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**FOOD STAMP CERTIFICATION  
GENERAL PROCEDURES & REQUIREMENTS**

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**FS 100 GENERAL PROCEDURES AND REQUIREMENTS  
Change #1-2000  
July 1, 2000**

**100.01 THE FOOD STAMP CERTIFICATION MANUAL**

The Food Stamp Certification Manual provides instructions for determining eligibility and the level of benefits for the Food Stamp Program. The manual contains instructions for program areas directly related to the eligibility process. The manual contains interpretations of federal and State laws, regulations, and rules governing the Food Stamp Program.

The certification manual is the primary tool for the caseworker. Like any tool, skill in its use depends on sound training and experience. The Table of Contents should be used to locate general topics or subject areas. All material is arranged numerically by section and numerically within sections. Individual sections are also numbered by page. Examples of required or suggested formats are shown as figures at the end of each section.

**100.02 MAINTENANCE OF THE MANUAL**

All material issued after the first printing will include the section number, change notice number, and the revised date. Figures will only have the figure number and the revision date. Revised manual material is issued via consecutively numbered manual change notices. When a change notice is received:

Review the material to ensure understanding.

- A. Note the effective date of the material.
- B. Follow any instructions regarding the implementation of the material.
- C. Remove and destroy the obsolete material for hard copy manuals. The Economic Independence Section updates the on-line manual.
- D. Place the change notice in the back of the manual. When the next change notice is received, note the number to see if you have missed a change. (Allow a few days for a missing change to be received as changes can be received out of sequence due to the forwarding process.) Keep the change notice for a minimum of six months for reference.

**NOTE:** If access to the on-line manual is unavailable, keep your hard copy manual current or it will be useless.

**100.03 MANUAL DISTRIBUTION**

Copies of the manual are property of the county department of social services to which they are issued. A record of the number of manuals sent to each county or other organization is kept in the State Office and is used for control and issuance of new material. Notify the Economic Independence Section to request new manuals and when there are changes in the number of manuals maintained in the county agency.

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**100.04 PUBLIC ACCESS**

The Food Stamp Certification Manual is a public document. At least one copy of this manual and other policy issuance affecting the public must be maintained in each county department of social services and each regional office. These documents are available for examination by the public on regular workdays during regular office hours. Current copies of this manual and other policy issuance are available upon request and without charge to welfare rights groups, community action groups, legal aid offices, and other groups or organizations that meet the following criteria.

- A. The requested material is for the purpose of serving the welfare public;
- B. Groups or organizations who are centrally located and publicly accessible to the welfare public they serve; **and**
- C. Groups or organizations that agree to accept responsibility for filing all amendments and changes forwarded by the agency.

The county department of social services evaluates requests for complete manuals or policy issuance because the county is best qualified to determine if a group or an organization meets the above criteria. Once the county department determines that the above criteria is met, the county forwards the requests to the Economic Independence Section.

Federal regulations, federal procedures contained in Food and Nutrition Service (FNS) notices and policy memos, and State Plans of Operation (including specific planning documents such as Corrective Action Plans) are available upon request for examination by members of the public during regular office hours at the State Office, as well as at FNS Regional and National Offices.