

**MARCH RELEASE**  
**ELIGIBILITY AND PAYMENTS MANUAL**  
TRANSMITTAL LETTER 14/02

March 1, 2014

TO: CUSTODIANS OF ELIGIBILITY AND PAYMENTS MANUAL

FROM: MICHAEL J. MCMAHON

SUBJECT: ELIGIBILITY AND PAYMENTS MANUAL CHANGES

| Material Transmitted                                                                                                                                                                     | Material Superseded                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chapter A-200 – Table Of Contents</b><br>MTL 14/02 – (1) Page                                                                                                                         | <b>Chapter A-200 – Table of Contents</b><br>MTL 13/05 – (1) Page                                                                                                                         |
| <b>Chapter A-200 – Verification and Documentation</b><br><br>Sections A-220 – A-225.2<br>MTL 14/02 – (3) Pages                                                                           | <b>Chapter A-200 – Verification and Documentation</b><br><br>Sections A-220 – A-225.2<br>MTL 13/05 – (3) Pages                                                                           |
| <b>Chapter A-300 – Household Determination</b><br><br>Section A-322.1<br>MTL 14/02 – (1) Page<br><br>Section A-332<br>MTL 14/02 – (3) Pages<br><br>Section A-335<br>MTL 14/02 – (1) Page | <b>Chapter A-300 – Household Determination</b><br><br>Section A-322.1<br>MTL 13/05 – (1) Page<br><br>Section A-332<br>MTL 13/05 – (3) Pages<br><br>Section A-335<br>MTL 13/05 – (1) Page |
| <b>Chapter A-600 – Budgeting</b><br><br>Section A-680<br>MTL 14/02 – (2) Pages                                                                                                           | <b>Chapter A-600 – Budgeting</b><br><br>Section A-680<br>MTL 13/05 – (2) Pages                                                                                                           |
| <b>Chapter B-200 – Table of Contents</b><br>MTL 14/02 – (1) Page                                                                                                                         | <b>Chapter B-200 – Table of Contents</b><br>MTL 12/04 – (1) Page                                                                                                                         |
| <b>Chapter B-200 – Issuing Benefits</b><br><br>Sections B-210 – B-293<br>MTL 14/02 – (7) Pages<br><br>Sections B-294 – B-298<br>MTL 14/02 – (1) Page                                     | <b>Chapter B-200 – Issuing Benefits</b><br><br>Sections B-210 – B-293<br>MTL 12/04 – (6) Pages<br><br>Sections B-294 – B-297<br>MTL 11/04 – (1) Page                                     |
| <b>Part C-100 TANF Charts/Tables &amp; Guides</b><br><br>Section C-115<br>MTL 14/02 – (1) Page                                                                                           | <b>Part C-100 TANF Charts/Tables &amp; Guides</b><br><br>Section C-115<br>MTL 13/01 – (1) Page                                                                                           |
| <b>Part C-260 SNAP Charts/Tables &amp; Guides</b><br><br>Section C-260<br>MTL 14/02 – (1) Page                                                                                           | <b>Part C-260 SNAP Charts/Tables &amp; Guides</b><br><br>Section C-260<br>MTL 13/01 – (1) Page                                                                                           |

| Manual Section    | BACKGROUND & EXPLANATION of policy changes/clarifications/updates for March 1, 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Obsolete PT, P&P, PUT or IM                        |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| A-200 TOC         | <b>Table of Contents</b> – Replaced all references to “Review of Eligibility” with “redetermination”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                    |
| A-220 – A225.2    | Removed all references to “Review of Eligibility” and replaced with “redetermination”.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |
| A-322.1           | <b>Unborn Due Date (EDC)</b> – removed the words “and Medicaid” as a result of HCR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |
| A-332             | <b>Who Is Not Included</b> – In item #2, Protective Payee added a paragraph “For TANF NEON or TANF Child-Only case when EBT Restrictive Use is identified, see manual section B-200 regarding the establishment of a protective payee to receive and manage the benefits.<br>In item #3, removed the words “or Medicaid” due to HCR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>PT #08-13<br/>Public Hearing<br/>12/19/2012</b> |
| A-335             | <b>Authorized Representative-5<sup>th</sup></b> paragraph, removed review of eligibility and replaced with redetermination (RD) for consistency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |
| A-680             | Updated section headers to read SNAP only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                    |
| B-200 TOC         | <b>Table of Contents</b> - Added a new section #230.3.1 titled “EBT Card TANF Restriction”. This is a result of the Federal Law “The Middle Class Tax and Relief and Job Creation Act of 2012 (PL 112-96)”. Removed section 270.1 “Replacing Medicaid Cards” due to HCR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                    |
| B-210 #2          | <b>Types of Benefits</b> – added minor wording change to the sentence for clarity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                    |
| B-220.1           | <b>Benefit Amount</b> – changed the word grant to benefits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |
| B-230             | <b>Authorizing Benefits</b> – Removed the word Medicaid due to HCR and the word NOMADS because it’s already referred to as the system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |
| B-230.1           | <b>Issuance of Benefits via Electronic Benefit Transfer (EBT)</b> – In the 3 <sup>rd</sup> paragraph, 2 <sup>nd</sup> sentence, added the words “or to access funds from their TANF benefits”. Changed the 3 <sup>rd</sup> sentence to read “When paying for groceries, other services <u>or to</u> access funds from their TANF benefits, the EBT card is swiped through a Point-of-Sale (POS) terminal, and the recipient enters their PIN to access their account”. In the 4 <sup>th</sup> sentence, added the word <u>/individual</u> and in the 5 <sup>th</sup> sentence added the word <u>/withdrawn</u> amount.                                                                                                                                                                                                                                                                                                                                                                                |                                                    |
| B-230.3           | <b>EBT Card Issuance</b> – In the 2 <sup>nd</sup> paragraph, 1 <sup>st</sup> sentence removed the word “general” because the information provided contains more than general information. Reworded the 2 <sup>nd</sup> sentence and added bullets of the information contained in the revised Form 2321-EGB. Added “a copy of the form is provided to the client and one is kept in the casefile”, added the policy that will be used when the applicant or their Authorized Representative (A/R) is not available in person to sign and date Form 2321-EGB. A “Note” was added “Benefits only become available once the household is approved for assistance and the benefit amount is transmitted to their EBT account”.                                                                                                                                                                                                                                                                            |                                                    |
| B-230.3.1 (added) | <b>EBT Card TANF Restricted Use</b> – The Middle Class Tax and Relief and Job Creation Act of 2012 (PL 112-96) required all states to have in place by February 22, 2014, policies and practices necessary to prevent TANF NEON and TANF Child-Only benefits from being used in any casinos, gaming establishments, liquor stores, or retail establishments which provide adult entertainment.<br>Nevada implemented the Federal Law January 1, 2014. This manual section includes the following: locations of restricted usage; I&R EBT Coordinator who will provide a TANF cash usage report quarterly and review use of prohibited locations; notification will be provided to office managers or their designee of the report results when restricted usage is detected; That District Office Managers will determine on a case-by-case basis when restrictive use is the household’s only means available to obtain money and the policy that must be followed when restrictive use is detected. | <b>PT #08-13<br/>Public Hearing<br/>12/19/2012</b> |
| B-230.4           | <b>Over-the-Counter (OTC) Card Issuance</b> – In the 1 <sup>st</sup> bullet added the words “or their A/R” as required by policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    |
| B-230.6           | <b>Who Receives an EBT Card</b> – TANF policy changes were added to include: only one EBT Card can be provided for each case and for TANF; who the card can be issued to.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |

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|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>B-270.1</b>       | <b>Replacing Medicaid Cards</b> – This manual section is removed as a result of HCR and that it is covered in the Medical Assistance Manual.                                                                                                                                                |  |
| <b>B-298</b>         | <b>CANCELLATION/STATUS OF EBT CARDS UPON DEATH OF THE ENTIRE SNAP/TANF HOUSEHOLD</b> – A change was made to correct the contents font size.                                                                                                                                                 |  |
| <b>B-250.1</b>       | <b>Changing the PIN</b> – reworded the paragraph of how a PIN number can be changed. Individuals may change their PIN at any time. To change the PIN, they must visit the EBT authorized personnel in the district office or call JP Morgan directly at 1-866-281-2443 to change their PIN. |  |
| <b>Extra Spacing</b> | This manual section contained extra spacing and has been identified with highlighting to be corrected.                                                                                                                                                                                      |  |
| <b>C-115</b>         | <b>NOMADS Adverse Action Dates</b> – Updated adverse action dates for 2014.                                                                                                                                                                                                                 |  |
| <b>C-260</b>         | <b>SNAP Adverse Action Dates</b> – Updated adverse action dates for 2014.                                                                                                                                                                                                                   |  |

March 1, 2014

Effective Date – March 1, 2014

Instructions for Manual Maintenance – Replace superseded pages (21) with transmitted pages (22).