

Table 1. General Eligibility Requirements

SNAP

FI

Income Thresholds (different)

- Households with an elderly or disabled member must meet only the net income eligibility standards for the SNAP unless categorically eligible (see below).
- Households with no elderly or disabled member must meet both the net income eligibility standards and the gross income eligibility standards for the SNAP unless categorically eligible (see below).
- Households which are categorically eligible as defined in Section 4.1 Categorically Eligible Households do not have to meet either the gross or net income eligibility standards.

- Payment standard based on the Annual Federal Poverty Guideline.
- Benefit Group must pass the gross income test - 185% of the Need Standard for the number in the BG
- Income must not exceed the need standard for number of persons in the BG after disregards - 50% of poverty

(FI Manual 8.15) Gross Income and Need Standard Table.

SNAP Manual 11 .1 Gross and net income eligibility table.

Residency (same)

No individual may participate in more than one household or in more than one county or State, in any month. (Exception: Residents of a shelter that serves battered women and their children)

➤ The Agency will not:

- Impose any durational residency requirements
- Require an household to reside in a permanent dwelling or have a fixed mailing address
- Require intent to reside permanently in the State.

EXCEPTION: Individuals solely in the county for vacation purposes are not considered residents.

➤ New Resident - When a recipient from another state moves to South Carolina and applies, the Eligibility Specialist (ES) must:

- Not delay action on the application due to the other state's failure to notify this State of their termination date.
- Change the benefit pro-ration date on CHIP to the first day of the following month if the client received benefits in the other state during the month of application in SC.

Residency (different)

No additional requirements for SNAP

SNAP Manual 5.1 Verification Prior to Certification

Location of Address - At application, if the applicant provides a mailing and/or residence address, the applicant must give the exact location of the home.

Non-residence - Absence from the state for a period of 30 days or longer will result in ineligibility. *(FI Manual 4.1) Residency Requirement*

New Resident

When a TANF recipient from another state moves to South Carolina and applies, the Eligibility Specialist (ES) must:

- Contact the other state to determine the number of countable TANF months used. *(FI Manual 4.2) New Resident*

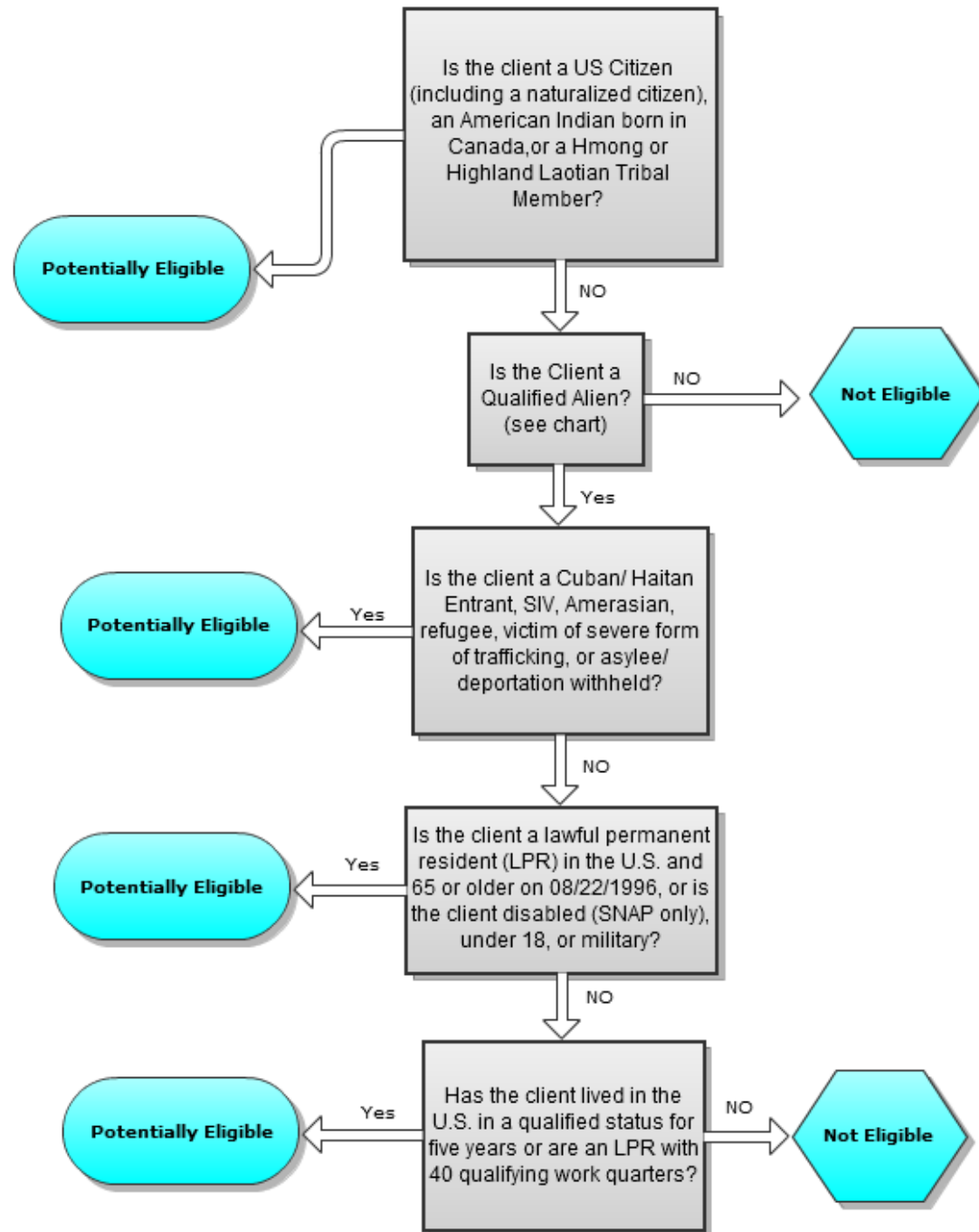
**Citizenship/
Eligible
Aliens
(same)**

- No person is eligible to participate in the SNAP or FI unless that person is a:
- a. U.S. citizens include the following people (which includes a person born in the U.S. or a naturalized citizen)
 - b. A qualified noncitizen (see differences below)

The U.S. is defined as the 50 states, The District of Columbia, Puerto Rico, Guam, U.S. Virgin Islands, Northern Mariana Islands (Saipan, Tinian, Rota and Pagan), American Samoa Nationals, and Swains Island Nationals.

Who is a qualified alien?

Non- Citizen Category	Description
Lawfully Admitted for Permanent Residence (LPRs)	LPRs are holders of green cards. This category also includes —Amerasian immigrants as defined under §584 of the Foreign Operations, Export Financing and Related Programs Appropriations Act of 1988.
Asylees	Granted asylum under Immigration and Nationality Act (INA) §208.
Parolees	Paroled into the U.S. under § 212(d) (5) of the INA for at least 1 year.
Deportation (or Removal) Withheld	Deportation is being withheld under §243(h) of the INA as in effect before 4/1/97, or removal is withheld under §241(b) (3) of the INA.
Conditional Entrants	Granted conditional entry under §203(a) (7) of the INA as in effect before 4/1/80.
Cuban or Haitian Entrants	Cuban or Haitian entrant under §501(e) of the Refugee Education Assistance Act of 1980.
Battered Non-Citizens	Under certain circumstances, a battered non-citizen spouse or child, non-citizen parent of a battered child or a non-citizen child of a battered parent with a petition pending.
Refugees	Refugees admitted to the United States under §207 of the INA.
Trafficking Victims	Victims under the Trafficking Victims Protection Act of 2000.
Iraqi and Afghan Special Immigrants (SIV)	Special immigrant status under §101(a) (27) of the INA may be granted to Iraqi and Afghan nationals who have worked on behalf of the U.S. government in Iraq or Afghanistan. The Department of Defense Appropriations Act of 2010 (DoDAA), P.L. 111-118, §8120 enacted on December 19, 2009, provides that SIVs are eligible for all benefits to the same extent and the same period of time as refugees.



<p>Citizenship/ Eligible Aliens (different)</p>	<ul style="list-style-type: none"> • Qualified Noncitizens who meet special FS non-citizen criteria are eligible to receive SNAP (see charts above). To determine eligibility please use charts above in conjunction with <i>SNAP Tool Kit 4: Acceptable Verification of Alien Eligibility</i> <p><i>SNAP Manual 7.3 Citizenship and Alien Status</i></p>	<ul style="list-style-type: none"> • All qualified Noncitizens including Battered aliens are eligible to receive FI. To determine eligibility please use chart above in conjunction with <i>(FI Manual 4.4) Citizenship Requirement</i> <p>U.S. citizens may also include the following people:</p> <ul style="list-style-type: none"> • A person born outside of the U.S. but whose parents (both mother and father) are U.S. citizens; • A person born outside of the U.S. who is over 18 years of age, but who has at least one parent who is a U.S. citizen. The person must either have a certificate of U.S. citizenship or meet one of the following criteria: <ul style="list-style-type: none"> ○ Born on or after December 24, 1952, and prior to November 14, 1986, and their citizen parent was physically present in the U.S. or its outlying possessions for 10 years or more, at least five of which were after age 14; ○ Born on or after November 14, 1986, and their citizen parent was physically present in the U.S. or its outlying possessions five years or more, at least two of which were after age 14. • A child born outside of the U.S. who is under 18 years of age and has at least one parent who is a U.S. citizen. The child is residing in the U.S. in the legal and physical custody of the citizen parent pursuant to a lawful admission for permanent residence; • A person lawfully adopted by U.S. citizens; <p><i>NOTE: Refugees and Asylees remain eligible for FI benefits after they attain Lawful Permanent Resident Status. They are exempt from the LPR five (5) year residency requirement. (FI Manual 4.4) Citizenship Requirement</i></p>
<p>Age (different)</p>	<p>The following must be considered as customarily purchasing food and preparing meals with the others (even if they do not do so) and thus must be included in the same household,</p> <ul style="list-style-type: none"> • A person under 22 years of age who is living with his or her natural or adoptive parent(s) or step-parent(s); and <ul style="list-style-type: none"> • A child (other than a foster child) under 18 years of age who lives with and is under the parental control, financially or otherwise dependent on an adult member of the household, of a household member other than his or her parent. <p><i>SNAP Manual 2.2 Special Household Requirements</i></p>	<ul style="list-style-type: none"> • A dependent child must be unmarried and under the age of 18 unless he/she is a full-time student in a secondary school or equivalent. Secondary school includes high school or schools with equivalent levels of vocational or technical training. • If a child is otherwise eligible and is a full-time student in a secondary school, he/she may receive benefits until age 19. A dependent child under age 18 that has attained a high school diploma, GED or certificate of completion remains eligible until age 18. <i>(FI Manual 4.11)Age Requirements (FI Manual 4.13) Education Requirement</i>

Child
Support
(different)

This eligibility criterion does not exist for SNAP.

When one or both parents are absent, FI eligibility requires that the parent/caretaker relative:

- Assign support rights and cooperate in child support procedures (*FI Manual 5.1)Child Support*)

By applying for, accepting and receiving FI benefits:

- The parent/caretaker relative automatically assigns to the State any rights he/she has to child support monies and already established spousal support monies. (*FI Manual 5.1.2)Assignment of Rights*)

Minimum Requirements

The parent/caretaker relative must provide the following information about the absent parent (AP) and any putative father for whom assistance is being sought:

- The first and last name of the AP and any known licenses which might be subject to revocation, **AND**
- At least two of the following items for each named AP:
 - (1) Date of birth (if exact date is not known, age or year of birth may be accepted)
 - (2) SSN
 - (3) Last known home address (or specific directions to that address)
 - (4) Last known employer's name and address (or specific directions to that address)
 - (5) Either of the AP's parents' name and address (or specific directions to that address)

CAUTION: *The parent of a family cap child or SSI child will be required to provide the minimum child support information on the AP and otherwise cooperate with the Child Support Enforcement Division (CSED).*

EXCEPTION: *If a grandparent or other non-parent is the specified relative of the dependent child, the above information must be provided on the AP to whom the caretaker is related. Obtain information on other AP's when available.*

Initial Job Search	This eligibility criterion does not exist for SNAP.	<ul style="list-style-type: none"> • Deny application if minimum information is not given during the initial application (<i>FI Manual 5.1.4) Minimum Parent/Caretaker Relative Requirements</i>) • The parent/caretaker relative is also required to cooperate with CSED as outlined in (<i>FI Manual 5.1.5) Additional Parent/Caretaker Relative Requirements.</i>) <p>CS Referral</p> <ul style="list-style-type: none"> • Complete the required CS data elements by entering information on CHIP. Key appropriate codes for referral, cooperation and assignment on the SPRD screen. <ul style="list-style-type: none"> ➢ Key absent parent, custodial parent, child data and other appropriate information on the designated child support screens by accessing the Child Support Referral Menu (CHSR). ➢ If not completing an interactive interview, complete DSS Child Support forms 3816 A, B and C as appropriate. . ➢ NOTE: A copy of DSS-3816C is used as a transmittal form to send any information to CSED; however, the original DSS-3816C will remain in the case file. (<i>FI Manual 5.4)Automated Referral to CSED</i>) <p>GOOD CAUSE: The parent/caretaker relative has the opportunity to claim a valid reason, or "good cause" as outlined in (<i>FI Manual 5.3) Good Cause Claim for Child Support</i>)</p> <p>CHILD SUPPORT SANCTION: Child Support sanction reasons include the following:</p> <ul style="list-style-type: none"> • Failure to provide minimum required information about the AP (<i>FI Manual 5.1.4) Minimum Parent/Caretaker Relative Requirements</i>) • Non-cooperation with CSED as determined by CSED <p>NOTE: When the sanction is due to non-cooperation with CSED, code the parent or caretaker relative (if included in the BG) and child DI CS on SEPA. (<i>FI Manual 5.3)Good Cause Claim for Child Support</i>)</p> <ul style="list-style-type: none"> • Young Custodial Parents (ages 19-25 without a High School Diploma or GED) are required to complete an initial Job Search.
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(different)		<ul style="list-style-type: none"> Failure to complete the initial job search, without good cause, during the application process will result in the denial of the application. The document used to record initial job search contacts is the DSS-3708, Self-Directed Job Search/Job Leads Worksheet. <i>(FI Manual 2.4.2)Failure to Complete Initial Job Search</i> <i>(FI Manual 2.4.3)Documentation</i> <p>All other work eligible clients will complete an Initial Job Search through the JUMMP Program.</p>
State and Federal Time Limits (different)	This eligibility criterion does not exist for SNAP.	<p>FI recipients in South Carolina are under two different types of time limit requirements. The two types are:</p> <ul style="list-style-type: none"> A. State - The Family Independence Act B. Federal - Temporary Assistance for Needy Families (TANF) <p><i>(FI Manual 10.1.1)Time Limit Types</i></p> <p>Months counted towards the family's state or federal limit will be based on the adult, minor head of the BG, or minor married to the head of the BG, who has received the most countable months</p> <p>State Time Limit</p> <ul style="list-style-type: none"> BGs (those not meeting the state time limit exception criteria) receiving benefits from the FI Program are limited to 24-months in a 10-year period. These BGs may be eligible for a time limit extension. . <p>When a family is ineligible for FI cash benefits due to state time limits, use the closure code of "TL" on CHIP screen AFED. <i>(FI Manual 10.1.2)State Time Limit</i></p> <p>Federal Time Limit</p> <ul style="list-style-type: none"> Five-year time limit on all families containing an adult in the BG, with a 20% limit on those families who can be extended beyond the five years. Federal time limit policy began October 1996. <i>(FI Manual 10.1.3)Federal Time Limit</i> <i>For criteria for extensions, see FI Manual 10.1.5 and 10.1.6</i> <p>Reapplication</p> <ul style="list-style-type: none"> In order to determine if a family is eligible to reapply at the end of the 10-year period, the ES must review the FITC screen. The first potential month of eligibility will be shown on CHIP CAP2 screen for cases that are in a closed status with a TL (time limit) closure code.

Eligibility for other Benefits (different)		<ul style="list-style-type: none"> • The CHIP CAP2 screen should be printed prior to registering the case at reapplication. <i>(FI Manual 10.8)Reapplication After Ten Year Time Period</i>
	This eligibility criterion does not exist for SNAP.	<p>An A/R potentially entitled by law to other cash benefits must apply, cooperate in the determination process, and accept the benefits for himself/herself or for any member of the BG. Failure to meet this condition of eligibility will result in ineligibility of the entire BG. Benefits include but are not limited to:</p> <ul style="list-style-type: none"> • Social Security Survivors benefits • VA benefits • Retirement • Unemployment compensation • Workers' compensation. <ul style="list-style-type: none"> ➤ The ES should refer the individual to the appropriate agency; however eligibility determination must not be delayed beyond the normal processing time frame after referral. The ES should follow-up on the referral after approval. <p>NOTE: Individuals who are eligible for both FI and SSI benefits can elect in which of these programs they wish to participate. (See 3.3)</p> <p><i>(FI Manual 7.4)Types of Benefits to Apply For</i></p>

Table 2. Definition of Household/ Benefit Group

	SNAP	FI
Household/ Benefit Group (different)	<p>➤ A household is composed of one of the following individuals or groups of individuals</p> <ul style="list-style-type: none"> • An individual living alone; • An individual living with others, but customarily purchasing food and preparing meals for home consumption separate and apart from others; or • A group of individuals who live together and customarily purchase food and prepare meals together for home consumption. <p>➤ Special household requirements for the SNAP are:</p> <p>A. <u>Required household combinations</u> - are individuals customarily purchasing food and preparing meals with the others and thus must be included in the same household.</p> <ul style="list-style-type: none"> • Spouses (including common-law); • A person under 22 years of age who is living with his or her natural or adoptive parent(s) or step-parent(s); and • A child (other than a foster child) under 18 years of age who lives with and is under the parental control of a household member other than his or her parent. <p>B. <u>Elderly and Disabled</u> -</p> <ul style="list-style-type: none"> • A member of a household who is 60 years of age or older and is unable to purchase and prepare meals because he or she suffers from a permanent disability may be considered, together with his or her spouse, a separate household from the others with whom the individual lives. • Separate household status under this provision must not be granted when the income of the others with whom the elderly disabled individual resides (excluding the income of the elderly and disabled individual and his or her spouse) exceeds 165 percent of the poverty level. <p>C. <u>Boarders</u> – Are not eligible to participate in SNAP</p> <ul style="list-style-type: none"> • This includes commercial boarding house which are licensed, or unlicensed, establishment that offers meals and lodging with the intent of making a profit 	<p>➤ Benefit Group (BG) - Individuals whose income, resources, and/or needs impact eligibility and amount of FI benefits. BG members include sanctioned and disqualified individuals, as well as, family cap children. <i>(FI Manual 3.1) Benefit Group Definition</i></p> <p>➤ BG must include the following individuals who reside together and meet FI eligibility requirements:</p> <ol style="list-style-type: none"> A. The dependent child(ren) for whom assistance is requested B. Parent(s) of the dependent child (ren). (biological, legal or adoptive parent) C. Stepparent(s) of the dependent child(ren) D. Minor sibling(s) of the dependent child(ren) E. Adoptive siblings and half-siblings of the dependent child required to be in same BG. <i>(FI Manual 3.2) Required BG Members</i> <p>EXCEPTION: Does not include step-siblings when a caretaker relative applies for benefits. <i>(FI Manual 3.6) Possible Benefit Groups</i></p> <p><u>Optional BG Members</u></p> <ol style="list-style-type: none"> A. When a parent is not in the home, the BG may include a caretaker relative who resides in the home, meets eligibility requirements and chooses to be in BG. If so, and if living in the home, the spouse and/or dependent child(ren) of the caretaker relative must also be included in the budget. B. When a teen parent is included as a dependent child, the teen parent's child may or may not be included at the discretion of the A/R. <p><i>(FI Manual 3.2) Required BG Members</i></p>

- This includes all other individuals (or groups of individuals) paying a reasonable amount for meals or meals and lodging independently of the household providing the board.
 - Boarders may participate (with a spouse or children living with them) as part of the household providing the boarder services, only at the request of the household providing the boarder services.
- Not qualified as a boarder:
 - An individual paying less than a reasonable amount for board must be considered a member of the household providing the board (along with a spouse or children living with him or her). Reasonable compensation would be determined using the following guidelines:
 - a) Board arrangement which includes more than two meals per day must be an amount that equals or exceeds the SNAP allotment for the appropriate size of the boarder household.
 - b) Board arrangements which include two meals or less per day must be an amount that equals or exceeds two-thirds of the maximum SNAP allotment for the appropriate size of the boarder household
 - Residents of an institution

D. Roomers - Individuals to whom a household furnishes lodging (but not meals) for compensation may participate as separate households.

E. Foster Care Individuals (optional) - They cannot participate in the SNAP independently of the household providing the foster care services

F. Live-in attendants - A live-in attendant may participate as a separate household.

- This does not include those individuals who are required household combinations and therefore must not be considered live-in attendants.

SNAP Manual 2.2 Special Household Requirements

<p>Ineligible Household Members (same)</p>	<p>Not eligible to participate as separate households or as a member of any household/ BG:</p> <ul style="list-style-type: none"> • Ineligible aliens • Individuals who are ineligible because of a drug-related felony conviction based on behavior which occurred after August 22, 1996 (The issue is the date of the offense not the date of the conviction). This consists of a conviction of any offense which is classified as a felony and which has as an element of the possession, use or distribution of a controlled substance. • Individuals who are fleeing to avoid prosecution or custody for a crime, or an attempt to commit a crime, or who are violating a condition of probation or parole. The Agency will contact the Fugitive Information Offender Surveillance (FIOS) Central Office at (803) 734-9301 to ensure that the individual in question is a fleeing felon.
<p>Ineligible Household Members (different)</p>	<p>Not eligible to participate as separate households or as a member of any household:</p> <ul style="list-style-type: none"> • Ineligible students <i>SNAP Manual 7.4 Students</i> • Individuals disqualified for noncompliance with the work requirements of <i>SNAP Manual 8.1 Work Requirements</i> • Individuals disqualified for failure to provide a SSN <i>SNAP Manual 7.2 Social Security Numbers</i> • Individuals disqualified for an intentional program violation (IPV) <i>SNAP Manual 20 Disqualification for Intentional Program Violation</i> • Residents of an institution, with some exceptions. Individuals must be considered residents of an institution when the institution provides them with the majority of their meals (over 50 percent of three meals daily) as part of the institution's normal services. <p><i>SNAP Manual 2.3 Ineligible Household Members</i> <i>SNAP Manual 7.3 Alien Eligibility</i></p> <p>Prohibited BG Members When determining which individuals may or may not be in the BG, be aware that certain individuals are prohibited from being included due to State or Federal requirements. NOTE: When only child in BG is sanctioned or disqualified, entire family is ineligible for FI</p> <p>The following are not allowed to be included in the BG: <i>(FI Manual 3.2.4) Prohibited BG Members</i></p> <ol style="list-style-type: none"> Relative(s) other than parent of dependent children EXCEPTION: Eligible caretaker relative(s) when no parent is in the home may be included. Non-relative(s) Child(ren) receiving subsidized adoption payments SSI recipient(s) Foster child(ren) receiving foster care payments <i>(FI Manual 3.2.4) Prohibited BG Members</i> Individual(s) sanctioned for: <ul style="list-style-type: none"> • Failure to meet enumeration requirements. <i>(FI Manual 4.7) Enumeration Requirements</i> • Failure to comply with child support requirements. The parent or caretaker relative (if included in the BG) and the child(ren)'s (for whom the non-cooperation applies) <i>(FI Manual 5.1) Child Support</i> • Failure to comply with school attendance requirements. <i>(FI Manual 4.13) Education Requirement</i> Child born to an FI BG, 10 or more months after the case approval date. <i>(FI Manual 8.5) Definition/ Family CAP Child</i> Individual(s) convicted of fraudulently misrepresenting his/her identity or residence to receive benefits in more than one state or county. <i>(FI Manual 3.2.4) Prohibited BG Members</i> The biological parent, whose parental rights have been terminated through the adoption process, cannot receive benefits for that child. <i>(FI Manual 3.4 and FI Manual 3.6)</i>

(FI Manual 4.3) Identity Verification Requirement
(FI Manual 4.15) Fleeing Felon Policy
(FI Manual 4.14) Drug Conviction Policy

Table 3. Definition of Income

SNAP

FI

Income Included (same)

The income of all BG members is counted unless specifically disregarded or excluded.

- A. Earned income is all money earned by a household member(s) through receipt of wages, salary, tips or commissions as an employee.
- B. Self-employment income is income earned directly from one's own business, trade or profession rather than specified as salary or wages from an employer.
- C. Unearned income is any income not defined as earned income.

Income Included (different)

SNAP Manual Section 11.3 Earned Income
SNAP Manual Section 11.4 Self-employment Income
SNAP Manual Section 11.5 Unearned Income

The income of all BG members is counted.

Count all earned and unearned income of:

- **Teen Parent Adult** - All earned and unearned income of the teen adult parent is counted unless specifically excluded (*FI Manual 8.9) Treatment of Teen Parent Cases* (*FI Manual 7.5) Counting Individual's Income*)
- **Parent(s) in the home** - All income is counted unless specifically excluded.
- **Caretaker relative (CR)** -other than child's parent - Count income if CR elects to be included in the BG
- **Stepparent in the home** - All income is counted unless specifically excluded.
- **Disqualified or sanctioned BG member** -The income of any disqualified/sanctioned individual is counted. (*FI Manual 7.5) Counting Individual's Income*)
- **Deemed Parent** – if teen parent is living with parent (s), the income from the parent(s) including stepparents must be deemed to the teen parent BG (*FI Manual 8.9.3) Budgeting Income for the Teen Parent*)

Income Exclusion (same)

Only the following will be excluded from household income and no other income will be excluded:

- Educational assistance, including grants, scholarships, fellowships, work study, educational loans on which payment is deferred
- Educational assistance vendor payments
- Federal law income exclusions
- Housing and Urban Development (HUD) vendor payments
- Infrequent or irregular income
- In-kind benefits
- Loans
- Lump Sums
- Public assistance vendor payments
- Vendor payments
- Veterans' educational benefits

Income Exclusion (different)	<p><i>SNAP Manual 11.6 Income Exclusions</i> <i>SNAP Manual 11.7 Educational Assistance</i> <i>SNAP Manual 11.8 Federal Law Income Exclusions</i></p>	<p><i>(FI Manual Section 7.7 Chart) Sources of Income</i></p> <p>Excluded income:</p> <ul style="list-style-type: none"> • Earned income of a dependent child(ren) • Earned income of any minor <i>(FI Manual 7.5) Counting Individual's Income</i> • Bona fide loans <i>(FI Manual 7.1) Definition of Income Sources</i>
Income Deductions (different)	<p>After determining the gross income of each household member, the following deductions, provided the household is eligible for them, may be given:</p> <p>A. A federally mandated standard deduction <i>SNAP Manual 12.2 Standard Deduction</i></p> <p>B. 20% earned income deduction <i>SNAP Manual 12.3 Earned income Deduction</i></p> <ul style="list-style-type: none"> • 40% Self Employment Expense Deduction <p>C. \$459 Maximum excess shelter <i>SNAP Manual 12.4 Shelter Deduction</i>. Allowed expenses include:</p> <ul style="list-style-type: none"> • Continuing charges for the shelter occupied by the household including: <ol style="list-style-type: none"> 1. Rent/ mortgage 2. Condo and association fees 3. Other continuing charges leading to the ownership of the shelter such as loan repayments for the purchase of a mobile home, including interest on such payments. • Property taxes, State and local assessments. • Insurance premiums on the structure itself (but not separate costs for insuring furniture or personal belongings). • The shelter costs for a home if temporarily not occupied by the household because of employment or training away from home, illness, or abandonment caused by a natural disaster or casualty loss. • Charges for the repair of the home which was substantially damaged or destroyed due to a natural disaster such as a fire or flood. Shelter costs will not include charges for repair of the home that have been or will be reimbursed by private or public relief agencies, insurance companies, or from any other source. 	<ul style="list-style-type: none"> • The amount of any child support an adult pays to an individual outside the household will be deducted as income <i>(FI Manual 8.11) Child Support Deduction</i> • A/R's may be entitled to a disregard of 50% of their earned income for four months lifetime. • A recipient is eligible for a \$100 earned income disregard following the fourth month of the 50% disregard. This is a disregard continuing for all future months of eligibility. <i>(FI Manual 8.12) Fifty Percent Disregard</i> • Excess childcare expenses not covered by ABC Vouchers <p>Self-employment income</p> <ul style="list-style-type: none"> ➤ Deduct actual cost of doing business and earned income deductions. <i>(FI Manual 8.8.5) Budgeting Net Income/Self-Employment</i>

- D. \$143 Homeless standard shelter deduction for a household where all members are homeless if they incur shelter expenses.
- E. Utility Allowances *SNAP Manual 12.5 Utility Allowances*
- \$258 Mandatory utility allowance (MUA) - for those billed for a heating or cooling cost
 - \$171 Basic utility allowance (BUA) - for households billed for two utilities but not incurring a heating/cooling cost.
 - Actual verified utility cost - are only allowed for households not entitled to the MUA or BUA (such as \$28 Telephone allowance)
- F. Monthly dependent care expenses. *SNAP Manual 12.6 Dependent Care Deduction*
- Is allowed on an as billed or as due basis for payments for the actual costs for the care of children or other dependents when necessary for a household member to accept or continue employment, or attend training or pursue education which is expected to lead to employment.
 - The dependent for whom costs are billed may be a household or non-household member.
 - To be eligible to receive a dependent care deduction, the household must pay an individual outside the household for this service.
- G. Legally obligated child support deduction. *SNAP Manual 12.7 Child Support Deduction* The Agency must verify:
- The legal obligation to pay to someone outside the home
 - The amount of the obligation
 - The actual amount paid.
- H. Medical deduction in excess of \$35 (for elderly and disabled clients) *SNAP Manual 12.8 Excess Medical Deduction*

Table 4. Verification and Documentation

SNAP

FI

Automated Sources (same)

- A. Income Verification Eligibility System (IEVS) - The Agency may verify:
 - 1. SSI benefits through the State Data Exchange (SDX)
 - 2. Social Security benefits through the Beneficiary Data Exchange (BENDEX).
- B. State Eligibility Verification System (SVES) verifies income from:
 - 1. SC State Retirement income
 - 2. Employment security wage information (state wage)
 - 3. Unemployment compensation benefit (UCB) information obtained from the agencies administering those programs is considered verified upon receipt.

NOTE: The household must be given an opportunity to verify the information from another source if the SDX or BENDEX information is contradictory to the information provided by the household or unavailable.

Verification Requirements (same)

- 1) Residency- will be verified except in unusual cases where verification of residency cannot reasonably be accomplished. Such as homeless household or migrant farm worker households. Verification of residency should be accomplished to the extent possible in conjunction with the verification of other information such as (but not limited to):
 - a. Rent and mortgage payments,
 - b. Utility expenses
 - c. Current SC driver's license
 - d. Current highway department ID card
 - e. Non-relative landlord's statement
 - f. Rent/mortgage receipt showing the residence address
 - g. Utility bills
 - h. Employer's statement
- 2) Social security numbers- an eligibility requirement which must be met prior to receiving benefits.
 - a. If SSN is provided -None since Social Security numbers are verified by means of an interface with the Social Security Administration.
 - b. If no SSN provided- A completed SSA Form 2853 or hospital enumeration for newborns

Verification Requirements (different)

- 1) Identity – To establish that the **primary informant** (head of household) exists
 - May be verified through readily available documentary evidence (Examples: IEVS or SVES hits, previous certification), or
 - Through a collateral contact. Examples of acceptable collateral contacts include any documents or oral contacts to/ from which reasonably establish the applicant's identity. (Examples: Landlord, Friend, Neighbor, yet no requirement for a specific type of document will be imposed)
 - Other forms of acceptable documentary evidence which the applicant may provide include (but are not limited to):
 - A driver's license,
 - Work or school ID,
 - ID for health benefits or for another assistance or social services program,
 - Voter registration card,
 - Wage stubs,
 - Birth certificate
- 2) Disability - include but are not limited to:
 - SDX
 - Proof that the disabled individual is receiving benefits under titles I, II, X, XIV or XVI of the Social Security Act.
 - A statement from the Veterans Administration (VA) which clearly indicates that the disabled individual is receiving VA disability benefits for a disability paid or rated as total by the VA.
 - Receiving VA Disability Aid and Attendance
 - BDX
 - The Social Security Administration's (SSA) most current list of disabilities considered permanent under the Social Security Act for verifying disability (*see Tool Kit 3*)
 - If the listed disability is obvious – the individual's disability will be considered to be verified.
 - If the listed disability is not obvious - the household must provide a statement from a physician or licensed or certified psychologist certifying that the individual has one of the non-obvious disabilities listed.

The following criteria must be verified for all BG members. Unless questionable, a client statement may be used for those marked with an asterisk:

- 1) Identity- must be verified for all members of the BG; however, the identity of a dependent child(ren) under age six may be verified by a client statement.
Acceptable Identity Verification-
(FI Manual 4.3) Identity Verification Requirement
- 2) BG composition
 - A client statement may be used as verification unless contradictory information becomes known to DSS. When further verification is needed:
 - DSS 1665
- 3) Date of Birth
Acceptable date of birth verification-
Documents that verify age *(FI Manual 4.11)Age Requirements*
- 4) Relationship
 - The relationship of the (A/R) to the dependent child must be verified.
 - If the A/R is a specified relative other than the parent, the relationship of the specified relative to the parent must be established. Identity of the applicant and dependent child must be verified.**Acceptable Relationship Verification- *(FI Manual 3.4) Living With Relatives***
- 6) US Citizenship
Acceptable citizenship and alien status verification- *(FI Manual 4.6 #3) Verification*
- 7) Alien status
 - If the applicant fails to provide the required documentation as listed in section 4.4 #3 and citizenship is questionable, alien status must be verified for each person applying for benefits identified as an alien on the application.
 - Verification is accomplished through the Systematic Alien Verification Entitlement (SAVE) Program *(FI Manual 4.5) SAVE Program*

- Proof that the individual receives a Railroad Retirement disability annuity and has been determined to qualify for Medicare.
 - Proof that the individual receives interim assistance benefits pending the receipt of Supplemental Security Income (SSI) or disability-related medical assistance under title XIX (Medicaid) of the SSA.
- 3) Alien eligibility- must be verified for non- citizen household members applying for SNAP (*see Tool Kit 4*)
- Non-citizen household members are required to provide their INS documentation as a condition of eligibility.
 - The Agency is then required to verify the validity of these documents through the SAVE database.
- 4) Gross nonexempt income- must be verified for all households
- Except when attempts to verify the income have been unsuccessful because the person or organization providing the income has failed to cooperate with the household and the Agency, and all other sources of verification are unavailable, the eligibility worker will determine an amount to be used for certification purposes based on the best available information.
- 5) Shelter/Utility expenses- verify a household's shelter expenses, which include rent, mortgage, property tax on the residence, and home owner's insurance
- 6) Medical expenses – verify the amount of any:
- Outstanding non-recurring medical expenses (including the amount of reimbursements) deductible under *SNAP Manual 12.8 Excess Medical Deduction*
 - Recurring expenses - use the anticipated monthly average.
 - Questionable verification factors - such as allowing services provided or the eligibility of the person incurring the cost.

8) Living with specified relative

A child must live with one of the following relatives:

- Blood relatives such as father, mother, brother, sister, uncle, aunt, cousin, nephew or niece. This includes a blood relationship to a person denoted by the prefix of grand, great, great-great or great-great-great and those of half-blood. This list is not all inclusive.
- Stepparent, stepbrother or stepsister.
- Legally adoptive parent or other relative whose relationship to the child's parent is established by legal adoption. Adoption establishes a legal relationship to a new set of relatives. The adoptive relatives may qualify to receive benefits for an adoptive child.
- Spouse of any person in the above groups even after the marriage ended in death or divorce

EXCEPTION: Policy concerning required BG members supersedes the requirement that the caretaker relative be related to the child within the specified degree

Acceptable Relationship Verification -(*FI Manual 3.4 Living with Relatives*)

9) Immunization

- The ES must request proof of a child(ren)'s immunizations at the application interview.

Acceptable verification -(*FI Manual 2.23 Immunization Verification*)

10. Other

Depending on the BG composition and other case specific circumstances, the following must be verified:

- Student status
- Work program requirements
- Minimum child support information
- Assignment of right to child support
- Initial job search contacts

- 7) Legal obligation and actual child support payments-The Agency will obtain:
- Verification of the household's legal obligation to pay child support,
 - Amount of the obligation,
 - Monthly amount of child support the household actually pays.

SNAP Manual 5.1 Verification Prior to Certification

NOTE: An A/R, who is a victim of domestic/family violence and is being sheltered in a safe home or other residence, may not be able to obtain documentary evidence to establish eligibility. The ES should assist with the verification to the extent possible. The application should not be denied solely on the basis of failure to provide verification.

(FI Manual 2.22) General Verification and Documentation Criteria

Table 5. Application Requirements

	SNAP	FI
Application Form (same)	DSS Form 3800 - Application for: <ul style="list-style-type: none"> • Family Independence • Supplemental Nutrition Assistance Program • Refugee Assistance Program (RA); 	
Application Form (different)	No additional forms are required.	The "FI/SNAP Policy and Confidential Information", DSS-3800B must also be completed with the DSS 3800. <i>(FI Manual 2.1.2)Required Application Forms</i>
Submission (same)	Households must file applications by submitting the forms to the DSS office either: <ul style="list-style-type: none"> A. in person, B. through an authorized representative, C. by fax, D. by mail, or E. by completing an on-line electronic application. 	
Filing (same)	<ul style="list-style-type: none"> A. Application must contain the following to be considered filed: <ul style="list-style-type: none"> a. Applicant's name b. Address c. Signed by the applicant, a responsible member of the household or the household's authorized representative. B. The date the application is filed must be documented and registered in the CHIP System. The date is used to determine the length of time the Agency has to deliver benefits. C. Each household has the right to: <ul style="list-style-type: none"> a. File an application form on the same day it contacts the DSS office during office hours. b. File an incomplete application 	
Interview (same)	See Interview Requirements in Recertification Section	
Signatures (same)	Signatures can be: <ul style="list-style-type: none"> A. Handwritten B. Handwritten and then transmitted by fax or other electronic transmission. C. By use of electronic signature techniques 	

<p>Expedited (different)</p>	<p>A. The Agency’s application procedures must identify households eligible for expedited services.</p> <p>B. The following households are entitled to expedited service:</p> <ul style="list-style-type: none"> • Actual shelter expenses exceed gross income + liquid resources (ex. cash) • Gross monthly income less than \$150 • HH contains migrant worker with liquid resources less than \$100 <p>C. There is no limit to the number of times a household can be certified under expedited procedures, as long as prior to each expedited certification, the household either:</p> <ul style="list-style-type: none"> • Completes the verification requirements that were postponed at the last expedited certification or • Was certified under normal processing standards since the last expedited certification. <p>D. Verification:</p> <ul style="list-style-type: none"> • In all cases, the applicant's identity (i.e., the identity of the person making the application) will be verified through a collateral contact or readily available documentary evidence. • Any remaining verification must be postponed. • Postponed verification must be provided within 30 days for households applying on or before the 15th of the month, and prior to the end of the second month for households applying after the 15th of the month. <p>E. Certification Periods:</p> <ul style="list-style-type: none"> • Households applying on or before the 15th the Agency must– <ul style="list-style-type: none"> ○ Assign a one-month certification period ○ Postpone the verification requirements until the second month of participation. ○ Notify the household has to satisfy all verification requirements that were postponed. • Households applying after the 15th the Agency must – <ul style="list-style-type: none"> ○ Assign a 2-month certification period ○ Postpone the verification requirements until the third month of participation. ○ Notify the household has to satisfy all verification requirements that were postponed. <p><i>SNAP Manual 6.5 Entitlement to Expedited Service</i></p>	<p>No expedited policy for FI</p>
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Table 6. Recertification/ Redetermination

SNAP

FI

General Requirements /Frequency (same)	<ul style="list-style-type: none"> Annual Recertification/ Redetermination must be completed at 12 months. 	
General Requirements /Frequency (different)	<ul style="list-style-type: none"> A Six Month Recertification must be completed at 6 month intervals. If the household receives a 24 month certification period because all members are elderly or disabled they must complete an Interim Contact Form at 12 months. <p><i>SNAP Manual 17.1 Recertification Process</i></p>	<p>An FI Annual Redetermination may be completed as needed by the eligibility worker.</p> <p><i>(FI Manual 9.2) Types of Reviews</i></p>
Application Requirements (different)	<p>No additional requirements for SNAP</p> <p><i>SNAP Manual 17.1 Recertification Process</i></p>	<ul style="list-style-type: none"> If the FI redetermination is due before the SNAP recertification, the residence county must mail a DSS-3800 (application) to the client. Redetermination is based on the date listed on the CR120 report in the “future month” column. If SNAP determination is due before the FI redetermination the DSS 3807A may be used for the FI annual redetermination. <i>CR 120 report must be monitored every month by the residence county</i> <p><i>(FI Manual 9.2) Types of Reviews</i></p>
Interview Requirements (same)	<ul style="list-style-type: none"> The individual interviewed may be the: <ul style="list-style-type: none"> o applicant (PI) or spouse o an authorized representative The household must be advised: <ol style="list-style-type: none"> 1. Of their rights and responsibilities during the interview, including the appropriate application processing standard and the households' responsibility to report changes; 2. Time limits and other requirements that apply to the receipt of FI benefits that do not apply to the receipt of SNAP benefits 3. Households no longer receiving FI benefits because they have reached a time limit, have begun working, or for other reasons, may still qualify for SNAP benefits The interviewer must: <ul style="list-style-type: none"> o Conduct an official and confidential discussion of household circumstances. o Explore and resolve with the household any unclear and incomplete information, not simply review the information that appears on the application. o Protect the applicant's right to privacy during the interview. 	

	<ul style="list-style-type: none"> ○ Grant a face-to-face interview to any household which requests one 	
<p>Interview Requirements (different)</p>	<p>Additional individuals that may be interviewed are:</p> <ul style="list-style-type: none"> ○ other responsible member of the household <p>NOMI:</p> <ul style="list-style-type: none"> • The Agency must notify the household which has filed an application for recertification when an initial interview is missed by the household. This notification will communicate to the household that they are responsible for rescheduling missed interviews. • If a household misses its interview and requests another interview, the Agency must schedule an interview. <p><i>SNAP Manual 17.1 Recertification Interview</i></p>	<p>No Additional Individuals may be interviewed for FI</p> <p>Failure to comply:</p> <ul style="list-style-type: none"> • If the recipient or authorized representative fails to keep or reschedule the interview appointment, the ES must close the case on CHIP and send a timely notice (A312) giving the reason “failure to comply with the interview requirement to establish continued eligibility.” • If the recipient responds to the notice within the 10-day period, the ES will determine good cause. If a good cause determination is made, the ES will revert the case to open and reschedule the interview. <p><i>(FI Manual 9.4) Failure to Comply with Interview</i></p>
<p>Verification (same)</p>	<ul style="list-style-type: none"> • New social security numbers by submitting them to the Social Security Administration (SSA) for verification • Any changes in the legal obligation to pay child support, the obligated amount, and the amount of legally obligated child support a household member pays to a non-household member for households eligible for a child support deduction. • Other information which has changed. These changes will be subject to the same verification procedures as apply during initial certification 	
<p>Verification (different)</p>	<p>At Recertification the Agency will verify:</p> <ul style="list-style-type: none"> • A change in income if the source has changed or the amount has changed by more than \$50. • A change in actual utility expenses which have changed by more than \$25. • Previously unreported non-recurring medical expenses incurred during the certification period and total recurring medical expenses which have changed by more than \$25. <p><i>SNAP Manual 5.7 Verification Subsequent to Initial Certification</i></p>	<p>Verification at Redetermination</p> <ul style="list-style-type: none"> • A change in income must be verified if the source has changed, increased or decreased by more than \$25.00. • Eligibility worker must verify all information on IEVS. Accurate codes for Work Program requirements must be determined and re-entered. • The ES must also request proof of age appropriate immunizations if not previously provided. <p><i>(FI Manual 9.8.5) Verification at Redetermination</i></p>

Table 7. Reporting Change

General Requirement	SNAP	FI
	<p>Households are only required to report (within the first 10 days of the month after occurrence) if:</p> <ul style="list-style-type: none"> • the household’s gross income exceeds 130% of poverty • the BG moves out of state <p>(1) Interim changes that must be acted on at all times: Agency must take action on the following changes, considered known to the Agency, regardless of whether the change causes an increase or decrease in the SNAP allotment:</p> <ol style="list-style-type: none"> A. BENDEX information on IEVS B. SDX information on IEVS C. CSED/CHIP interface Child support income changes D. Changes reported for TANF (FI) only if the change results in a change in the TANF (FI) benefit amount E. DHEC Death Match Death Reports (CHIP alerts) <p>(2) Interim changes reported by the household that must be acted on regardless of the effect on the SNAP case: If the household reports one of the following, the Agency must take action on the change, regardless of whether the change causes an increase or decrease in the SNAP allotment:</p> <ol style="list-style-type: none"> A. Household member(s) moving from one SNAP household to another SNAP household B. Death of all household members or all adult household member C. Relocation of any household member(s) out-of-state D. The household requests case closure. E. Household member(s) removed from a SNAP household by: <ol style="list-style-type: none"> a. SCDSS Child Protective Services (CPS) b. SCDSS Adult Protective Services (APS) <p>(3) All other interim changes reported by the household must be acted on only if it causes a decrease on the SNAP case: The Agency will only act on all other changes reported by the household only if the net of all changes effective (which have been reported up to that time) cause an increase in benefits. The Agency will not act on a change causing a decrease until the next mandatory action requiring a re-budget of SNAP benefits.</p> <p><i>SNAP Manual 15.4 Interim Changes for Simplified Reporting Households</i></p>	<ul style="list-style-type: none"> • All recipients must report certain changes in their circumstances. A change may be reported to the ES or the CM. <i>(FI Manual Section 8.1) Budgeting Procedures</i> ➤ NOTE: For FI recipients required to file a Mailed Recertification Form (MRF) for SNAP purposes, treat the MRF as a change report for FI purposes. Follow up on reported changes, verify information, if required, and enter changes into CHIP. <i>(FI Manual 9.8) Reporting Changes</i> • Change in FI cases must be reported within 10 days. The BG is only required to report a change in: <ol style="list-style-type: none"> A. BG composition EXCEPTION: When it is determined that a BG member temporarily living away from home will not return to the home, the recipient must report within five days of learning of the change. B. Residence or address C. Employment status (starting or losing a job) <ol style="list-style-type: none"> 1. Starting or losing a job 2. Hours of employment 3. Rate of pay D. New Source of income <i>(FI Manual 9.8.2) Changes Which Must Be Reported</i> • Any changes in circumstances resulting in an increase in benefits must be made effective the month following the month the change is reported. <i>(FI Manual 9.8.3) Acting On Changes</i>

