

Robert Trachtenberg, Hearings and Rules Unit  
 Manager

**Authorized Signature**

**Number:** SS-PT-12-002

**Issue Date:** 03/15/2012

**Topic:** Office of Self-Sufficiency Programs Family Services Manual Advance Copy  
 (including some Seniors and People with Disabilities programs)

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
 Manual Update   
 Other: \_\_\_\_\_

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors   |
| <input checked="" type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Health Services  |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities                            |
| <input type="checkbox"/> County DD Program Managers               | <input checked="" type="checkbox"/> Other (please specify): All users of the Family Services Manual |

Policy/Rule Title:	Various (see Discussion below)		
Policy/Rule Number(s):		Release No:	FSML <a href="#">65</a>
Effective Date:	April 1, 2012	Expiration:	N/A
References:			
Web Address:			

**Discussion/Interpretation:**

**Release #65**

**Changes were made to the following sections:**

- Introduction
- Case Management
- TANF-Related Programs:
  - TANF
  - DV-TVS
  - Pre-TANF
  - Refugee
  - Emergency Assistance

SNAP  
Medical Assistance Programs  
Noncitizens  
Child Support Program  
Counting Client Assets  
Issuing and Restoring Benefits  
Generic Program Information  
Multiple Program Worker Guides

**Manual statements are included for the following sections:**

**SNAP**

Language updated around the amount of income verification necessary and when to request it. (SNAP-b.11)

Added SRS reporting requirements to Resource section (SNAP-f.3)

Language clarified that NED coding is required on every SRS case that qualifies to be NED. (SNAP-f.8)

Clarifications were made to “Farm Income” and lines to use on tax form Schedule F were updated. (SNAP-f.15)

Changes were made to clarify shelter deductions for reverse mortgages. (SNAP-f.21 and f.28)

**Counting Client Assets**

Clarification on when to count UC payments. (CA-b.21)

Removed ARRA references. (CA-b.78)

Updated how to read a tax form with current 2011 tax information. (CA-WG#1.9)

**Noncitizens**

The Noncitizens for SNAP chapter has been rewritten to clarify policy. This clarification adds Iraqi and Afghan Special immigrants (SIV) to the AWARE group so the AWARE group is now AWARES. This also clarifies when to do two-step income calculations. (NC-b)

**Implementation/Transition Instructions:**

**Training/Communication Plan:** Review policy changes with branch staff.

**Local/Branch Action Required:**

Review policy changes with branch staff.

**Central Office Action Required:**

None.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing Instructions:** The filing instructions will be available with January's DHS Family Services Manual release.

*If you have any questions about this policy, contact:*

<b>Contact(s):</b>	If you have any questions about this policy, see Introduction C, <a href="#">Contact List</a> , in the Family Services Manual for a list of program contacts.  If you have questions about the filing instructions, please contact Barbara Hopkins at the number/email address below.		
<b>Phone:</b>	503-945-6174	<b>Fax:</b>	503-373-7032
<b>Email:</b>	<a href="mailto:Barbara.r.hopkins@state.or.us">Barbara.r.hopkins@state.or.us</a>		

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