

**SEPTEMBER RELEASE
ELIGIBILITY AND PAYMENTS MANUAL
TRANSMITTAL LETTER 17/25**

September 05, 2025

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL

FROM: ROBERT THOMPSON

SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

Material Transmitted	Material Superseded
E&P A – 100 APPLICATION PROCESSING MTL 17/25 – (27) Page	E&P A – 100 APPLICATION PROCESSING MTL 03/23 – (29) Page

Manual Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates	Obsolete PT, P&P, PUT or IM	Unit Clearance Control #
A-100	Change to standard font and size to agency standard. Change DWSS, agency to “division” or “District Office” as needed. Add E&P MS to all manual references to differentiate between E&P manual and MAM section which overlap numerically.	N/A	06-25
A-100 TOC	Add section table of contents with hyper links for easier navigation.	N/A	06-25
A-100 INDEX	Insert index and added hyperlinks for ease of navigation.	N/A	06-25
A-121	Revise process for handling unsigned application. add definition of “complete” application. restructure section to allow logical flow of information.	N/A	06-25
A-121.1	Add verbal signature for SNAP applications.	N/A	06-25
A-124	Registration of Application - add clarifying statements to adding additional programs that TANF applications must have a handwritten or digital signature to add a program. To add SNAP a handwritten, digital or verbal signature is acceptable to add a program. Update note in section to clarify intention: NOTE: The system-generated redetermination form (NRD1) is program-specific and is designed only for the ongoing program(s) that are due for recertification. The NRD1 cannot be used to add new programs to an existing (ongoing) case. If a household wishes to apply for a new program not currently active on the case, they must submit a new application for that program. The NRD1 is not sufficient to initiate eligibility for a program not currently active or due for recertification.	N/A	06-25

A-131	Update to interview requirements per PT.	EP PT #15-25	06-25
A-150	Update contact information for the State of Nevada Secretary of State for Voter Registration complaints.	N/A	06-25
A-182	Change from “case jacket” to “electronic case record”	N/A	06-25
A-192	Remove reference to archived form 2001 no longer published.	N/A	06-25

Effective Date – Upon receipt

Instructions for Manual Maintenance -- Replace superseded pages (29) with transmitted page (27).