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### 1000.00.00 INTRODUCTION TO THE POLICY MANUAL

The Policy Manual user must have an understanding of the organization and format of the manual. This introduction provides information regarding the following:

- Purpose and Scope of the Manual (Section 1005);
- Manual Organization and Format (Section 1010);
- Manual Numbering Scheme (Section 1015);
- Manual Terminology (Section 1020);
- Manual Categories (Section 1025);
- Manual Distribution (Section 1035); and
- Future Revisions To The Policy Manual (Section 1040).

### 1005.00.00 PURPOSE AND SCOPE OF THE MANUAL

The manual incorporates policies concerning the Supplemental Nutrition Assistance Program (SNAP), Refugee Cash (RCA) & Temporary Assistance for Needy Families (TANF), and Indiana Manpower Placement and Comprehensive Training (IMPACT) programs. The manual is maintained in an internet version.

Policy concerning burial assistance is included in this manual; however, the determination of entitlement to burial assistance is not supported by the eligibility system.

The provisions of this manual apply to the Division of Family Resources throughout the State of Indiana. The manual is intended as a guide for implementation of all federal and state laws and regulations relating to the eligibility determination of the SNAP, Cash Assistance, and IMPACT programs administered by the Division of Family Resources.

### 1010.00.00 MANUAL ORGANIZATION AND FORMAT

The manual is organized into the following chapters:

- Chapter 1000 Introduction
- Chapter 1200 General Program Information
- Chapter 1400 Administrative Policy
- Chapter 1600 Categories of Assistance
- Chapter 1800 Application Registration
- Chapter 2000 Application Processing
- Chapter 2200 Continuing Case Processing
- Chapter 2400 Non-financial Eligibility Requirements
- Chapter 2500 IMPACT

Chapter 2600	Resources
Chapter 2800	Income
Chapter 3000	Eligibility Standards
Chapter 3200	Assistance Groups
Chapter 3400	Budgeting and Benefit Calculation
Chapter 3600	Benefit Issuance
Chapter 4200	Appeals and Hearings
Chapter 4400	Data Exchange
Chapter 4600	Benefit Recovery
Chapter 4800	Burial Provisions
Chapter 6000	Glossary

Within each chapter, the manual material is organized with policy common to all programs presented first, followed by policy specific to a particular program or group of programs. The first section (or passage as referred to on-line) serves as a table of contents for the chapter by listing the main sections contained in the chapter.

When a policy applies to all programs, no program designators are listed after the passage title. When a policy applies to only one program, the program designator is listed in parentheses following the passage title.

When policy in a passage does not pertain to all categories of assistance within a program, the first sentence in the passage will state the specific categories for which the passage is applicable. In some instances, the first sentence will state the category for which the passage does not apply.

### **1015.00.00           MANUAL NUMBERING SCHEME**

The numbering scheme used for the policy manual provides a method for numbering each chapter and passage of text. There may be up to four sets of numbers in each passage number. The first number which represents the chapter and section number is four digits. All other numbers are two digits.

The numbering scheme is illustrated by the following:

1600.00.00	Indicates Chapter 1600;
1605.00.00	Indicates Chapter 1600, Section 1605;
1605.05.00	Indicates Chapter 1600, Section 1605, Subsection 1605.05;
1605.05.05	Indicates Chapter 1600, Section 1605, Subsection 1605.05, Second Subsection 1605.05.05;

1605.10.10.05 Indicates Chapter 1600, Section 1605, Subsection 1605.10, Second Subsection 1605.10.10, and Third Subsection 1605.10.10.05.

### **1020.00.00      MANUAL TERMINOLOGY**

Many of the passage titles in the policy manual contain "program designators". These program designations are in parentheses at the end of passage titles.

The program designators and the programs they represent are:

- S      Supplemental Nutrition Assistance Program
- C      Temporary Assistance for Needy Families  
         And Refugee Cash Assistance
- I      Indiana Manpower Placement and Comprehensive  
         Training

The following sections list the specific categories of assistance within each program designation.

### **1025.00.00      CATEGORIES**

The 'C' program designator includes more than one category, while the program designator 'S' only includes one. The categories within the 'C' program designator follow. Further clarification of each category is outlined in Chapter 1600.

### **1025.05.00      CASH ASSISTANCE**

Categories of assistance in the Cash program group are:

- Two-Parent TANF Cash Assistance (ADCU)
- Regular TANF Cash Assistance (ADCR)
- Refugee Cash Assistance (ADCQ)

### **1035.00.00      MANUAL DISTRIBUTION**

The manual is available online at <http://www.in.gov/fssa/dfr/3301.htm>.

### **1035.10.00 Searching the Manual**

The manual may be searched by clicking find in the edit menu of your internet browser or pressing ctrl + f on your pc keyboard.

**1040.00.00 FUTURE REVISIONS TO THE POLICY MANUAL**

When the manual needs to be revised or updated, a flash bulletin will alert workers that a revision has been made.