

SNAP/TANF Program Policy Manual

Transmittal # 9

2024

SECTION	SECTION TITLE	CHANGES MADE	MONTH
2212.00.00	INTERIM REPORTING (S)	<p>Changed “SNAP assistance groups containing all elderly and/or disabled members with no earned and/or self-employment income will be required to complete a SNAP Interim Report at the 12th month of the SNAP certification period. “ to “SNAP assistance groups containing all elderly and/or disabled members with no earned and/or self-employment income will NOT be required to complete a SNAP Interim Report.”</p> <p>Removed 12 month interim report from bullet points, added At the next certification the AG will not be required to submit a SNAP Interim Report.</p>	JANUARY 2024
2450.10.00	THE IMMUNIZATION REQUIREMENT	Removed note referencing family benefit cap as no longer applicable	FEBRUARY 2024
2615.45.00	STOCKS, BONDS, AND MUTUAL	Changed website to calculate value of bonds to Home —	FEBRUARY 2024

	FUND SHARES	TreasuryDirect www.treasurydirect.gov	
3450.25.15	\$30 AND 1/RD DISREGARD FOR ONGOING CASES (C)	Added missing “0” from title number (was reading as 345.25.15, needed to be 3450.25.15)	FEBRUARY 2024
2870.00.00	CONTRIBUTI ONS	REMOVED (C) FROM THE TITLE OF THE PASSAGE	FEBRUARY 2024
2870.05.00	CONTRIBUTI ONS	REMOVED (S) FROM THE TITLE OF THE PASSAGE, ADDED WORDS “are exempt as income (and cannot be counted as an expense).	FEBRUARY 2024
3445.60.00	NO SNAP INCREASE WHEN TANF DECREASED DUE TO NON- COOPERATI ON (S)	Removed the words family cap – no longer applicable	FEBRUARY 2024
3010.05.00	INCOME STANDARDS (S)	Added the following: NOTE: Households which contain an elderly or disabled member are not subject to the gross income limit, but are subject to the net income limit.	FEBRUARY 2024
3010.05.05	INCOME STANDARDS – ELDERLY/DIS ABLED SEPARATE AG (S)	Deleted old paragraph and added the following: This chart lists the SNAP Program's maximum monthly gross and net income standards for AGs containing an elderly and disabled member who have one or more members who would purchase and prepare separately if they were capable of doing so. The test will be used to determine if it	FEBRUARY 2024

		is beneficial to make the elderly/disabled individual(s) a separate assistance group. The maximum gross income amounts are based on 165% of the Federal Poverty Guidelines, and the maximum net income amounts are based on 100% of the Federal Poverty Guidelines.	
1499.00.00	FOOTNOTES FOR CHAPTER 1400	Corrected Footnote (f4) to 7 CFR 272.1 (c); IC 12-14-1 Removed reference to 45 CFR 5b.9(b)(7)	MARCH 2024
2450.00.00	PERSONAL RESPONSIBILITY AGREEMENT	Removed the reference to family cap: Temporary Assistance for Needy Families (TANF) cash benefits will not increase for the addition of a child born more than ten calendar months after the initial effective date of Treatment status	MARCH 2024
2450.05.00	THE REQUIREMENT TO COMPLY WITH SCHOOL ATTENDANCE POLICY (C)	Removed reference to family cap.	MARCH 2024
3445.60.00	NO SNAP INCREASE WHEN TANF DECREASED DUE TO NON-COOPERATION (S)	Removed the words “family cap” from the following sentence: For example, reduced benefits due to the 24-month time limit, family cap, or new alien requirements would not be considered non-compliance.	MARCH 2024
1410.00.00	PERSONNEL STANDARDS	CORRECTED SPELLING OF HEADER	MARCH 2024

1435.00.00	NON-DISCRIMINATION	CORRECTED SPELLING OF HEADER	MARCH 2024
2230.00.00	ENTITLEMENT WITHOUT VERIFICATION OF DEDUCTIBLE EXPENSES (S)	CORRECTED SPELLING OF HEADER	MARCH 2024
2238.00.00	DISCONTINUANCE	CORRECTED SPELLING OF HEADER	MARCH 2024
2402.20.05.25	RECONCILING 40 QUALIFYING QUARTER VERIFICATION	CORRECTED SPELLING OF HEADER	MARCH 2024
2402.20.35	AMERASIAN IMMGRANTS	CORRECTED SPELLING OF HEADER	MARCH 2024
2404.20.00	EXCEPTION TO PROVIDING/ APPLYING FOR A SSN	CORRECTED SPELLING OF HEADER	MARCH 2024
2404.25.10	PENALTIES FOR SSN NON-COMPLIANCE	CORRECTED SPELLING OF HEADER	MARCH 2024
2404.30.00	VERIFICATION OF SOCIAL SECURITY NUMBER	CORRECTED SPELLING OF HEADER	MARCH 2024
2422.05.00	RESIDENTS OF INSTITUTIONS (S)	CORRECTED SPELLING OF HEADER	MARCH 2024
2615.35.05	INCOME PRODUCING PERSONAL PROPERTY	CORRECTED SPELLING OF HEADER	MARCH 2024

2615.80.00	LEGAL GUARDIANS HIP/REPRESENTATIVE PAYEE (C)	CORRECTED SPELLING OF HEADER	MARCH 2024
2810.25.05.20	STRUCTURED CARE/DIFFICULTY OF CARE PAYMENTS	ADDED SECTION TO CLARIFY BUDGETING FOR STRUCTURED CARE PAYMENTS	MARCH 2024
3425.00.00	BUDGETING STRIKER'S INCOME	CORRECTED SPELLING OF HEADER	MARCH 2024
3605.05.10	RESTRICTIONS ON REPRESENTATIVES	CORRECTED SPELLING OF HEADER	MARCH 2024
4630.20.00	OVER-ISSUANCES AGAINST DRUG/ALCOHOLIC TREATMENT CENTERS (S)	CORRECTED SPELLING OF HEADER	MARCH 2024
2510.00.00	APPLICANT SERVICES (C)	Removed incorrect sentence "Education details update and refer to IMPACT so that continue the program and add others:"	MARCH 2024
3020.00.00	UTILITY STANDARDS (S)	Updated SUA amounts beginning 5/1/2024	MARCH 2024
2515.00.00	IMPACT case manager responsibilities	Removed wording about loss of benefits due to SNAP AG's failure to comply with IMPACT requirements per FNS request.	APRIL 2024
2525.00.00	IMPACT assessment	Added Provider determination info per FNS request	APRIL 2024
2540.10.15	Job search	Removed Job readiness from bullet point that talks about	APRIL 2024

		not a qualified activity as this is incorrect per FNS.	
2550.20.05	SNAP only recipients	Updated supportive services list and added where to find the full list for third party partners.	APRIL 2024
2020.05.05	TIME STANDARDS FOR EXPEDITED SERVICE (S)	Removed sentence: If the prescreening during application registration fails to identify an AG as being entitled to expedited service, the DFR will provide expedited service upon discovery of expedited status, and the processing standard will be calculated from the date the status is determined. If it is discovered that the AG is not entitled to expedited service, the case reverts to 30-day processing.	APRIL 2024
3010.15.05	100% INCOME STANDARDS	UPDATED 100% FPL AMOUNTS EFFECTIVE 1/1/2024	APRIL 2024
2815.05.05	IN-KIND AWARDS PROGRAMS, GIFT CARDS, GIFT CERTIFICATE S, ETC.	Added section to state the following: If a gift card or an awards program incentive is received on a regular basis (such as healthy options rewards given to clients from healthcare providers, but not limited to only these) and can be resold, or it can be used to purchase food or shelter, it is considered income in the month received. Any unspent balance remaining on the gift card/certificate is a resource beginning the month following the month the gift card/certificate was received.	MAY 2024

		If a gift card or awards program incentive is received irregularly, it would be considered a lump sum payment.	
1210.15.00	ELIGIBILITY CRITERIA (C)	Added pregnancy criteria: A pregnant individual who does not have any other children in the assistance group (Pregnancy must be verified in writing by a licensed medical professional.);	MAY 2024
3215.05.00	TANF ASSISTANCE GROUPS (C)	Added “or the pregnant individual” to the first sentence.	MAY 2024
3215.05.05	TANF PARTICIPATING AG MEMBERS (C)	Added “If pregnancy TANF, then eligibility is for the pregnant individual only. “	MAY 2024
3010.10.00	NEEDS STANDARD (C)	Updated Need Standard table effective 7/1/24	MAY 2024
3010.15.00	185% Income Standards (C)	Updated chart effective 7/1/24	MAY 2024
3010.15.05	100% Income Standards (C)	Updated Need Standard on chart effective 7/1/24	MAY 2024
3050.10.00	Maximum Benefits (C)	Updated max benefits amounts effective 7/1/24	MAY 2024
2438.17.10	Compliance with ABAWD(S)	Changed compliance with ABAWD to Compliance with ABAWD work requirements. Updated provider determination to give timeframes and listed that clients will be notified by phone. Per FNS request to add these additional details.	MAY 2024
2540.10.15	Job search	Removed pronoun -We	MAY 2024

		Updated to bullet points	
3010.10.00	NEEDS STANDARDS (C)	Corrected need standard amounts/reverted to original (needs standards amounts do not change until 2025.)	MAY 2024
3010.15.00	185% INCOME STANDARDS (C)	Corrected need standard amounts multiplied by 185% /reverted to original (needs standards amounts do not change until 2025.)	MAY 2024
2438.17.10	Compliance with ABAWDS(S)	Updated provider determination based on FNS request	JUNE 2024
2525.00.00	IMPACT Assessment	Updated provider determination based on FNS request	JUNE 2024
2402.20.49.05	COMPACTS OF FREE ASSOCIATION (COFA)	CITIZENS Added new policy section regarding COFA Citizens	JULY 2024
1440.20.00	COMPLAINTS OF DISCRIMINATION	<p>Due to FNS review: Changed “Civil Rights Director of the Department of Agriculture” to “Secretary of Agriculture” Deleted bullet point Regional Director, Office of Civil Rights/EEO, USDA, Food and Nutrition Service, Midwest Region, 77 W. Jackson Blvd., 20th Floor, Chicago, IL 60604-3511 Corrected bullet to read:</p> <p>To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA</p>	AUGUST 2024

		<p>office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to: 1. mail: Food and Nutrition Service, USDA 1320 Braddock Place, Room 334 Alexandria, VA 22314; or 2. fax:(833) 256-1665 or (202) 690-7442; or 3. email: FNSCIVILRIGHTSCOMPLAINTS@usda.gov Added words "or if continuing the duration of such actions" to last bullet point.</p>	
1440.20.10	DFR POLICY SECTION AND DISCRIMINATION COMPLAINTS	Due to FNS review: Added "For SNAP After review and concurrence from FNS" in front of Instruct the Regional Manager or designee to forward a copy of the final decision letter to the complainant.	AUGUST 2024
2438.17.10	ABLE BODIED ADULTS WITHOUT DEPENDENTS	Due to FNS review: Provider determination has been removed from section and added to section 2438.17.35 to include all clients rather than only ABAWDs	AUGUST 2024

2438.17.35	SNAP IMPACT COMPLIANC E	Due to FNS review: Added provider determination to this section that affects all clients, not just ABAWDs	AUGUST 2024
2015.20.05	CHANGES THAT MUST BE REPORTED	Updated substantial lottery and gambling winnings number to \$4500 effective 10/01/2024.	AUGUST 2024
2215.05.00	SIMPLIFIED REPORTING (S)	Updated lottery/gambling winnings amount to \$4500 effective 10/01/2024	AUGUST 2024
2880.10.00	SUBSTANTIA L LOTTERY OR GAMBLING WINNINGS	Updated amount to \$4500 effective 10/01/2024	AUGUST 2024
3005.05.00	RESOURCE LIMITS (S)	Updated resource limits effective 10/1/2024	AUGUST 2024
3010.05.00	INCOME STANDARDS (S)	Updated income standards per Federal Poverty Guidelines/COLA changes effective 10/01/2024	AUGUST 2024
3010.05.05	INCOME STANDARDS – ELDERLY/DIS ABLED SEPARATE AG (S)	Updated income standards per Federal Poverty Guidelines/COLA changes effective 10/01/2024	AUGUST 2024
3025.10.00	STANDARD DEDUCTION S (S)	Updated standard deductions per COLA changes effective 10/01/2024	AUGUST 2024
3025.15.00	EXCESS SHELTER EXPENSE DEDUCTION (S)	Updated shelter deduction per COLA changes effective 10/01/2024	AUGUST 2024
3025.15.05	HOMELESS SHELTER DEDUCTION	Updated homeless shelter deduction per COLA changes effective 10/01/2024	AUGUST 2024

3050.05.00	MAXIMUM BENEFITS (S)	Updated maximum benefit amounts per COLA changes effective 10/01/2024	AUGUST 2024
3610.05.30	VALIDITY PERIODS	Updated to read “SNAP allotments have a validity period of nine (9) months from the month the benefits were last used” replacing/correcting “SNAP allotments have a validity period of nine (9) months from the month the benefits are authorized”	AUGUST 2024
2438.17.10.05 SNAP	Employment and Training Volunteer Participation (S)	Added a new chapter per FNS request as Provider determination is for SVOL’s and ABAWD’s. Updated provider determination info.	AUGUST 2024
2525.00.00	IMPACT Assessment	Updated provider determination to include that eligibility is contacted via email per FNS	AUGUST 2024
2438.17.05	ABAWD STATUS DETERMINATION (S)	Changed ABAWD age requirement as of 10/1/24 to 18-54	SEPTEMBER 2024
2550.20.00	IMPACT supportive services limits	Added vehicle repair to be excluded from \$175 monthly cap	SEPTEMBER 2024
2438.17.05	ABAWD STATUS DETERMINATION	Removed wording regarding automatic referral to AJS/IMPACT program and added “An ABAWD may choose to receive services from IMPACT at the time of interview, or any time thereafter by contacting the customer service number or reporting in person to a local office.”	OCTOBER 2024

2438.17.10	COMPLIANCE WITH ABAWD (S)	Added: “An ABAWD may choose to receive services from IMPACT at the time of interview, or any time thereafter by contacting the customer service number or reporting in person to a local office.” to 3rd bullet point.	OCTOBER 2024
2510.00.00	APPLICANT SERVICES	Clarified sanctioned individuals determined exempt from AJS should have their sanction end dated.	OCTOBER 2024
2540.00.00	NONCOMPLIANCE WITH TANF IMPACT PROGRAM REQUIREMENTS	Clarified end dating sanction at reapplication for AJS exempt individuals.	OCTOBER 2024
2438.17.05	ABAWD STATUS DETERMINATION (S)	Clarified passage by rewording to: An ABAWD may choose to receive services from IMPACT at the time of interview, or any time thereafter by contacting the customer service number or reporting in person to a local office.	OCTOBER 2024
2438.15.05	EXEMPTIONS FROM WORK REGISTRATION (S)	Added the verbiage: (including individuals categorized as medically frail in the eligibility system) to 4th bullet point “Physically or mentally unfit”	OCTOBER 2024
1835.00.00	SCHEDULING/CONDUCTING THE INTERVIEW	Added verbiage: Individuals requiring interpretive services, whether a language other than English, or those needing services for hearing impairment, will be provided with appropriate services upon request. Professional interpretive services are the preferred method of communicating with clients who require interpretive	OCTOBER 2024

		assistance. At no time should children be used as interpreters for DFR related business. Exceptions may be made for brief interactions such as dropping off documents, when there is no further communication required.	
2540.10.15	Job Search	Clarifies number of minutes completed to be given credit for job searches.	NOVEMBER 2024
2540.10.15	Job Search	Removes reference to a website that is no longer being used in IMPACT.	NOVEMBER 2024
2540.10.15	Job Search	Clarifies who completes the Job Search Worksheet.	NOVEMBER 2024
2550.20.00	IMPACT Supportive Services	Updating combined monthly total maximum to \$300 per month for SNAP participants.	NOVEMBER 2024
2550.20.05	SNAP only recipients	Updating maximum monthly total for clothing and transportation to \$300.	NOVEMBER 2024
3210.20.00	SNAP MANDATORY NON-PARTICIPATING AG MEMBERS (S)	Removed reference to IMPACT requirements on last bullet point. Updated/corrected section to refer to 2438.10.05	DECEMBER 2024
2438.17.10.05	SNAP Employment and Training Volunteer Participation	Correcting who will be contacting participant after a provider determination of ABAWD status. It will be the responsibility of the eligibility worker.	DECEMBER 2024
2525.00.00	IMPACT Assessment	Correcting who will be contacting participant after a provider determination of ABAWD status. It will be the responsibility of the eligibility worker.	DECEMBER 2024

3610.10.15	STOLEN BENEFITS	<p>Clarified section by adding the beginning date of the public law (October 1, 2022) “EBT benefits that are reported stolen cannot be replaced, except in a specific circumstance in accordance with Consolidated Appropriations Act 2023 Pub Law 117, which applies to benefits that are stolen via electronic methods such as cloning and skimming on or after October 1, 2022. Benefits reported as stolen via EBT fraud according to P.L. 117 prior to October 1, 2022 cannot be replaced.”</p>	DECEMBER 2024
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