



All program transmittal: April 11 – April 15, 2016

To go directly to the transmittal, mouse over the transmittal (left column), hold down Ctrl, and click on the transmittal.

Transmittal #	Issue date	Subject/Topic
<u>APD-AR-16-026</u>	4/12/16	W-4 Forms for Homecare Workers Claiming Exempt Status on Income Tax Withholding -Tax exemption for Homecare Workers claiming exempt status for 2015 expired on February 16, 2016. Local APD/AAA offices must process new forms received at the local office upon receipt. See transmittal for details.
<u>SS-IM-16-019</u>	4/12/16	Removing Counting Months from SNAP Time Limit Screen - Effective immediately, workers may remove counting months coded on FCAS and the SNAP Time Limits screen without contacting the Service Desk; click here for instructions. Workers will only be able to remove the counting month from the active line and indicate a reason for the removal in the comment field in 35 characters (or less). See transmittal for details.
<u>SS-AR-16-004</u>	4/15/16	Temporary Assistance for Domestic Violence Survivors (TA-DVS) Program new Air and Train Process - See transmittal for details.
<u>SS-IM-16-020</u>	4/15/16	Printing Screens - The FSM Chapter 13 has been revised to provide general guidance about providing clients verification and printing screens. Staff are directed to use form DHS 7294 (Notice of Income and Benefit Calculation) or DHS 0839 (SNAP Benefit Verification letter) when appropriate. In other situations, or when these forms do not meet the need, DHS screens may be printed - however redaction guidelines must be applied. See full redaction guidelines in FSM Chapter 13 B.8 . DHS does not have authority to print or disclose other agency screens (such as, but not limited to, SSA, Child Support, SAVE, etc.)

<u>SS-IM-16-021</u>	4/15/16	Handling the 415F Application for Services (and other documents) Returned to OHP - To ensure applications and customer documents are processed timely, customer documents received by OHP will be indexed by IRMS into the SNAP section of EDMS. See transmittal for details.
<u>SS-IM-16-022</u>	4/15/16	Special Needs Rate (SNR) - Direct Pay Unit review of SNR approvals and reminder of verification requirements – Children with disabilities may qualify for a Special Needs Rate (SNR) when the child requires a higher level of care than other children their age. See transmittal for details.
<u>SS-IM-16-023</u>	4/15/16	SAVE Scan and Upload Feature -