

TABLE OF CONTENTS

300	General Provisions
310	Purpose
320	Thrifty Food Stamp Plan – Cost of Living Adjustments
330	Definitions
340	Duplicate Food Stamp Assistance
350	Duplication Between Food Stamps and Commodity Foods
	350.1 Commodity Food Programs on Indian Reservations
	350.2 USDA Emergency Food Assistance Program

General Provisions

310 PURPOSE

The purpose of the Supplemental Nutrition Assistance Program (SNAP) is to raise the nutritional level among low-income households whose limited food purchasing power contributes to hunger and malnutrition among members of such households.

320 THRIFTY FOOD PLAN - COST-OF-LIVING ADJUSTMENTS

Each year the

Federal government adjusts

1. household gross income limits,
2. household net income limits,
3. maximum allotment values,
4. the standard deduction amount, and
5. the maximum shelter allowance.

The figures are updated in September for the Cost of Living Adjustment (COLA) effective with October 1 benefits.

State adjusts the

1. Standard Utility Allowance (SUA) Limited Utility Allowance (LUA) and Individual Utility (IUA) to coincide with the other COLAs, whenever possible. The Eligibility and Payments Unit conducts a utility survey and determines the SUA, LUA and IUA changes based on the data gathered.
2. Telephone allowance to coincide with other COLAs, whenever possible. The Eligibility and Payments Unit conducts a phone survey, which includes cell phone usage/fees and determines the flat telephone rate change based on the data gathered.

330 DEFINITIONS

AGENCY ERROR	When an incorrect amount of benefits are issued because of a certification error in budgeting, invalid computer programming, misunderstanding of policy, etc.
“AT RISK” CHILD CARE PAYMENTS	Child care payments to low-income families who need such care in order to work and would be at risk of becoming eligible for TANF/TANF Two Parent if such payments are not provided. These payments are not to be confused with Child Care Block Grant (CCBG) administered child care payments.
AUTHORIZED REPRESENTATIVE	A responsible adult, knowledgeable about the household's circumstances, designated in writing by a household member to make application for the household, and purchase food with SNAP benefits for the household. Emergency authorized representatives must be designated in the same manner.
ABLE-BODIED ADULTS WITHOUT DEPENDENT CHILDREN (ABAWD)	An individual age 18 through age 49 who is mentally and physically capable of working or participating in a work program. Individuals not exempt from the ABAWD provisions are limited to receiving three (3) months of SNAP benefits in a 36-month period unless they are working or participating in a work program at least 20 hours per week or 80 hours per month. See manual section B-470 for ABAWD policy.
BOARDER	An individual to whom a household furnishes meals or meals and lodging in exchange for money. The monthly payment for meals must be at least equal to the allotment for the size of the boarder household, or if the household furnishes two meals or less a day, an amount equal to two-thirds the allotment for the size of the boarder household. Individuals who cannot be granted separate household status as in manual section A-321 also cannot be considered boarders. Foster children residing in a household will be considered boarders, unless the household requests they be included in the application for SNAP benefits .

SNAP SNAP SNAP

“CASH OUT” STATE	State where SSI recipients receive a specific cash amount in the SSI benefit in lieu of SNAP benefits coupons; e.g., California. A person receiving these benefits cannot receive SNAP benefits in Nevada for the same month of "CASH OUT." As a non household member, the income and resources of a person receiving “cash out” benefits are excluded until the person is eligible to be included in the participating SNAP household.
CATEGORICAL ELIGIBILITY	Automatic eligibility for one assistance program based on eligibility for another assistance program; e.g., TANF/SNAP or SSI/SNAP. TANF households with a Sanction or a pro rata IPV imposed which results in a benefit reduction still meet categorical eligibility criteria. See manual section B-492.1.
CLIENT FAILURE TO REPORT	A failure on the part of the client to report a required change, comply with program requirements, etc.
CLIENT MISUNDERSTANDING	When an incorrect amount of benefits were obtained due to such circumstances as a language barrier, noncomprehension of program requirements, etc.
COMMERCIAL BOARDING HOUSE	A commercial establishment, licensed or unlicensed, which offers meals and lodging for compensation with the intention of making a profit. The number of boarders is not a criteria.
DELIVERED MEALS	For SNAP purposes, ready-to-eat foods prepared and delivered by a nonprofit meal delivery service to be exchanged for SNAP benefits. Such organizations must be approved by FNS to accept SNAP benefits.
DEPENDENT CARE	Payments for the actual costs for the care of a child or other dependent when necessary for a household member to accept or continue employment, attend training or pursue education which is preparatory to employment.
DOCUMENTATION	The method used to record ALL necessary information regarding eligibility, benefits and other case-related activity. This information will be sufficient to explain what action has taken place, what the verification was and how it was used. The CLOG(s) is the primary location to document and support eligibility decisions, case manager actions, clarify household circumstances, and to record household and third-party collateral contacts and other pertinent information.

**ELDERLY OR
DISABLED MEMBER**

A household member who:

1. is at least sixty (60) years old; or
2. receives or is approved to receive:
 - a. RSDI blindness or disability payments or
 - b. SSI, including a SSI presumptive disability payment or a SSI emergency advance payment or
 - c. is a veteran with a service connected or non-service connected disability, rated by the Veteran's Administration (VA) as total or paid as total by VA.
 - d. federal, state or local public disability retirement pensions who has a disability considered permanent under SSA standards. A **SNAP** applicant\recipient is receiving benefits based on disability, from an entity which approved the benefit using their own disability policy which may or may not be different than SSA standards. Some of these conditions are obvious and their existence is evident by observation. Others may require the opinion of a physician and/or staffing with the Chief of Eligibility and Payments or **SNAP** Program Specialist.
 - e. Railroad Retirement disability who either meets the Social Security disability criteria in order to receive the benefit or who is determined by the Railroad Retirement Board to qualify for Medicare; or
 - f. interim assistance benefits pending the receipt of SSI.
 - g. Medical Assistance to the Aged, Blind and Disabled (MAABD); or
3. would qualify under #2 above, except for an overpayment recoupment resulting in 0 benefits received; or
4. is a veteran or surviving spouse who has been determined by VA to be housebound or in need of aid and attendance; or

5. is a surviving child of a veteran and considered by VA to be permanently incapable of self-support; or
6. is a surviving spouse or child of a veteran, and receiving or approved for VA compensation or pension payments and would be disabled according to SSA standards.

EMANCIPATION	The surrender of the right to the care, custody and earnings of a minor child as well as renunciation of parental duties.
ERRONEOUS ISSUANCE	SNAP benefits paid to a household which was not entitled to receive them. This occurs when a household misrepresents facts, furnishes false information, or, through other fraudulent means or through agency error or recipient misunderstanding.
EXPENSES EXCEED INCOME (EEI)	Acronym used for cases identified with expenses exceeding household income.
SNAP ALLOTMENT	The total dollar amount of SNAP benefits allowed for the household
GENERAL ASSISTANCE	Cash or another form of assistance, excluding in-kind assistance, financed by state or local funds as part of a program which provides assistance to cover living expenses or other basic needs intended to promote the health or well-being of recipients (e.g., Indian general assistance, county assistance).
GOOD CAUSE	Includes circumstances beyond the control of the client, such as but not limited to, illness, other household member illness requiring the client's presence, lack of transportation or unanticipated emergency.
HEAD OF HOUSEHOLD	The person in whose name application for SNAP benefits is made. The household shall select an adult parent of children living in the household or an adult exercising parental control over children living in the household as the head of household. All adult members must agree to the selection. When no children are living in the household, an adult member shall be designated as the head of the household.

**HOMELESS
INDIVIDUAL**

An individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:

1. A supervised shelter designed to provide temporary accommodations (such as a welfare hotel or congregate shelter);
2. A halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized;
3. A temporary accommodation for not more than 90 days in the residence of another individual; or
4. A place not designed for or ordinarily used as a regular sleeping accommodation for human beings (a hallway, a bus station, a lobby or similar places).

**INADVERTENT
HOUSEHOLD
ERROR (IHE)**

Household's failure to report properly which was not done knowingly, willingly or with deceitful intent to defraud.

IN-KIND SHELTER

Shelter which is provided in addition to or in lieu of wages with no money exchanging hands.

INTENTIONAL
PROGRAM
VIOLATION (IPV)

An Intentional Program Violation, for the purposes of determining through administrative disqualification hearings or who have signed a waiver of right to an administrative disqualification hearing or by a state, federal or local court, whether or not a person has committed intentional violations, is an action by an individual or household member, for the purpose of establishing or maintaining program eligibility or increasing or preventing a reduction in the benefit amount, to intentionally, knowingly, willfully and with deceitful intent: 1) make a false or misleading statement, or misrepresent, conceal or withhold facts, or 2) commit any act that constitutes a violation of the **Food and Nutrition Act of 2008**, or any state statute relating to the use, presentation, transfer, acquisition, receipt, or possession of **SNAP benefits**. See manual section B-900 for a detailed description of Intentional Program Violations and the disqualification penalties.

INTERIM
ASSISTANCE (IA)

County assistance paid in cash, voucher, or vendor payment to/for recipients who have applied for SSI, but have not been approved. This assistance is paid under a legally binding agreement that the first SSI check paid will go directly to the county. The assistance paid for the interim pending period is deducted from the first check to repay the assistance. Interim Assistance (IA) is exempt.

BENEFIT MONTH/
PRORATED MONTH

A month for which a **SNAP** non-prorated benefit is paid (1st through the last day of the month).

Prorated benefits are done only for the

- **SNAP** benefit approved for the initial month of application. Benefits are prorated from the date of application to the end of the application month.
- **SNAP** benefits issued for a timely recertification meeting the 30-day - Window of Opportunity – cooperation provision.

EXAMPLE: Client applies on 6/14 and is approved for six (6) months. In this case, the client will receive a prorated benefit for 16 days (application date 14 is subtracted from 30 days equals 16 days) for June and full ongoing benefits starting with July.

A household applying on the first day of the month receives a non-prorated benefit.

LIVE-IN ATTENDANT	An individual, usually compensated, that is needed for medical housekeeping or childcare reasons.
LOAN	Money received by a household, which is to be repaid.
MIXED HOUSEHOLD	A household in which SOME but NOT ALL members receive or are approved to receive money grant from TANF or SSI.
NOTICE OF ADVERSE ACTION (NOAA)	A notice, which informs the household of a reduction or termination of benefits and is sent at least thirteen (13) days prior to the effective date of the negative action.
NOTICE OF DECISION (NOD)	A written notice mailed to the household no later than the issuance date or the date on which an issuance would otherwise have been made, which includes: <ol style="list-style-type: none">1. a statement of the agency's intended action;2. the reason for the intended action;3. an explanation of the household's right to a fair hearing;4. the circumstances under which benefits will continue if a hearing is requested;5. the arithmetic calculation method for calculating the household's benefits when the benefits will change
OVERPAYMENT (CLAIM) DETERMINATION	An action taken by the agency which establishes the amount of over-issuance and the client's liability for repayment when benefits have been incorrectly issued (see manual section F).

**PUBLIC ASSISTANCE
HOUSEHOLD**

A household in which all members receive or are approved to receive TANF from the Division of Welfare and Supportive Services (including those who would receive a money grant except their entitlement is less than \$10) or a household in which all members receive or are approved to receive cash, TANF, TANF support services, Indian General Assistance (IGA), County Assistance (CA), Interim Assistance (IA) or SSI.

**REFUSAL TO
COOPERATE**

To be determined to have refused to cooperate, the household must be able to cooperate, but clearly demonstrates that it will not take actions that it can take and that are required to complete the application process. For example, to be denied for refusal to cooperate a household must refuse to be interviewed, not merely fail to appear for the interview.

**SEPARATE
HOUSEHOLD**

A situation where more than one household shares common living quarters, but provide statements they are separate households.

Nevada applies the "purchase and prepare" policy and relationship policy with equal force.

**SEPARATE
HOUSEHOLD**
Continued

EXAMPLE: The following people live in the same residence:

Ann, a single woman with no children; Jane, a single parent with one child;

Bob, Jane's eight (8) year old son.

Ann takes care of Bob and receives SNAP benefits for Bob and herself as they purchase and prepare food together. Jane claims to purchase and prepare food separate and apart from Ann and Bob.

In this instance, the household is considered to be one household because Bob is Jane's son (relationship policy) and, Ann and Bob purchase and prepare food together (purchase and prepare policy).

SPOUSE

Means either of two individuals:

1. who would be defined as married to each other under applicable state/federal law (does not include Domestic Partners).

STUDENT

An individual attending at least half-time (as defined by the institution) any kindergarten, preschool, grade school, high school, vocational school, training program, college, or university.

SSI HOUSEHOLDS

A household in which ALL members are approved to receive SSI.

**SSI PRESUMPTIVE
DISABILITY PAYMENT**

Regular SSI benefits paid for a three-month period to people who will most likely meet SSI disability criteria. This is NOT a final SSI determination. SSI can be denied after the presumptive payments are made or may remain pending a determination after the three (3) months have been paid.

STRIKER

Anyone participating in a work stoppage considered a strike by both union and company; employees participating in sympathy or support strikes; all non-working members of a bargaining unit which is on strike; an employee getting another job while on strike but not resigning from the struck company; an employee who does not go back to work when the union calls off the strike; and struck companies applying for bankruptcy under Chapter 11.

A striker is NOT:

1. Anyone who is not working due to a work stoppage considered a lockout by both union and company;
2. members of a bargaining unit which is on strike who are working;
3. an employee fired or resigning from the struck company;
4. strikers not allowed to return to their old jobs but offered different ones;
5. employees locked out the day before the strike;
6. employees laid off when the strike began;
7. self-employed persons such as independent long-distance truck drivers; and
8. employees who are not members of the bargaining unit who are laid off, furloughed, or otherwise notified that no jobs are available because of the strike.

Additionally, once a company hires permanent replacements for strikers, an individual is no longer considered a striker.

THIRD PARTY PAYEE A person who receives payment of grant programs, SSI, SSA, or TANF on behalf of an individual not capable of taking care of themselves.

TRANSITIONAL HOUSING A housing project that has, as its purpose, facilitating the movement of homeless individuals to independent living within twenty-four (24) months. This period of time may be extended if necessary to facilitate transition to independent living. Transitional housing is primarily for homeless families with children, deinstitutionalized individuals and other homeless individuals with mental disabilities.

340 DUPLICATE SNAP ASSISTANCE

Households may participate as part of one household at a time, unless they are residing in a shelter for battered women and children and are members of a SNAP household containing the person who committed the abuse.

Households issued SNAP benefits from another state will be denied if the benefits were not returned to the issuing agency and cover any of the period of time for which an application is made unless the household is eligible for ongoing benefits.

EXAMPLE: A HOUSEHOLD WAS ISSUED BENEFITS July 1 for the calendar month of July from another state. Application is made in Nevada on July 15. Benefits have already been issued for July. The household is denied unless verification from or contact with the other state confirms benefits will end July 31. In this case, the request for SNAP assistance is denied for July and approved ongoing effective August 1, if otherwise eligible. If there are other non-assisted household members who qualify for July assistance, the application would not be denied for July. Only those individuals receiving out-of-state benefits in July would be denied assistance for July.

350 DUPLICATION BETWEEN SNAP AND COMMODITY FOODS

Two types of Commodity Food Programs, administered federally by the Food and Nutrition Service (FNS), USDA, exist in Nevada. One is considered as duplicate assistance to SNAP, and one is not.

350.1 Commodity Food Programs on Indian Reservations

Commodities provided to residents of Indian reservations under the Food Distribution Program are a duplicate assistance to SNAP benefits. Individuals may not participate in this Commodity Food Program and SNAP simultaneously.

DWSS and Commodity Food Programs maintain complete listings of their respective participants living on Indian reservations/colonies. The SNAP listing is produced by the computer on a weekly basis and mailed to the Commodity Food Program offices by Central Office. The computer report (AME-25A) is compiled by identifying households that contain a member of American Indian background and any household residing on an Indian reservation/ colony. These households are assigned specialized caseload 'D'. The exception is no commodity program in Clark County and, therefore, it is not necessary to identify these households. The alphabetical listing includes the following:

1. Head of house name
2. SNAP case number
3. The names of each household member
4. Current certification period dates or "Pending"
5. Responsible district office

The listing provided by the Commodity Food Program will include the following:

1. Household name
2. All household members
3. Certification dates, beginning and ending

Updates to the Commodity Food Program listings will be provided to the local district offices on a weekly basis.

SNAP SNAP SNAP

The Department of Administration, Purchasing Division, administers a commodity food program for:

Battle Mountain Colony (Te Moak) Dresslerville Colony Elko Colony Ely Colony Duckwater Reservation	Ft. McDermitt Reservation Goshute Reservation Pyramid Lake Reservation Southfork Reservation Wells Colony
--	---

The Yerington Paiute Tribe of Nevada administers a commodity food program called the “Yerington Paiute Tribe Commodity Food Distribution Program” for:

Carson Indian Colony Fallon Paiute/Shoshone Reservation Lovelock Indian Colony Reno/Sparks Indian Colony	Yerington Paiute Reservation and Colony Yomba Shoshone Recreation Walker River Reservation
---	--

The Shoshone Paiute Tribe of Duck Valley Reservation administers the Food Distribution Program for the Duck Valley Indian Reservation.

350.2 USDA Emergency Food Assistance Program

Commodity foods provided under the Emergency Food Assistance Program (EFAP) are **not considered a duplicate assistance** to SNAP benefits. **Note:** Donated food or EFAP food items provided/given to eligible SNAP households by individuals, shelters or other facilities/institutes are not considered duplicate assistance.

The Nevada Department of Administration, Purchasing Division, administers EFAP on the state level through the Food distribution Program in Reno, Nevada. This office distributes the “Notice to USDA Commodity Food Recipients” annual distribution schedule with dates, times and location to access commodity food items in the months of January, March, May, July, September and November. A supply of the annual schedules are sent to each Welfare office every year. Administration at the local level is handled by various community agencies.

EFAP is available to SNAP recipients, federal fuel assistance recipients, and households meeting the EFAP income guide levels.