

MANUAL TRANSMITTAL

Arkansas Department of Health & Human Services

Division of County Operations

Policy
 Form
 Policy Directive

Issuance Number IMF- 07-03
 FSC- 07-04

Food Stamp Certification Manual
Income Maintenance Forms Manual

Issuance Date: 04-01-07

From: Joni Jones
 Director

Expiration Date: Until
 Superseded

Subj: Revised forms Request for Assistance (DCO-215) and Application for Recertification/Medicaid Review (DCO-268) with a new section for Racial/Ethnicity Data Collection.

<u>Form to be Deleted,</u>	<u>Dated</u>	<u>Form to be Added,</u>	<u>Dated</u>
DCO-215	02/06	DCO-215	04/07
DCO-268	07/06	DCO-268	04/07

SUMMARY OF CHANGES

Page two of the DCO-215 has been revised adding a new section to collect Racial/Ethnic Data on each casehead.

Page three of the DCO-268 has also been revised adding a new section to collect Racial/Ethnic Data at recertification on all caseheads.

The forms will be available on DHHS Gold.

Inquiries to: Larry Crutchfield, Food Stamp Section, 501-682-8283
Larry.Crutchfield@arkansas.gov
 Erica Scott, Food Stamp Section, 501-682-8286
Erica.Scott@arkansas.gov

Racial/Ethnic data is reported to FNS via the report, FNS-101, which is based upon participation in the food stamp program during July of each year. The FNS-101 is prepared automatically.

The ethnic categories are:

- . Hispanic or Latino
- . Not Hispanic or Latino

The racial categories are:

- . American Indian or Alaska Native
- . Asian
- . Black or African American
- . Pacific Islander or Native Hawaiian
- . White

Applicants will be asked to voluntarily indicate their race or ethnic background on the *Request for Assistance* (DCO-215) or the *Application for Recertification/Medicaid Review* (DCO-268). The application clearly states that providing such information is voluntary, that it will not affect eligibility or benefit amount, and that the information is requested to assure that benefits are distributed without regard to race or ethnic background. If the applicant declines to indicate his race or ethnic background, the county office worker will determine the proper category during the face-to-face interview if possible. If a telephone interview is utilized and the applicant has declined to indicate his race or ethnic background, the county office worker will **not** attempt to determine the proper category by questioning the individual. However, the worker may check the case history for previous ethnic/racial indicators when attempting to assign a valid category during a telephone recertification. If a case history search does not yield satisfactory results, then the worker will select the category "Unknown" for the ethnicity question and "Other" for the race question.