



**Department of Human Services  
Online Directives Information System**

**Index:** POL3420  
**Revised:** 11/05/2021  
**Next Review:** 11/05/2023

**SUBJECT: Food Stamp Program**

**POLICY:**

The Department of Human Services, Division of Family and Children Services policy is to promote the nutritional wellbeing, economic security and health of seniors, people with disabilities, children and low-income working families by providing food assistance to eligible households to supplement the cost of purchasing food.

**A. Authority**

The legal basis for the Food Stamp Program, federally known as the (Supplemental Nutrition Assistance Program-SNAP) is authorized by the following federal laws:

- Food Security Act of 1964
- Food Stamp Act of 1977
- Food and Nutrition Act of 2008
- Farm Bill 2014 - Agriculture Act of 2014
- Farm Bill 2018 - Agriculture Improvement Act of 2018

**B. References**

The Electronic Code of Federal Regulations, Title 7-Agriculture, Subtitle B-Regulations of the Department of Agriculture, Chapter II-Food and Nutrition Service, Department of Agriculture, Parts 271-299.

[https://gov.ecfr.io/cgi-bin/text-idx?SID=010cf3332b2acee3e52a756915e21285&mc=true&tpl=/ecfrbrowse/Title07/7cfrv4\\_02.tpl#0](https://gov.ecfr.io/cgi-bin/text-idx?SID=010cf3332b2acee3e52a756915e21285&mc=true&tpl=/ecfrbrowse/Title07/7cfrv4_02.tpl#0)

**C. Applicability**

All local County Departments of Family and Children Services (DFCS).

## D. Definitions

- Assistance unit means a group of individuals who live together and customarily purchase and prepare their meals together.
- Eligible assistance unit means an assistance unit that meets the basic and financial programmatic eligibility criteria.
- Low-income assistance unit means an assistance unit with an annual net income of 100% of the Federal Poverty Level or less.
- Food benefits means food stamp benefits available to eligible assistance units.

## E. Responsibilities

The State Operations Director of the Office of Family Independence, Division of Family and Children Services is responsible for the development and administration of the Office of Family Independence, Food Stamp Program Manual-Volume III (MAN3420). The manual is issued by the Director of the Division of Family and Children Services.

## F. History

None

## G. Evaluation

The outcomes of this directive are evaluated by:

- Case Accuracy Reviews (monthly)
- Quality Control Reviews (monthly)
- Management Evaluation Reviews (annually)
- Federal Audits and Reviews (annually and as needed)