INTRODUCTION

The ACCESS Florida Program Policy Manual has been designed to be a user-friendly, functional resource for ACCESS staff to use in training and technical assistance.

FORMAT

Each chapter covers a particular subject. Policies for each program include the following chapter numbers and major subjects:

0200	GENERAL PROGRAM INFORMATION
0400	ADMINISTRATIVE POLICY
0600	APPLICATION PROCESSING
0800	ONGOING CASE PROCESSING
1400	TECHNICAL REQUIREMENTS
1600	ASSETS
1800	INCOME
2000	COVERAGE GROUPS
2200	STANDARD FILING UNIT
2400	BUDGETING INCOME
2600	CALCULATION OF BENEFITS
3000	DATA EXCHANGE
3200	BENEFIT ISSUANCE
3400	NOTICES AND FORMS
3600	BENEFIT RECOVERY/FRONT-END FRAUD
4600	GLOSSARY

Each chapter is divided into the following sections:

1. Food Stamps (FS)
2. Temporary Cash Assistance (TCA)
3. Family-Related Medicaid (MFAM)
4. SSI-Related Medicaid (MSSI) and State Funded Programs (SFP)
5. Child In Care (CIC)
6. Refugee Assistance Program (RAP)

PASSAGE NUMBERING

Passage numbers tell the user the following:

1. the chapter number
2. the program area
3. the section number

The two digits following the chapter number indicate the program area. These two numbers will appear consistently within each specific program throughout the manual. Any Food Stamp Program can be identified by the "10" following the chapter number. So, 210, 410, 610, 1610 and 3610 are all related to the Food Stamp Program. Examples of these program designators are:

FS	0210
TCA	0220
MFAM	0230
MSSI, SFP	0240
CIC	0250
RAP	0260

After the chapter/program designator there is a period (.) followed by a section number. For example, information on "Asset Limits" is identified in Food Stamps (FS) as 1610.0200; in Temporary Cash Assistance (TCA) as 1620.0200; and so on. This makes it easier to track topics across all applicable programs. These section numbers are in increments of 100s.

For example, Food Stamps may include: 1610.0100

1610.0200

1610.0300

When related passages (subsections) follow, these are numbered in order by 1s and 10s:

1610.0101

1610.0102

1610.0103

1610.0110

1610.0111

Sub-subsections are indicated with another point followed by two digits:

1610.0101.01

1610.0101.02

1610.0101.03

By design, new passages can be inserted in the appropriately related program without impacting the existing manual or index.

PAGE FORMAT

Header Design: A simple format is used throughout the manual. As a quick reference for the user, the program acronym is visible in the upper right corner of each page.

Footer Design: The page number is centered at the bottom of the page.

Pagination: The page numbering is sequential and is subject to change in updating.