaluation and Job Skills Training (S,I)	Modified the section	NOVEMBER 2018
2540.10.45.10	FSSA Funded Job Skills Training Program-JST (S,C,I)	Slightly modified the section	NOVEMBER 2018
2540.10.50	Vocational Educational Training(C,I)	Modified the section	NOVEMBER 2018
2450.00.00	Personal Responsibility Agreement (C)	Updated to reflect and clarify current business practice	NOVEMBER 2018
2450.05.00	The Requirement to Comply With School Attendance Policy (C)	Updated to reflect and clarify current business practice	NOVEMBER 2018
2450.10.	The Immunization Requirement (C)	Updated to reflect and clarify current business practice	NOVEMBER 2018

2450.15.00	The Requirement to Raise Children in a Safe, Secure Home (C)	Updated to reflect and clarify current business practice	NOVEMBER 2018
3210.25.20.15	Felony drug Conviction in Re-Entry Program (S, C)	Policy created regarding potential eligibility of drug felons in re-entry programs in Allen, Tippecanoe, and Vanderburgh counties	NOVEMBER 2018
3439.00.00	Contractual Income (S)	3439.00.00 Contractual Income (S) Corrected reference to policy information on budgeting self-employment income	NOVEMBER 2018
2540.10.55	Self-Initiated Vocational Training (S,C,I)	Clarified that self-initiated training is allowable for SNAP participants.	DECEMBER 2018
2540.10.00	TANF and SNAP Activities (S,C,I)	Added self-initiated vocational training activity for SNAP participants.	DECEMBER 2018
2540.10.15	Job Search (S,C,I)	Clarified job readiness hours are included with job search hours less than half (10) of the 20 hours requirement for ABAWDs	DECEMBER 2018