
POLICY TRANSMITTAL NO. 05-34	DATE: AUGUST 29, 2005
FAMILY SUPPORT SERVICES DIVISION	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:50-9-1; 50-9-5; 340:50-11, Table of Contents; 50-11-20;
50-11-22 through 50-11-23; and 50-11-25 through 50-11-27.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

340:50-9-1 is revised to add clarifying language regarding households eligible for a 12-month certification period.

340:50-11-20 is revised to identify households whose food benefits are processed using the Simplified Food Stamp Program (SFSP) rules.

340:50-11-22 is revised to clarify application processing rules for the SFSP.

340:50-11-23 is revised to clarify eligibility determination rules for households who qualify for SFSP.

340:50-11-25 is revised to change Simplified Application Processing (SAP) to SFSP.

340:50-11-26 is revoked as the language is moved to 340:50-11-22 and 340:50-11-27.

340:50-11-27 is revised to explain actions to be taken regarding food stamps when the Temporary Assistance for Needy Families (TANF) case closes.

Original signed on 8-17-05

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WF # 05-03 (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at (405) 521-3611.

REMOVE

INSERT

340:50-9-1	340:50-9-1, pages 1-9, revised 9-1-05
340:50-9-5	340:50-9-5, pages 1-10, revised 9-1-05
340:50:11, Table of Contents	340:50-11, Table of Contents, pages 1-2, revised 9-1-05
340:50-11-20	340:50-11-20, 1 page only, revised 9-1-05
340:50-11-22	340:50-11-22, pages 1-2, revised 9-1-05
340:50-11-23	340:50-11-23, 1 page only, revised 9-1-05
340:50-11-25	340:50-11-25, 1 page only, revised 9-1-05
340:50-11-26	-----
340:50-11-27	340:50-11-27, pages 1-4, revised 9-1-05

340:50-9-1. Determining the food stamp benefit allotment and teleprocessing certifications**(a) Cases with unverified deductible expenses.**

(1) **Food stamp benefits without deductions.** If a deductible expense cannot be verified before the 30-day processing standard for applications expires, the worker determines the household's benefit level without giving a deduction for the claimed but unverified expense. If the household:

(A) is eligible without allowing the expense, an allotment which does not reflect deduction of the expense is provided within 30 calendar days after the application is filed; or

(B) chooses to claim expenses for an unoccupied home, the worker verifies the household's utility expenses for the unoccupied home and uses the appropriate utility standard.

(2) **Benefits delayed.** If a deductible expense cannot be verified before the 30-day processing standard for applications expires and the household is ineligible unless the expense is allowed, the household application is held pending or denied.

(b) **Determining household eligibility.** In calculating net monthly income, cents are used in determining each source of each individual's monthly income and the household's monthly dependent care, shelter, or medical expense. When the monthly amount of each individual's source of income or each of the household's expenses is established, and at all other steps of the net income computation, cents are rounded to the nearest dollar, 1 cent through 49 cents is rounded down and 50 cents through 99 cents is rounded up. For example an individual's weekly earnings of \$99.90 are multiplied by the number of checks that will be received in a month's time and the cents rounded to the nearest dollar, $\$99.90 \times 4.3 = \429.57 rounded to \$430. Due to changes in composition or circumstances, households certified under gross income standards may become subject to net income standards during the certification period or vice versa. The worker is required to change the one income standard to the other when any change is made in the case to adjust the household's eligibility, benefit level, or certification period, or at recertification, whichever is earlier.

(1) **Households without elderly or disabled members.** If the household does not have an elderly or disabled member, the household's total gross monthly income and household size are the first basis for determining eligibility. The household is not eligible if the total gross income exceeds the Maximum Gross Income Standard for the appropriate household size as shown on Oklahoma Department of Human

Services (OKDHS) Appendix C-3, Maximum Food Stamp Allotments and Standards for Deductions, Maximum Income, and Utilities (Food Stamps). After gross income, resource, and non-financial conditions of eligibility are established, the net food stamp monthly income is computed and compared to the Maximum Net Income Standard for the appropriate household size as shown on OKDHS Appendix C-3. If the net food stamp income does not exceed this standard, the household is determined eligible. The steps in (A) through (H) of this paragraph are used to determine the household's net food stamp monthly income if the household does not include an elderly or disabled member.

(A) Add gross monthly income earned by all household members including any net self-employment income minus the earned income exclusions to determine the household's total gross earned income.

(B) Multiply the total gross earned income by the appropriate earned income deduction according to OKDHS Appendix C-3 and subtract that amount to determine the net monthly income. The earned income deduction is not allowed on any portion of income earned under a work supplementation or support program that is attributable to public assistance.

(C) Add the net monthly earned income and the total monthly unearned income of all household members, minus income exclusions.

(D) Subtract the standard deduction as shown in OKDHS Appendix C-3.

(E) Subtract monthly dependent care expenses, if any, up to the maximum amount allowed as shown in OKDHS Appendix C-3. A dependent care deduction cannot be allowed for dependent care expenses which are reimbursed or paid for under an Employment and Training Program or other source.

(F) Subtract verified legally-binding child support payments made to someone outside the food stamp household.

(G) Add the allowable shelter expenses to determine the total shelter costs. Subtract from the total shelter costs 50% of the adjusted income, the household's monthly income after all of the deductions given in subparagraphs (A) through (F) of this paragraph have been subtracted. The remaining amount, if any, is the excess shelter costs. If there are no excess shelter costs, the net monthly income has been determined. If there are excess shelter costs, go to the next step.

(H) To apply the excess shelter costs, subtract excess shelter costs from the adjusted income if the total of excess shelter costs does not exceed the maximum shown in OKDHS Appendix C-3. If the total of the shelter costs exceeds the standard shown in OKDHS Appendix C-3, only the amount not exceeding the standard is deducted.

(2) Households with elderly or disabled members.

(A) The steps listed in (i) through (ix) of this subparagraph are used to determine the household's net food stamp income if the household includes an elderly or disabled member.

(i) Add gross monthly income earned by all household members, including any net self-employment income minus the earned income exclusions, to determine the household's total gross earned income.

(ii) Multiply the total gross earned income by the appropriate earned income deduction from OKDHS Appendix C-3 and subtract that amount to determine the net monthly income. The earned income deduction is not allowed on any portion of income earned under a work supplementation or support program that is attributable to public assistance.

(iii) Add the net monthly earned income and the total monthly unearned income of all household members, minus income exclusions.

(iv) Subtract the standard deduction as shown in OKDHS Appendix C-3.

(v) Subtract medical expenses which exceed \$35 for the elderly or disabled household members only. Thirty-five dollars is subtracted only once for the household rather than for each household member.

(vi) Subtract monthly dependent care expenses, if any, up to the maximum amount allowed as shown in OKDHS Appendix C-3. A dependent care deduction cannot be allowed for dependent care expenses which are reimbursed or paid for under an Employment and Training Program or other source.

(vii) Subtract verified legally-binding child support payments made to someone outside the food stamp household.

(viii) Add the allowable shelter expenses to determine the total shelter costs. Subtract from the total shelter costs 50% of the adjusted income, the

household's monthly income after all of the deductions in (i) through (vi) of this subparagraph have been subtracted. The remaining amount, if any, is the excess shelter costs. If there are no excess shelter costs, the net monthly income has been determined. If there are excess shelter costs, go to the next step.

(ix) To apply the excess shelter costs, subtract excess shelter costs from the adjusted income.

(B) When a household that includes an elderly or disabled member meets the other resource and non-financial conditions of eligibility, the household's net food stamp monthly income and household size are the basis for determining eligibility. The net food stamp monthly income is compared to the Maximum Net Income Standards for the appropriate household size as shown on OKDHS Appendix C-3. If the net food stamp income does not exceed this standard, the household is determined eligible.

(c) Food stamp benefit allotment.

(1) Initial month proration.

(A) Initial month means the first month the household is certified for food stamp benefits following any period during which the household was not certified. Food stamp benefit allotments for an initial month are based upon the date of the application and prorated from the date of application. Proration of benefits from the application date applies to the new case if one food stamp household separates into two or more food stamp households. Migrant and seasonal farm workers are not prorated when the household has received food stamp benefits in the prior month. While a household's eligibility for the initial month is determined by considering the household's circumstances for the entire month of application, the benefit is based on the day of the month the household applies for benefits. ■ 1 The monthly benefit that the recipient would be eligible to receive if proration did not apply must be determined prior to computation by using the prorated benefit on OKDHS Appendix B, Proration Table for TANF and Food Stamp Benefits, or by using the formula: $(31 \text{ minus the application date}) \times \text{monthly benefit divided by } 30 = \text{the prorated benefit}$.

(B) The prorated benefit is rounded down to the lower dollar. If the answer is less than \$10, the household is denied for the month of application but certified for the next month. If the household applies on the 31st day of the month, use the 30th for the application date for purposes of this provision. Households that

apply after the 15th of the month are issued the prorated benefits for the month of application and the benefits for the first full future month on the same day.

(C) When a household is certified for the month following the month of initial application because the household failed to furnish necessary information, benefits are prorated from the date the household furnished the information. The application date becomes the date information was furnished to OKDHS.

(2) **Monthly benefit.** The monthly benefit for all months except the initial month is the amount listed on OKDHS Appendix C-3 for the appropriate household size and net income.

(d) **Certification periods.** Definite periods of time are established for each eligible household to receive benefits. At the expiration of each certification period, entitlement to food stamp benefits is established only upon a recertification based upon a newly completed application, an interview, and required verification provided. [OAC 340:50-3-2] Under no circumstances are benefits continued beyond the end of a certification period without a redetermination of eligibility. The month of application is the first month in the certification period for initial applicants if eligibility is determined within the 30-day period. Because of anticipated changes, a household may be eligible for the month of application but ineligible for the subsequent month. In this situation, the household is certified for the month of application only. If a household is found to be ineligible and is denied benefits for the month of application but is eligible for subsequent months, a new application form is not needed and the case is certified effective the month following the month of application. During the application process a household who did not appear for their first scheduled interview may request a new interview date be scheduled through the 30th day following their application date. See delayed applications in paragraph (1) of this subsection to determine the proration date of the food stamp benefit allotment. When an application is denied because the household did not provide the requested information and the applicant furnishes the required information and an eligibility determination can be made within the second 30-day period, no new application is required. The case is then certified using the date the information or verification is furnished as the application, certification, or proration date.

(1) **Delayed applications.** Applications that are not approved or denied by the 30th calendar day are considered delayed applications. On the 30th calendar day following the application date, every delayed application is assessed to determine who caused the delay. The purpose of this assessment is to determine if the benefits are denied and what date is used to prorate benefits if the household is determined eligible at a later date. ■ 2

(A) **Delay caused by the Oklahoma Department of Human Services (OKDHS).** When the processing delay is caused by OKDHS, the application remains in pending status. At the end of the first 30 calendar days the household is notified of the reason the application is still pending using Form ABCDMS-37-A, Notice to Client of Action Taken. If the household is later determined eligible, the case is certified back to the date of application. ■ 3 OKDHS caused delays include, but are not limited to, the circumstances given in (i) through (vi) of this subparagraph.

(i) The household's first interview was scheduled on or before the 20th day following the date of application. The household appeared for the interview but subsequently failed to provide the required verification. During the interview the worker did not explain to the household or provide the information in writing regarding:

(I) what factors must be verified;

(II) what is considered acceptable verification; or

(III) by what date the information must be supplied.

(ii) An interview was never scheduled for the household.

(iii) The worker did not offer or provide assistance to the household in obtaining the verification as required or did offer assistance but failed to follow through on collateral contacts or release of information.

(iv) The worker discovered that additional information was required after the interview but the client did not have ten calendar days between the request for the verification and the 30th calendar day of the application process.

(v) The household missed their first interview on or before the 30th calendar day and requested that the interview be rescheduled. The county was unable to schedule the second interview date until after the 30th calendar day.

(vi) The eligible household provided all the required verification on or before the 30th day, and the application was not approved or denied.

(B) **Delay caused by the household.** When the processing delay is caused by the household, the application is denied on the 30th calendar day. The household is notified by computer-generated notice that the application is denied. When the household provides the required verification in the second 30

calendar days, no new application is required. If the household is determined eligible, the food stamp benefit allotment is prorated from the date the household provided the verification. Household caused delays include, but are not limited to, the circumstances given in (i) through (iii) of this subparagraph.

(i) The household's first interview was scheduled on or before the 20th calendar day following the date of application. The household appeared at the interview but subsequently failed to provide the required verification. The worker provided the household with a statement of required verification, offered to assist the household in obtaining the verification, and also allowed the household sufficient time to provide the verification.

(ii) The household missed their first interview and requested on or before the 30th calendar day that the interview be rescheduled. The interview was rescheduled to be held on the 30th calendar day; however, the household did not provide all the required verification at the rescheduled interview.

(iii) The household missed their first interview and requested on or before the 30th calendar day that the interview be rescheduled. The household stated they could not come in until after the 30th calendar day.

(2) **Length of certification periods.** Households are assigned the longest certification period possible based on the predictability of the household's circumstances. In (C) and (D) of this paragraph, the length of the incapacity must be expected to exceed the length of the certification period.

(A) **One month.** A one-month certification is assigned to:

(i) households eligible only for the month of application; and

(ii) migrant farm worker households, in the work stream, who apply before the 16th of the month.

(B) **Two months.** A two-month certification is assigned to:

(i) households eligible only for the month of certification and subsequent month; and

(ii) migrant farm worker households, in the work stream, who apply after the 15th of the month.

(C) **Three to six months.** A three to six-month certification is assigned to all households with circumstances not addressed in subparagraphs (A), (B), or (D) of this paragraph. Information used as guidelines for the length of certification periods for groups listed in this subparagraph is given in (i)(I) through (III) of this subparagraph.

(i) The worker reviews the case carefully to see if there have been overissuances or underissuances due to the household's failure to report:

(I) changes in income;

(II) changes in household composition; or

(III) moving from residence to residence, thereby changing the shelter expense.

(ii) The factors in (i)(I) through (III) of this subparagraph are some of the factors to be checked, but are not meant to be all inclusive. At the discretion of the worker, a shorter certification period may be assigned. The length of the certification period assigned groups in this subparagraph is based on review of the history of the household and the judgment of the worker.

(D) **Twelve months.**

(i) A 12-month certification period is assigned to non-public assistance (non-PA) households at certification unless:

(I) the household includes an able-bodied adult without dependents member who is not meeting the work requirement or is not otherwise exempt; or

(II) all adult household members are elderly or disabled with no earned income.

(ii) These households are required to complete Form FSS-BR-1, Benefit Review Report, at six-month intervals. They are known as semi-annual reporters. ■ 4

(E) **Twenty-four months.** A 24-month certification period is assigned to non-PA households when all adult members are elderly or disabled with no earned income. These households are required to complete Form FSS-BR-1 at 12-month intervals. They are known as annual reporters. ■ 5

INSTRUCTIONS TO STAFF

1. In order to issue the correct food stamp allotment amount, the application date on the Family Assistance/Client Services (FACS) system must be coded as if the household had applied on the first day of the application month regardless of the actual date of application.
2. The assessment is recorded in the case record.
3. Processing retroactive certifications. Food stamp certifications for the current or future month may be teleprocessed through the last day of the month. The FSSR transaction can be used to issue benefits back to the date of application but no more than two months prior to the month the case is processed. The FSLB transaction is used to request retroactive certifications that are more than two months prior to the current month. Instructions for the FSSR and FSLB transactions are found by entering M space FSSR or M space FSLB on the IMS network.
4. The worker gives Oklahoma Department of Human Services (OKDHS) Appendix BR-38, Information For Semi-Annual Reporters, to households determined semi-annual reporters.
5. The worker gives OKDHS Appendix BR-38-A, Information For Annual Reporters, to households determined annual reporters.

340:50-9-5. Changes after application and during the certification period

(a) **Applicant households.** Applicant households must report all changes related to their food stamp benefit eligibility and benefit amount. Households must report changes, that occur after the interview but before the date of the notice of eligibility, within ten calendar days of the date of the notice. ■ 1

(b) **Certified households.** Those households assigned a certification period other than 12 months are required to report within ten calendar days:

- (1) changes in sources of income;
- (2) changes in unearned income of \$50 per month or more;
- (3) changes in earned income of more than \$100 per month;
- (4) all changes in household composition, such as an addition or loss of a household member;
- (5) changes in residence and resulting changes in shelter costs;
- (6) the acquisition of licensed vehicles not fully excluded;
- (7) cash on hand, stocks, bonds, and money in bank checking or savings accounts or savings institutions, when the balance reaches or exceeds a total of \$2,000; and
- (8) changes in the legal obligation to pay child support.

(c) **Change affecting food stamp benefit.** If a reported change affects the household's eligibility or food stamp benefit amount, the household is notified of the adjustment to be made and the effective date. The worker has ten calendar days from the date the change is reported to take the necessary action. ■ 2

(d) **Follow-up.** The household is notified of the receipt of the change report by a computer-generated notice.

- (1) If the household fails to report a change within the ten-day period and, as a result, receives benefits to which it is not entitled, an overissuance is referred to the Family Support Services Division, Overpayment Section.
- (2) If the worker fails to take action on a reported change within the prescribed time limits and benefits are lost, they are restored to the household.

(e) **Changes that increase benefits.** Changes resulting in a benefit increase must be verified. The household is allowed ten calendar days to verify the information.

(1) The change is made effective no later than the first issuance to be delivered ten calendar days after the date the change was reported or verified, whichever is later.

(2) The worker issues a supplement when a change that increases benefits is reported too late to verify and make the change by regular roll deadlines.

(3) The household is allowed ten calendar days to verify the information.

(4) If verification is provided timely, the supplement is issued by the tenth calendar day following the date the change was reported, or the date the regular roll benefit is to be received, whichever is later.

(5) If the required verification is not provided within ten calendar days but is provided at a later date, the supplement is issued within ten calendar days of the date verification was provided, rather than from the date the change was reported.

(f) **Changes which decrease or terminate benefits.** Food stamp benefits are closed, **never** suspended, if a change in household circumstances causes a household to be ineligible for food stamp benefits. When a household's benefit level decreases or is terminated, an advance notice is required unless exempt from such a notice for a reason listed in (1) and (2) of this subsection. When an advance notice is required, the decrease or termination of the benefit is effective no later than the month following the month in which the advance notice period expired. ■ 3 When the change is reported less than ten calendar days before the advance notice deadline, the action must be taken before advance notice deadline the following month. Advance notice is not required when:

(1) the Oklahoma Department of Human Services (OKDHS) receives a clear written statement signed by a responsible household member stating he or she no longer wishes food stamp benefits or giving information which requires termination or reduction of food stamp benefits and stating that he or she understands the food stamp benefit will be reduced or terminated. The household retains its right to a fair hearing and to continue benefits if a fair hearing is requested within ten calendar days of the change notice; and

(2) the reduction or termination of food stamp benefits is based on situations listed in (j) of this Section. ■ 4

(g) **Annual reporting households.** Non-public assistance (non-PA) households with all adult members elderly or disabled with no earned income are known as annual

reporters. A 24-month certification period is automatically assigned. These households are required to report within ten calendar days those changes listed in (b) of this Section. ■ 5

(h) **Benefit review form for annual reporters.** Annual reporting households are sent computer-generated Form FSS-BR-1, Benefit Review Report, in the 11th month of certification. ■ 6 The intent of this form is to allow the household's circumstances to be reviewed without requiring face-to-face contact.

(1) The worker must act on any changes reported on Form FSS-BR-1.

(2) If the reported changes result in a reduction or termination of benefits, an advance notice must be sent to the household.

(3) If the household fails to provide sufficient information regarding a deductible expense, the benefits are not terminated, but processed without regard to the deduction.

(4) Form FSS-BR-1 must be completed and returned to the county office, along with all required verification, by the last day of the 12th month of certification. ■ 7

(i) **Semi-annual reporting households.**

(1) A 12-month certification period is assigned to non-PA households at certification unless the household contains:

(A) a member who is an able-bodied adult without dependents (ABAWD) who is not meeting the work requirement;

(B) an ABAWD who is not otherwise exempt; or ■ 8

(C) all adult household members who are elderly or disabled with no earned income.

(2) These households are only required to report changes that result in their gross monthly income exceeding 130 percent of the monthly poverty income guidelines for their household size. ■ 9 The worker must act on any changes reported by these households that increase their benefits. Changes reported by the household that result in a decrease in benefits are also acted upon by the worker. The system determines if the change results in a decrease in benefits. A decrease in benefits does not occur unless the:

(A) household has requested closure of the case; or

(B) worker has information about the household's circumstances considered verified upon receipt. ■ 10

(j) **Benefit review form for semi-annual reporters.** Semi-annual reporting households are sent a computer-generated Form FSS-BR-1, Benefit Review Report, in the fifth month of certification. ■ 6

(1) The worker must act on any changes reported on Form FSS-BR-1.

(2) If the reported changes result in a reduction or termination of benefits, an advance notice must be sent to the household.

(3) If the household fails to provide sufficient information regarding a deductible expense, the benefits must not be terminated, but processed without regard to the deduction.

(4) Form FSS-BR-1 must be completed and returned to the county office, along with all required verification, by the last day of the sixth month of certification. ■ 11 & 12

(k) **Notice of adverse action not required.**

(1) **Mass changes.** The individual notification requirement is waived when changes affecting the entire caseload or significant portions of the caseload are initiated because of changes or requirements in federal or state law. ■ 13 In these situations, the Family Support Services Division (FSSD) mails notices to the households informing them of the changes that are about to be made. ■ 14

(2) **Notice of death.** If the worker determines, based on reliable information, that all members of the household are deceased, notice of adverse action is not required.

(3) **Moved out of county.** Notice of adverse action is not required when the worker determines, based on reliable information, that the household has moved out of the county and that a transfer request has not been received.

(4) **Completion of restoration of lost benefits.** Notice of adverse action is not required if the household is previously notified in writing when restoration of lost benefits is completed and the household's food stamp benefit is reduced due to completion of restoration of lost benefits.

(5) **Variable food stamp benefit.** The household benefit amount varies from month

to month within the certification period to take into account changes that were anticipated at the time of certification and the household was so notified at the time of certification.

(6) **Willful misrepresentation.** Notice of adverse action is not required if a person in the household is disqualified for willful misrepresentation. If there is more than one person in the household, the benefits of the remaining household members are reduced or terminated to reflect the disqualification of that household member.

(7) **Food stamp recoupment.** A notice of adverse action is not required if the household fails to make agreed upon cash or food stamp repayment of an overpayment.

(8) **Drug or alcohol treatment center or group home loses approved status.** If a household's eligibility is being terminated because the drug or alcohol treatment center or group home facility is no longer approved, an individual notice of adverse action is not required.

(l) **Action on changes when fair hearings are requested.** When a household requests a fair hearing within ten calendar days of the date shown on the adverse action notice, the household may continue to receive food stamp benefits.

INSTRUCTIONS TO STAFF

- 1. At the interview, the worker must give each household Form FSP-38, Changes in Household Circumstances. A change is considered reported the date the county office receives Form FSP-38 or is notified of the change by telephone or personal contact. In order to provide easier access, each local office must have a telephone number where collect calls are accepted. The phone number is provided on all notices such as those for certification, denial, and adverse action. The phone number is also shown on Form FSP-38.**
- 2. When a change is reported, the worker determines if the change affects the household's eligibility or the food stamp benefit. The worker must document all reported changes in Family Assistance/Client Services (FACS) Case Notes. If the change was reported on Form FSP-38, the household must be provided with another Form FSP-38.**
- 3. When a change is reported ten calendar days or more before the advance notice deadline, Oklahoma Department of Human Services (OKDHS) Appendix B-2, Deadlines for Case Actions, the action is taken in the same month the change is reported.**

4. A notice of adverse action is computer-generated except when the reason for the change is death, code 01, or other, code 69. When code 69 is used, Form ABCDMS-37, Notice to Client of Action Taken, is hand issued by the worker.
5. The worker is responsible for determining which households are identified as annual reporters. The worker uses normal certification procedures. The computer recognizes the annual report status, automatically assigns a 24-month certification period, and identifies the household as an annual reporter by entering A in the reporter status field.
6. Food stamp benefit cases in reporter status are displayed on CWA Report 17, for tracking purposes, the month after Form FSS-BR-1, Benefit Review Report, is sent to the client. Food stamp benefit cases are no longer displayed on CWA Report 17 when the benefit report action field is updated with C for complete. If the benefit report action field remains blank or is updated to I for incomplete, the case remains on the CWA Report 17 until the benefits close at negative action deadline.
7. When Form FSS-BR-1 is returned to the county office, the worker determines if the form is complete and all required verification is received.
 - (1) If complete, the worker processes all changes, updates the benefit report action field with C, and enters the date the action is shown as complete.
 - (2) If incomplete or lacking all required verification, the worker updates the benefit report action field with I indicating an incomplete form, and enters the date action is taken.
 - (3) If Form FSS-BR-1 is not returned to the county office, the benefit report action field remains blank. When this field remains blank or shows an I at negative action deadline, the food stamp benefits are automatically closed the next effective date with reason code 36S.
 - (4) During the period between negative action deadline and the last day of the 13th month, the worker may reopen closed food stamp benefits when the completed Form FSS-BR-1 and/or required verifications are received. Any required changes are processed along with the action to reopen food stamp benefits using R in the action taken field and 18O in the reason code field. It is also necessary to update the F24/F25 fields for those persons included in the benefit household. In the event the completed Form

FSS-BR-1 and/or required verifications are received in the 14th month or later, the household must re-apply. If the worker fails to take action in a timely manner and food stamp benefits subsequently close, normal reopening processes using reason code 18A are used.

8. The worker is responsible for determining which households are identified as semi-annual reporters. The worker follows normal certification procedures. The computer recognizes the semi-annual status, automatically assigns a 12-month certification period, and identifies the household as a semi-annual reporter by entering S in the reporter status field.
9. (a) The worker informs the client of his or her responsibility to report when the household's gross countable income is over 130 percent of the monthly poverty income guideline as shown in Oklahoma Department of Human Services (OKDHS) Appendix C-3, Maximum Coupon Allotments and Standards for Deductions, Maximum Income and Utilities. The client is instructed to calculate monthly gross income by totaling actual income received in each calendar month. Actual income is the income before any deductions are applied. At the time a calendar month's total gross income exceeds 130 percent of the monthly poverty income guideline, the household is required to report this change in ten calendar days. The worker uses normal adverse action processes to close the food stamp benefits.

(b) The worker informs Able Bodied Adults Without Dependents (ABAWD) who are meeting the work rule at the time of certification to report if their work hours decrease below 20 hours per week, averaged to 80 hours per month. They are required to report this change within ten calendar days of the date of the change. See OAC 340:50-5-64 for information on ABAWD work requirements.

(1) When the client reports changes timely or untimely, the worker must review the client's prior ABAWD status to accurately determine if all food stamp benefits for which the client is eligible have been received. This includes the initial first three 'free' months. If the worker determines the client is eligible for the initial three 'free' months, then food stamp benefits continue. The worker completes a desk review during the third month prior to advance notice deadline to again review the client's ABAWD status.

(2) When the worker determines the client has received all food stamp benefits for which he or she is eligible, the client is removed from the food stamp benefit the next effective date. If the client is the only person in the food stamp household, the worker closes the benefits the next effective

date.

10.(a) Verified upon receipt means that information is not questionable, and the provider is the primary source of the information, such as:

(1) Beneficiary and Earnings Data Exchange System (BENDEX), from the Social Security Administration (SSA). For example, a BENDEX data exchange message is received during a non-report month indicating a household member is approved for Social Security benefits. This income would result in a decrease in food stamp benefits. This information is considered verified upon receipt. Action must be taken by the next effective date using normal adverse action processes.

(2) Supplemental Security Income (SSI)/State Data Exchange System (SDX), from the SSA;

(3) Systematic Alien Verification for Entitlements (SAVE), from the United States Citizenship and Immigration Services (USCIS);

(4) Unemployment Insurance Benefits (UIB), from the Oklahoma Employment Security Commission (OESC);

(5) workers' compensation documents from Workers' Compensation Court;

(6) the household itself, when it reports changes in household composition. For example, the client reports a person has left the household which will result in a decrease in food stamp benefits. This information is considered verified upon receipt. Action must be taken by the next effective date using normal adverse action processes; and

(7) actions processed in the food stamp or other OKDHS programs, that affect food stamp expenses such as:

(A) a decrease in child care family share co-payment, which would result in a smaller dependent care deduction; or

(B) the determination of an intentional program violation.

(b) Examples of information that is NOT verified upon receipt are:

(1) Oklahoma Wage Link (OWC and OWL), quarterly wage match data;

(2) any wage data obtained from BENDEX; and

(3) New Hire List (NHL) matches. For example, an NHL data exchange message is received during a non-report month indicating a household member has started to work. This income would decrease the food stamp benefit; however, the information is NOT considered verified upon receipt. The action to decrease food stamp benefits is not taken as it is a non-report month.

11. When Form FSS-BR-1 is returned to the county office, the worker determines if the form is complete and has all required verification, including verification of all income received in the month specified on Form FSS-BR-1.

(1) If complete, the worker processes all changes, updates the benefit report action field with C, and enters the date action shown as complete.

(2) If incomplete or lacking all required verification, the worker updates the benefit report action field with I indicating an incomplete form, and enters the date action is taken.

(3) If Form FSS-BR-1 is not returned to the county office, the benefit report action field remains blank. When this field remains blank or shows I at negative action deadline, the case automatically closes the next effective date with reason code 36S.

12. During the period between negative action deadline and the last day of the seventh month, the worker may reopen closed food stamp benefits when the completed Form FSS-BR-1 and/or required verifications are received. Any required changes are processed along with the action to reopen food stamp benefits using R in the action taken field and 18O in the reason code field. It is also necessary to update the F24/F25 fields for those persons included in the benefit household. In the event the completed Form FSS-BR-1 and/or required verifications are received in the eighth month or later, the household must re-apply. If the worker fails to take action in a timely manner and food stamp benefits subsequently close, normal reopening processes using reason code 18A are used.

13. Examples of mass changes include changes in:

(1) the maximum income limitation or basis of issuance tables;

(2) Social Security or SSI benefits; and

(3) Temporary Assistance for Needy Families (TANF) and State Supplemental Payments.

14. The Family Support Services Division may also make announcements through the news media so the general public as well as food stamp recipients notified of changes which are being made.

SUBCHAPTER 11. SPECIAL PROCEDURES**PART 1. HOUSEHOLDS ENTITLED TO EXPEDITED SERVICE**

Section

- 340:50-11-1. Criteria
- 340:50-11-2. Initial application screening
- 340:50-11-3. Expedited service for migrant or seasonal farm laborers
- 340:50-11-4. Time limits for providing expedited service
- 340:50-11-5. Procedures for expediting services
- 340:50-11-6. Issuance for households entitled to expedited services

PART 3. SIMPLIFIED FOOD STAMP PROGRAM (SFSP) FOR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) AND COMPANION STATE SUPPLEMENTAL PAYMENT (SSP) RECIPIENT(S)

- 340:50-11-20. Scope
- 340:50-11-21. Household definition
- 340:50-11-22. Application processing
- 340:50-11-23. Eligibility determination for households within the Simplified Food Stamp Program (SFSP)
- 340:50-11-24. Food Stamp allotments
- 340:50-11-25. Proration of food benefits
- 340:50-11-26. Certification periods **[REVOKED]**
- 340:50-11-27. Changes after application and during the certification period

PART 5. RESTORATION OF LOST BENEFITS

- 340:50-11-45. Transfers **[REVOKED]**
- 340:50-11-46. Restoration of lost benefits

PART 7. REPLACEMENT WHEN FOOD PURCHASED WITH FOOD STAMP BENEFITS IS DESTROYED

- 340:50-11-60. Scope and applicability **[REVOKED]**
- 340:50-11-61. Non-received ATP's or coupons - countable and non-countable replacement **[REVOKED]**
- 340:50-11-62. Stolen or lost ATP's and food stamps **[REVOKED]**
- 340:50-11-63. Returned ATPs or coupons **[REVOKED]**
- 340:50-11-64. Destroyed food purchased with benefits
- 340:50-11-65. Damaged, mutilated, or improperly manufactured ATP's and coupons **[REVOKED]**

- 340:50-11-66. Altered ATP **[REVOKED]**
- 340:50-11-67. Exchange of old series coupons **[REVOKED]**
- 340:50-11-68. Replacement ATP's and coupons **[REVOKED]**

PART 9. DISASTER PROCEDURES AND REPORTING REQUIREMENTS

- 340:50-11-85. Disaster procedures **[REVOKED]**
- 340:50-11-86. Emergency food stamp assistance in disasters declared by Food and Nutrition Services (FNS)
- 340:50-11-87. Emergency food assistance in disaster not declared by FNS - "Personal Hardship"
- 340:50-11-88. Mechanical disaster
- 340:50-11-89. Disaster reporting
- 340:50-11-90. State Office reporting **[REVOKED]**

PART 11. SPECIAL PROCEDURES FOR JOINT PROCESSING OF FOOD STAMPS AND SSI APPLICANTS

- 340:50-11-105. Initial applications
- 340:50-11-106. Processing the applications
- 340:50-11-107. Work registration
- 340:50-11-108. Certification period
- 340:50-11-109. Changes in circumstances
- 340:50-11-110. Recertification

PART 3. SIMPLIFIED FOOD STAMP PROGRAM (SFSP) FOR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) AND COMPANION STATE SUPPLEMENTAL PAYMENT (SSP) RECIPIENT(S)

340:50-11-20. Scope

(a) The Simplified Food Stamp Program (SFSP) rules in this Subchapter are used when ALL food benefit household members are included in: ■ 1

(1) Temporary Assistance for Needy Families (TANF) cash assistance; or

(2) TANF cash assistance and a companion State Supplemental Payment (SSP) case.

(b) SSP recipients are eligible for SFSP if at least one other food benefit household member is included in TANF cash assistance. ■ 2

(c) SFSP procedures do not apply when:

(1) no household member receives TANF cash assistance;

(2) all household members receive SSP;

(3) a household member is participating in the Work Supplementation Programs; or

(4) any household member is a disqualified food benefit household member as described in OAC 340:50-5-10.1.

INSTRUCTIONS TO STAFF

1. Food benefit household members are defined in OAC 340:50-5-1.

2. A child(ren) approved for Temporary Assistance for Needy Families (TANF) vouchers, whether receiving vouchers or not, is considered included in the TANF cash assistance for the Simplified Food Stamp Program (SFSP).

340:50-11-22. Application processing ■ 1

At the time of application for Temporary Assistance for Needy Families (TANF), the worker determines if the applicant wants to receive or is currently receiving food benefits and if the household is eligible for the Simplified Food Stamp Program (SFSP).

■ 2 If the household is receiving non-public assistance (non-PA) food benefits at the time of the TANF application, the food benefits remain as non-PA until TANF is certified. ■ 3

(1) **Households within SFSP scope.** If the household is not receiving food benefits and wants food benefits, non-PA Food Stamp Program (FSP) rules are used to determine eligibility when:

(A) the household qualifies for expedited service and the TANF application will not be certified within seven calendar days;

(B) the TANF application will take longer than 30 calendar days to determine eligibility; or

(C) the TANF application will not be completed and certified for the month of application and food benefits must be issued for the initial month.

(2) **Denial of TANF.** When the TANF application is denied, the worker must determine if the household is eligible for food benefits using non-PA FSP rules. As a result of this determination the worker:

(A) denies eligibility for food benefits; or

(B) approves eligibility for food benefits.

INSTRUCTIONS TO STAFF

1. The worker must update the Family Assistance/Client Services (FACS) Case Notes to address food benefits:

(1) at the time of the original Temporary Assistance for Needy Families (TANF) application;

(2) at the time of the redetermination; and

(3) when food benefits are terminated.

- 2. If the applicant does not want to participate in the Food Stamp Program, the worker must document the reason in FACS Case Notes.**

- 3. Once the TANF application is certified, the food benefit application date and certification date are changed to the date of the TANF certification date in the FACS, Eligibility notebook, Food Stamp tab. The food benefit certification period is updated to 99 on the same tab.**

340:50-11-23. Eligibility determination for households within the Simplified Food Stamp Program (SFSP)

All households within SFSP scope meet applicable Food Stamp Program (FSP) eligibility rules. Eligibility and benefit amount are determined by the computer.

(1) **Income determination.** Food benefit income is based upon Temporary Assistance for Needy Families (TANF) income definitions. ■ 1 If there is a TANF case and a companion State Supplemental Payment (SSP) for the aged, blind, or disabled case, income definitions for TANF and SSP apply. Income amounts from the TANF and SSP cases that are converted to food benefit income, must be classified as food benefit unearned income. Food benefit unearned income is computed for:

(A) TANF cash assistance only. The total household requirement, plus the exempt earned income amount less the non-fraud related recoupment; or

(B) TANF with companion SSP case(s). The total countable income of the companion case(s) is added to the countable income of the primary food benefit case.

(2) **Deduction determination.** The allowable deductions for SFSP are shelter, utilities, and medical expense as determined and verified according to FSP rules in OAC 340:50-7-31. Medical expense must be verified only when the food benefit would be increased by allowing the medical deduction. ■ 2 The dependent care deduction is automatically allowed, when applicable.

INSTRUCTIONS TO STAFF

1. **Verification of food benefit income is not required since it was verified for the Temporary Assistance for Needy Families (TANF) case. All companion cases must be cross-referenced correctly before the computer can calculate the correct income. Overpayments and underpayments caused by incorrect coding of companion case(s) are agency error.**
2. **Verification, when required, is documented in the Family Assistance Client/ Services (FACS) Case Notes.**

340:50-11-25. Proration of food benefits

Initial month food benefits are prorated. The initial month means the first month the household is certified for food benefits following any period of time during which the household was not certified. If the household's benefits are continuous, the food benefits are not prorated even when there is a change from non-public assistance (non-PA) to the Simplified Food Stamp Program (SFSP) or SFSP to non-PA.

340:50-11-27. Changes after application and during the certification period

Households are required to report changes in accordance with OAC 340:65-3-1. At each application or redetermination, households are advised of their reporting responsibilities. Households are given a supply of Form FSP-38, Changes in Household Circumstances, and advised to contact their worker to request additional forms as needed.

(1) **Reported change results in closure of TANF.** When the TANF cash assistance is closed:

(A) the worker closes the food benefits the same effective date as the TANF cash assistance closure when the TANF is closed as a result of: ■ 1

(i) death of the payee;

(ii) failure or refusal to participate in TANF Work;

(iii) the household moves out of state; or

(iv) the household requests closure of the TANF cash assistance and food benefits;

(B) the computer converts the food benefits to transitional food benefits (TFB) when the TANF cash assistance is closed for reasons other than those listed in (A) of this paragraph and: ■ 2 and 3

(i) there is no companion SSP case; or

(ii) the TANF case is the primary food benefit case, and the companion State Supplemental Payment (SSP) case remains open.

(C) the computer converts the food benefits to non-PA food benefits when the TANF cash assistance is closed for reasons other than those listed in (A) of this paragraph and the companion SSP case, which is the primary food benefit case, remains open. ■ 4

(2) **Reported changes during the TFB certification period.** The household is required to report changes timely while receiving TFB. If there is an application for TANF while in TFB status, at certification of the TANF cash assistance, food benefits are converted to Simplified Food Stamp Program (SFSP) as long as all household members are receiving cash assistance. ■ 5

(3) **Notifications.** The TANF applicant is given a copy of the signed and dated Form FSS-1, Comprehensive Application and Review, which informs the applicant food benefit eligibility is determined using information contained in Form FSS-1. Notification of eligibility is required at certification and any time the food benefit amount changes. The notice is computer generated. ■6 and 7

INSTRUCTIONS TO STAFF

1. The food benefits are closed when the Temporary Assistance for Needy Families (TANF) cash assistance is closed for the reasons listed in (1) through (5) of this Instructions to Staff (ITS) or if the payee is disqualified for food benefits for an intentional program violation (IPV). The reason codes from OKDHS Appendix U, Reasons for Negative Case Actions, are:

(1) death (01);

(2) receipt of 60 months of TANF, extension not approved (29B);

(3) moved out of state (42);

(4) failed or refused to meet TANF Work requirements (52A); or

(5) client requests closure of TANF and food benefits (46A, 46B, or 46C).

2. The food benefits are converted to transitional food benefits (TFB) when the TANF cash assistance is closed for reasons other than those listed in ITS 1 of this Section. The TFB certification period is three months.

3. Income other than TANF cash assistance prior to the month of closure continues to be considered in the TFB calculation for the duration of the TFB period. Any new income the client reports which causes the TANF cash assistance to be closed is automatically omitted by the computer to determine the TFB allotment. Examples of this calculation are a client receiving TANF cash assistance who:

(1) has no income requests closure of the TANF benefit. The TFB allotment is based on zero income as the TANF benefit is removed effective the date the TANF benefit is closed. Family Assistance/Client Services (FACS) Case Notes are updated to document the reason for the closure;

(2) has earned or unearned income considered against the TANF benefits reports an increase in the income making him or her ineligible for TANF.

The TANF benefit is removed and only the income considered prior to the closure of the TANF benefit is used to determine the TFB. The increased income amount is updated on FACS for the TANF benefit closure and FACS Case Notes are updated to document the reason for closure. The increased income is not considered in determining TFB;

(3) obtains employment and reports earnings in excess of the TANF benefit and Food Stamp Program (FSP) food benefit income guidelines. The income is updated in FACS and the TANF benefit is closed. FACS Case Notes are updated to document the reason for closure. The TANF benefit is automatically omitted by the computer and the TFB is based on zero income. The new income is not used in the calculation of the TFB; or

(4) reports obtaining unearned income in excess of the TANF and FSP food benefit income guidelines. The income is updated in FACS and the TANF benefit is closed. FACS Case Notes are updated to document the reason for closure. The TANF benefit is automatically omitted by the computer and the TFB is based on zero income. The new income is not used in the calculation of the TFB.

4. The worker enters C in the action taken field in FACS. The C code allows the computer to determine the length of the Non-Public Assistance (non-PA) certification period. The certification length is changed to 12 months if the food stamps are in the first through tenth month of certification. If the certification is in the 11th or 12th month, the certification length is changed to 14 months to ensure the client will receive Form FSP 36, Notice of Expiration of Eligibility.

5. During the three month TFB period, the TFB changes only when the client requests closure of the TFB and reapplies for food benefits or a household member leaves the home and applies for food benefits in another household. The option to remain on TFB or to reapply for food benefits is explained to the client. The worker encourages the client to remain on TFB if it results in higher benefits. FACS and FACS Case Notes are updated and TFB is not affected when the client reports:

(1) a new household member;

(2) income exceeding 130% of the poverty level as shown on OKDHS Appendix C-3, Maximum Food Stamp Allotments and Standards for Deductions, Income, and Utilities; or

(3) a household member has left the home and has not applied for food benefits in another household.

6. See OKDHS Appendix B-2, Deadlines for Case Actions.

7. See OAC 340:65-5-1 for notification requirements.