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*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
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**Field Operations Memo 2005-16**  
**March 28, 2005**

**To:** Transitional Assistance Office Staff  
**From:**  Cescia Derderian, Assistant Commissioner for Field Operations  
**Re:** The Revised Food Stamp Application Form

**Overview**

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Based on internal concerns, suggestions from Central Office staff, Transitional Assistance Office (TAO) staff, advocate groups and other issues over the past year, the food stamp application form was recently revised and issued to TAOs. This memo identifies specific changes to the food stamp application form:

- The Information Sheet of the food stamp application form;
- Part I of the food stamp application form; and
- Part II of the food stamp application form.

**The Information Sheet**

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The Information Sheet is the two-sided, unnumbered page that appears as an introduction to the food stamp application form. The list of verifications is now divided into:

- a required verification list; and
  - an optional verification list.
- Optional verifications are required if the AU wishes to qualify for higher food stamp benefits.

**Part I**

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Part I collects the information that is requested by the RFA workflow of BEACON. The following changes were made to this section:

- **Detaching Part I:** Part I is now designed as a section that can be detached, if necessary. If the name, address (if any) and signature are completed, Part I is acceptable for the purpose of establishing the application filing date. Applicants may mail, fax or drop-off Part I at the TAO.

**Reminder:** The AU Manager must screen for expedited service at first contact with the client.

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**Part I  
(Continued)**

- ***Expedited Screening:*** The expedited screening questions were removed from this section to avoid common misunderstandings associated with self-screening but the expedited service criteria remain on the Information Sheet as a guide for potentially eligible applicants. Any applicant seeking expedited service is advised to go to the appropriate TAO to apply.
- ***Authorized Representative:*** Applicants may now indicate in the new question 4 whether or not they will appoint someone to serve as their authorized representative for applying and/or transacting FS benefits on their behalf. (The Image-10 form must still be completed to actually appoint the authorized representative.)
- ***Waiver of the Face-to-Face Interview:*** Given the common use of the waiver of the face-to-face interview, it is helpful for applicants to be able to indicate their need for a waiver early in the application process.
- ***Questions Regarding Citizenship Status*** represents the incorporation of Supplement A into the food stamp application. Therefore, AU Managers must not complete a separate Supplement A form for an applicant who has completed the paper food stamp application form. Supplement A will continue to be an independent form for use with applicants who did not fill out the paper food stamp application (FSA-1), and for TAFDC purposes.

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**Part II**

Part II collects information about other household members, household income, assets (if applicable), household expenses, and other information relevant to food stamp program rules. The following changes were made to this section:

- Question 1, *Information about People You Live With*, specifies that **noncitizens** who choose not to apply for FS benefits do not need to provide their Social Security Number or immigration status to DTA.
- Clarification was made to the Shelter Expenses question (#15) and the Utility Expenses question (#16) - areas that have been vulnerable to Quality Control errors in the past.
- General changes were made throughout this section to improve the presentation, readability and understanding of the questions.

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**Questions**

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

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