



Food and  
Nutrition  
Service

1320  
Braddock  
Place

Alexandria  
VA, 22314

DATE: October 21, 2022

SUBJECT: Updates to the Food and Nutrition Service (FNS) Handbook 310,  
Supplemental Nutrition Assistance Program (SNAP) Quality Control  
(QC) Review Handbook, QC Policy Memo: 23-01

TO: All SNAP State Agencies  
All Regions

This memo transmits technical updates to specified sections of Chapters 1, 3, 6, 7, 13 and Appendix A of the FNS Handbook 310 currently issued through QC Policy Memo 23-01. These changes include:

- Chapter 1:
  - Section 130 Definitions:
    - Added types of special provisions under prospective budgeting
    - Removed the term ‘self-employment’ found under special provisions for retrospective budgeting; and
    - Added ‘Review Periods’ to the definitions.
  - Section 154.3: Clarified language regarding the annotation of QC reviews in eligibility case records; and
  - Section 154.4: Reorganized section and added a note.
- Chapter 3:
  - Section 321 Added note to clarify the review process when a household was not issued an EBT card.
- Chapter 6:
  - Section 610: Corrected hyperlink.
- Chapter 7:
  - Section 725: Clarified the process when a mandatory report is missing.
  - Section 726.1: Further explained zero dollar allotments.
  - Section 726.4: Clarified the process for missing periodic reports and added a linked section.
  - Section 726.5: Clarified exclusionary periods for income incorrectly reported and provided an example.
  - Section 751: Clarified that periodic reports are only for simplified reporters with certifications longer than six months; and
  - Section 752: Added “AORD” and examples to clarify the review.
- Chapter 13
  - Section 1360: Clarified the review of over income negative actions.
- Appendix A:
  - Added the FY 2023 error tolerance threshold amount.

- Replacement pages for the cover and spine

The page control chart below is for replacing pages in paper copies of the Handbook 310.

**PAGE CONTROL CHART**

<b>Remove Pages</b>	<b>Date</b>	<b>Insert Pages</b>	<b>Dated</b>
Cover	October 2021 Through QC Policy Memo 22-03	Cover	October 2022 Through QC Policy Memo 23-01
1-7 to 1-8	2-3-22 (Change 1)	1-7 to 1-8	10-21-22 (Change 3)
1-9 to 1-12		1-9 to 1-12	10-21-22 (Change 3)
1-13 to 1-16	2-3-22 (Change 1)	1-13 to 1-16	10-21-22 (Change 3)
3-1 to 3-2	2-3-22 (Change 1)	3-1 to 3-2	10-21-22 (Change 3)
3-3 to 3-6		3-3 to 3-6	10-21-22 (Change 3)
6-1 to 6-2		6-1 to 6-2	10-21-22 (Change 3)
7-17 to 7-18		7-17 to 7-18	10-21-22 (Change 3)
7-22	2-3-22 (Change 1)	7-21 to 7-22	10-21-22 (Change 3)
7-27 to 7-30		7-27 to 7-30	10-21-22 (Change 3)
7-37 to 7-38		7-37 to 7-38	10-21-22 (Change 3)
7-39 to 7-40		7-39 to 7-40	10-21-22 (Change 3)
13-13 to 13-14		13-13 to 13-14	10-21-22 (Change 3)

<b>Remove Pages</b>	<b>Date</b>	<b>Insert Pages</b>	<b>Dated</b>
A-1 to A-2	6-10-22 (Change 2)	A-1	10-21-22 (Change 3)
Spine	October 2021 Through QC Policy Memo 22-02	Book Spine	October 2022 Through QC Policy Memo 23-01

State agencies with questions should contact their respective Regional Office representatives.

Sincerely,

/s/

Rachel Frisk  
Director  
Program Administration and Nutrition Division