

SNAP/TANF Program Policy Manual

Transmittal # 8

2023

SECTION	SECTION TITLE	CHANGES MADE	MONTH
1425.05.00	Access and use of Confidential Information	Changed footnote number to (f1)	JANUARY 2023
1425.10.05	Release of Confidential Information to the Individual	Changed footnote number to (f2)	JANUARY 2023
1425.10.10	Release of Information to Third Parties	Changed footnote number to (f3); removed (f7).	JANUARY 2023
1425.10.10.05	Release of Confidential Information Without Consent	Changed footnote number to (f4)	JANUARY 2023
1440.15.00	Complaints Received from Third Parties by the DFR	Changed footnote number to (f5)	JANUARY 2023
1499.00.00	Footnotes for Chapter 1400	Footnote cites updated and re-numbered.	JANUARY 2023
2005.05.00	Cooperation with the Eligibility Interview	Added (f1) footnote citation	JANUARY 2023
2005.05.10	Who Can Be Interviewed	Updated footnote citation to read (f2)	JANUARY 2023
2015.05.00	Provide Proof of Information	Updated footnote citations to read (f3) and (f4)	JANUARY 2023
2015.20.00	Report Changes in Circumstances (C)	Updated footnote citation to read (f5)	JANUARY 2023
2020.05.00	Application Time Standards (S)	Updated footnote citation to read (f6)	JANUARY 2023
2020.05.05	Time Standards for Expedited Services (S)	Updated footnote citation to read (f7)	JANUARY 2023

2020.10.00	Application Time Standards (C)	Updated footnote citation to read (f8)	JANUARY 2023
2099.00.00	FOOTNOTES FOR CHAPTER 2000	Footnote cites updated and re-numbered.	JANUARY 2023
3010.15.05	100% INCOME STANDARD (C)	Updated the 100% FPL numbers in both charts to reflect the 1/1/23 change.	JANUARY 2023
Table of Contents	Table of Contents	Added sections 1215.00.00 and 1215.05.00	FEBRUARY 2023
1200.00.00	General Program Information	Added “(Section 1215)” on last bullet point	FEBRUARY 2023
1205.00.00	Supplemental Nutrition Assistance Program (S)	Re-written statement of purpose for the SNAP program.	FEBRUARY 2023
1205.05.00	Legal Basis (S)	Formatted to include bullet points	FEBRUARY 2023
1210.05.00	Legal Basis (C)	Formatted to include bullet points	FEBRUARY 2023
1210.10.00	Program Overview (C)	IMPACT information moved to 1215.00.00	FEBRUARY 2023
1210.15.00	Eligibility Criteria (C)	IMPACT information moved to 1215.05.00	FEBRUARY 2023
1215.00.00	IMPACT (I)	Created new section with the program overview for IMPACT	FEBRUARY 2023
1215.05.00	Eligibility Criteria (I)	Created new section with the eligibility criteria for IMPACT	FEBRUARY 2023
CHAPTER 2500	ALL SECTIONS	Rewrote entire section/simplified instructions	FEBRUARY 2023
3405.05.00	Income Frequency	Removed sentence referring to previous eligibility system	FEBRUARY 2023
3420.05.00	Budgeting Rental Income	Replaced previous eligibility system label with current labels	FEBRUARY 2023
3450.35.05	Benefit Calculation (C)	Clarified the parent or essential person must	FEBRUARY 2023

		be receiving the earned income to receive the \$10 grant. Added footnotes f75 and f76.	
3450.45.10.10	Income Deemed From A Disqualified Parent (C)	Changed “ineligible” to “disqualified” for clarity of participation status.	FEBRUARY 2023
3499.00.00	Footnotes	Added footnotes f75 and f76.	FEBRUARY 2023
All sections		Formatting corrected for bullet points and paragraph spacing.	FEBRUARY 2023
All sections		Changed gendered pronouns to they/them.	FEBRUARY 2023
1410.25.05	Estimates of potential target population	Reworded for clarity	FEBRUARY 2023
1425.00.00	Confidentiality	Reworded for clarity	FEBRUARY 2023
1425.05.00	Access and Use of Confidential Information	Removed redundant paragraph	FEBRUARY 2023
1425.10.05	Release of confidential information to the individual	Restructured for clarity	FEBRUARY 2023
1425.10.10.10	Release of confidential information without consent to law enforcement	Reworded for clarity	FEBRUARY 2023
1805.00.00	Request for an application	Reworded for clarity	FEBRUARY 2023
1825.00.00	Joint SSI/SNAP Application	Reworded for clarity	FEBRUARY 2023
All sections	Section headings	Updated formatting	FEBRUARY 2023
Table of contents	1499.00.00 and 1899.00.00	Updated page numbers	FEBRUARY 2023
All sections		Updated formatting, fonts spacing and bullet points. All sections now uniform.	FEBRUARY 2023
1400.00.00	FAMILY AND SOCIAL SERVICES ADMINISTRATION	Added a bullet point for Indiana 211. Reworded the DFR bullet point to include Medicaid.	MARCH 2023

1415.00.00	OUTREACH	Added a bullet point: DFR will work with community-based organizations to provide outreach to potentially eligible populations.	MARCH 2023
1420.10.00	MANUALS AND PROGRAM DIRECTIVES	Clarified the manual can be accessed at a local office via the internet.	MARCH 2023
1425.00.00	CONFIDENTIALITY	Updated process instructions to discretion of the RM or designee.	MARCH 2023
1440.25.00	OTHER SNAP COMPLAINTS (S)	Removed old contact information.	MARCH 2023
1460.10.05	COMMUNAL DINING FACILITIES (S)	Removed communal dining facilities bullet points because outdated information.	MARCH 2023
1460.10.15	DRUG ADDICTION/ ALCOHOLIC TREATMENT CENTERS (S)	Revised language to clarify the policy section is addressing how a facility is eligible, not the member.	MARCH 2023
1465.10.30	RESERVED	Removed and reserved the section.	MARCH 2023
1499.00.00	1400 TABLE OF CONTENTS	Updated page numbers.	MARCH 2023
2400	WHOLE CHAPTER	Updated formatting (spacing, typeface, bullet points, section headers). Whole chapter now uniform.	MARCH 2023
2404.00.00	PROVIDING A SOCIAL SECURITY NUMBER	Removed reference to a policy site no longer in use.	MARCH 2023
2438.15.05.50	INDIVIDUALS RECEIVING UNEMPLOYMENT BENEFITS (S)	Corrected the section title from “Individuals working minimum of thirty hours weekly (S)” to “Individuals receiving	MARCH 2023

		unemployment benefits (S)”. Updated the 36-month time periods to include current and future dates.	
2438.17.00	ABLE BODIED ADULTS WITHOUT DEPENDENTS (S)	Updated the 36-month time periods to include current and future dates.	MARCH 2023
2499.00.00	TABLE OF CONTENTS	Updated whole table and page numbers.	MARCH 2023
3020.00.00	UTILITY STANDARDS (S)	Updated the new SUA amounts effective 5/1/2023	MARCH 2023
3000	WHOLE CHAPTER	Updated formatting (spacing, typeface, bullet points, section headers). Whole chapter now uniform.	MARCH 2023
3000	TABLE OF CONTENTS	Updated whole table and page numbers.	MARCH 2023
3200	WHOLE CHAPTER	Updated formatting (spacing, typeface, bullet points, section headers). Whole chapter now uniform.	MARCH 2023
3200	TABLE OF CONTENTS	Updated whole table and page numbers.	MARCH 2023
3215.05.15	TANF MANDATORY NONPARTICIPATING AG MEMBERS (C)	Updated the policy site reference numbers.	MARCH 2023
2505.05.00	TANF WORK PARTICIPATION RATES FOR ALL- FAMILIES (C)	Removed WE, JST and Academic training from core activity as they were listed in error.	APRIL 2023
2550.20.15	PRIVATE TRANSPORTATION EXPENSES (S, C)	Corrected mileage amount	APRIL 2023
2540.10.00	TANF AND SNAP IMPACT ACTIVITIES (S, C)	Removed WE from TANF activity/component, as it was listed in error.	APRIL 2023
2530.00.00	SELF-SUFFICIENCY PLANS (S, C,)	Added Good cause for AJS/TANF Added note about individuals in treatment for domestic violence,	APRIL 2023

		substance abuse, or mental health.	
1805.00.00	REQUEST FOR AN APPLICATION	Clarified language about kiosks in the local offices.	APRIL 2023
1830.25.00	SCREENING FOR SNAP EXPITED SERVICES (S)	Changed 'authorization' to 'benefit issuance'.	APRIL 2023
1835.00.00	SCHEDULING/CONDUCTING THE INTERVIEW	Added 'if applying in person' for same day appointments in expedited services.	APRIL 2023
1600	WHOLE CHAPTER	Updated formatting in all sections. Uniform font, pts size, spacing, and margins. No changes made to text.	APRIL 2023
4600	WHOLE CHAPTER	Updated formatting in all sections. Uniform font, pts size, spacing, and margins.	APRIL 2023
4645.10.10.05	COMPUTATION OF THE AMOUNT OF RECOUPABLE INCOME (C)	Corrected the math in Example 2. 1,700 changed to 10,700.	APRIL 2023
2210.05.05	UNTIMELY SUBMISSION OF THE REDETERMINATION	Clarification that the time frame for rescind	APRIL 2023
2205.00.00	REDETERMINATIONS	Shortened	APRIL 2023
2205.05.00	ESTABLISHING THE REDETERMINATION MONTH	Footnotes added.	APRIL 2023
2205.10.00	SCHEDULING THE REDETERMINATION INTERVIEWS	Footnotes added.	APRIL 2023
2210.05.00	TIMELY SUBMISSION OF THE REDETERMINATION (S)	SOE bullet point added. Footnotes updated. Clarified wording.	APRIL 2023
2215.15.00	ELIGIBILITY WORKER RESPONSIBILITIES REGARDING CHANGES	Footnote added.	APRIL 2023
2200	WHOLE CHAPTER	Updated formatting in all sections. Uniform font, pts size, spacing, and margins.	APRIL 2023

2299.00.00	FOOTNOTES FOR CHAPTER 2200	Added citations and updated footnote numbering.	APRIL 2023
2200	Table of Contents	Updated page numbers	APRIL 2023
2402.20.20	PAROLEES UNDER SECTION 212(D)(5)	“Was born on or before 8/22/1931 AND was lawfully residing in the U.S. on or before 8/22/1996”	APRIL 2023
2406.35.00	RESIDENCY VERIFICATION	Spelling corrected from ‘verificaiton to verification’.	APRIL 2023
3210.15.15	RESIDENTS OF INSTITUTIONS (S)	Clarified exemption is for any drug or alcohol treatment/rehabilitation program.	MAY 2023
2402.20.05.10	NATIVE AMERICANS BORN IN CANADA	Changed the word ‘Indian’ to Native American. Updated the Canadian offices with the current names.	MAY 2023
2402.20.40	CUBAN AND HAITIAN IMMIGRANTS	Added a paragraph with the requirement to submit a SAVE request form.	MAY 2023
2414.10.05	SSI 1619 STATUS (C)	Changed citation from 2414.10.15 to 2414.10.05	MAY 2023
4205.45.00	REVIEW OF ACTION BY THE DFR	Combined sections 4205.45.00 and 4205.45.05.	MAY 2023
2210.05.05	UNTIMELY SUBMISSION OF THE REDETERMINATION	Clarified time frame for verifications submitted after the due date.	MAY 2023
4200	WHOLE CHAPTER	Updated formatting	MAY 2023
1450.10.00	CONTENT OF CASE FILE	Corrected a spelling error	MAY 2023
4200	WHOLE CHAPTER	Updated references to the Hearings and Appeals Section to Office of Administrative Law Proceedings (OALP)	JUNE 2023

4205.50.05	ADJUSTING ACTION BY THE DFR	Paragraph rewritten for clarity	JUNE 2023
4215.00.00	ADMINISTRATIVE DISQUALIFICATION HEARINGS	Removed second paragraph to align with current waivers.	JUNE 2023
2438.00.00	WORK REGISTRATION	Corrected spelling to registration	JUNE 2023
2438.15.05.30	INDIVIDUALS RESPONSIBLE FOR CARE OF A DEPENDENT CHILD (S)	Removed 2 sentences referring to old processing system.	JUNE 2023
2438.17.05	ABAWD STATUS DETERMINATION (S)	Added effective date for age range increase to 18-52 on 10/01/2023.	JUNE 2023
2510.00.00	Applicant Services(C)	Updated to reflect new AJS changes due to HB1410	JULY 2023
2545.00.00	Non-Compliance with TANF IMPACT program requirements (C)	Updated to reflect new AJS changes due to HB1410	JULY 2023
2545.15.05	IMPACT Sanctions (C)	Updated to reflect new AJS changes due to HB1410	JULY 2023
4205.50.10	WITHDRAWAL OF APPEAL BY APPELLANT	TANF appeals can be withdrawn via writing or the phone.	JULY 2023
2025.05.15	CLIENT ATTESTATION AND WRITTEN STATEMENTS	New section clarifying requirements of attestations and written statements used for verifications.	JULY 2023
3610.15.35	REPLACEMENT OF FOOD DESTROYED (S)	“Verify the misfortune through a collateral contact.”	JULY 2023
3210.15.15	RESIDENTS OF INSTITUTIONS (S)	Clarified exemption is for any drug or alcohol treatment/rehabilitation program.	JULY 2023
2438.15.10.05	EXEMPTIONS FROM IMPACT (C)	Refugees are exempt from IMPACT referrals for twelve (12) months.	JULY 2023
4620.05.05.10	DETERMINING THE FIRST MONTH OF OVER-	Second to last paragraph updated to be	AUGUST 2023

	ISSUANCE, SIMPLIFIED REPORTING	in line with current FNS rules.	
4620.10.00	DETERMINING THE AMOUNT OF OVER-ISSUANCE	Deductions: the bi/weekly pays are converted to a monthly amount.	AUGUST 2023
4620.05.10	TOTAL INELIGIBILITY	Changed “AG's refusal to provide requested information/verification (use Form 2244) concerning AG composition, income, or resources.” To TANF only.	AUGUST 2023
2414.10.05	CATEGORICAL ELIGIBILITY (S)	Removed reference to family cap children, per SB265	AUGUST 2023
2436.10.05	AUTOMATIC CHILD SUPPORT EXEMPTIONS (C)	Removed reference to family cap children, per SB265	AUGUST 2023
2225.15.00	TANF FAMILY CAP BENEFIT	This section was repealed under SB265 effective 1/1/2022 - retroactive.	AUGUST 2023
4610.20.15	INVESTIGATION OF POSSIBLE FRAUD	Changed references to the fraud tracking system from ‘CODY’ to ‘fraud tracking system’. CODY is no longer the fraud tracking system effective 7/8/2023	AUGUST 2023
4625.05.00	REFERRAL TO COUNTY PROSECUTOR	Changed references to the fraud tracking system from ‘CODY’ to ‘fraud tracking system’. CODY is no longer the fraud tracking system effective 7/8/2023	AUGUST 2023
4625.10.00	REFERRAL FOR ADMINISTRATIVE DISQUALIFICATION HEARING/WAIVER TO ADH	Changed references to the fraud tracking system from ‘CODY’ to ‘fraud tracking system’.	AUGUST 2023

		CODY is no longer the fraud tracking system effective 7/8/2023	
4625.15.05	IMPOSING THE IPV DISQUALIFICATION	Changed references to the fraud tracking system from 'CODY' to 'fraud tracking system'. CODY is no longer the fraud tracking system effective 7/8/2023	AUGUST 2023
4205.50.05	ADJUSTING ACTION BY DFR	Appeals may be withdrawn by the appellant verbally or in writing for TANF and SNAP.	AUGUST 2023
3010.05.00	INCOME STANDARDS (S)	UPDATED CHART WITH GROSS AND NET MAXIMUM MONTHLY INCOME AMOUNTS EFFECTIVE 10/01/2023.	AUGUST 2023
3010.05.05	INCOME STANDARDS – ELDERLY/DISABLED SEPARATE AG (S)	UPDATED CHART WITH GROSS AND NET MAXIMUM MONTHLY INCOME AMOUNTS EFFECTIVE 10/01/2023.	AUGUST 2023
3025.10.00	STANDARD DEDUCTION (S)	UPDATED STANDARD DEDUCTION CHART AS OF 10/01/2023.	AUGUST 2023
3025.15.00	EXCESS SHELTER EXPENSE DEDUCTION (S)	UPDATED EXCESS SHELTER DEDUCTION AMOUNT AS OF 10/01/2023.	AUGUST 2023
3025.15.05	HOMELESS SHELTER DEDUCTION	UPDATED HOMELESS SHELTER DEDUCTION AMOUNT AS OF 10/01/2023.	AUGUST 2023
3050.05.00	MAXIMUM BENEFITS (S)	UPDATED MAXIMUM MONTHLY SNAP BENEFITS CHART EFFECTIVE 10/01/2023.	AUGUST 2023
2205.05.00	ESTABLISHING THE REDETERMINATION MONTH	Elderly/disabled SNAP AG certification period	AUGUST 2023

		is 36-months. Updated footnote (f3) to IC12-14-30-8 EFFECTIVE JULY 1, 2023, which is the code that created the expanded certification period.	
2438.17.05	ABAWD STATUS DETERMINATION (S)	Individuals who are homeless, veterans, or is 24 years old or younger and was in foster care through the maximum age permitted by the state.	AUGUST 2023
3010.05.00	INCOME STANDARDS (S)	Net income limit corrected for AG sizes of 9 and 10 using the correct +429 formula.	AUGUST 2023
2438.17.05	ABAWD STATUS DETERMINATION (S)	Updated the ABAWD age range to 18-52.	SEPTEMBER 2023
2605.10.05	JOINT OWNERSHIP OF RESOURCES	ICES AERPP screen reference changed to real property screen.	SEPTEMBER 2023
2615.20.00 and 2615.20.10	BURIAL RELATED RESOURCES	Moved general instructions from the subsection to the overview section.	SEPTEMBER 2023
2600	Whole chapter	Updated formatting and table of content page numbers.	SEPTEMBER 2023
3610.10.10	LOST OR STOLEN EBT CARDS	Amended to include the EBT customer service phone number	SEPTEMBER 2023
3610.10.15	STOLEN BENEFITS	New section describing the process for replacing stolen SNAP benefits per the Consolidated Appropriations Act 2023 Pub Law 117.	SEPTEMBER 2023
3010.15.00	185% INCOME STANDARDS (C)	The net income standard is now 100% of the need standard.	SEPTEMBER 2023

		Updated income charts with new amounts.	
3010.15.05	100% INCOME STANDARDS (C)	There is no longer a 90% adjustment to the need standard. Updated income charts with new amounts.	SEPTEMBER 2023
3050.10.00	MAXIMUM BENEFITS (C)	There is no longer a 90% adjustment to the need standard. Updated charts with new amounts.	SEPTEMBER 2023
2005.05.10	WHO CAN BE INTERVIEWED	“For SNAP, ARs will be held liable for any over issuance...”	OCTOBER 2023
1000	Whole chapter	Format update to match style guide.	NOVEMBER 2023
1200	Whole chapter	Format update to match style guide.	NOVEMBER 2023
1400	Whole chapter	Format update to match style guide.	NOVEMBER 2023
2500	Whole chapter	Format update to match style guide.	NOVEMBER 2023
2800	Whole chapter	Format update to match style guide.	NOVEMBER 2023
3400	Whole chapter	Format update to match style guide.	NOVEMBER 2023
4400	Whole chapter	Format update to match style guide.	NOVEMBER 2023
4800	Whole chapter	Format update to match style guide.	NOVEMBER 2023
3440.47.00	ENTERING MEDICAL EXPENSES IN ELIGIBILITY SYSTEM (S)	Updated language to reflect current system processing procedures.	NOVEMBER 2023
3445.15.00	CATEGORICALLY ELIGIBLE AGS (S)	Removed sentence referring to retired eligibility system.	NOVEMBER 2023
3450.10.00	CASH ASSISTANCE RATEABLE REDUCTION (C)	Removed section referring to reducing the need standard. According to SB265.06 the need standard is	NOVEMBER 2023

		used at 100% and is no longer reduced to 90%.	
3450.10.00	BENEFIT CALCULATION (C)	Removed budget step that reduced the need standard. According to SB265.06 the need standard is used at 100% and is no longer reduced to 90%.	NOVEMBER 2023
2540.10. 15	Job Search	Updated to add wording on amount of job search time allowed: We will allow 30 min of job search time per application submitted. We will not count any time over 30 min unless the job searching is verified by being completed in the DFR office or by using an approved online job search engine that tracks job search time. Verification of job searching more than 30 min per app will need provided. Verification can include a printout from the job search engine showing hours job search was completed, or JSW signed off by CM that the job search was done in office.	DECEMBER 2023