

**SEPTEMBER RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
TRANSMITTAL LETTER 15/25**

September 03, 2025

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL

FROM: ROBERT THOMPSON

SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
E&P B – 100 PROCESSING TIME LIMITS MTL 15/25 – (9) Page	E&P B – 100 PROCESSING TIME LIMITS MTL 04/20 – (11) Page

Manual Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates	Obsolete PT, P&P, PUT or IM	Unit Clearance Control #
B-100	General grammar updates. Change from Client to Customer throughout the document.	N/A	16-24
B-113	Ongoing SNAP benefits are made available to the household based on the staggered issuance calendar. Removed reference of issued on first day of each month. Updated language for clarity.	N/A	16-24
B-114	Update language for clarity.	N/A	16-24
B-121	Change NOMADS to AMPS.	N/A	16-24
B-122	The language that currently reads, “When the recertification is received, the RCRT function must be started in the computer system within two business days of receipt.” Will now be changed to: “When the recertification is received, the RCRT function must be initiated in the eligibility system timely to ensure benefits are not interrupted.” Additionally, the following note will be added: Note: Once the RCRT action is initiated, all RCRT functions must be completed before addressing timely changes to the current certification period.	EP PT #19-24	16-24
INDEX	Format index.	N/A	16-24

Effective Date – Upon receipt

Instructions for Manual Maintenance -- Replace superseded pages (11) with transmitted page (9).