

October 10, 2025

GENERAL LETTER NO. 6-AP-173

ISSUED BY: Bureau of Services Contract Support
Division of Community Access and Eligibility
Bureau of Child Care
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 6 Appendix, **Income Maintenance Programs Appendix**, Contents 1-13, 4, 212, 214-380, revised; 381-383, removed, and forms, revised.

Summary

This chapter is revised to update content, style, formatting, and policy and procedure in the following forms:

- **470-3152, Notice of Cancellation/Redetermination**
- **470-3624, Child Care Assistance (CCA) Application**
- **470-3624(S), Child Care Assistance (CCA) Application (Spanish Version)**
- **470-3951, Authorization to Obtain or Release Health Care Information**
- **470-4167, Addendum to Application for Help with Medicare Prescription Drug Plan Costs**
- **470-4193, Extra Help for Medicare Prescription Drug Benefits Narrative/Worksheet**
- **470-4199, Notice of Decision for Extra Help with Medicare Prescription Drug Costs**
- **470-5674, SNAP Work Rules**
- **470-5674(S), SNAP Work Rules (Spanish Version)**
- **Comm. 060, Medicaid for the Qualified Medicare Beneficiary**
- **Comm. 060(S), Medicaid for the Qualified Medicare Beneficiary (Spanish Version)**
- **Comm. 337, Medicaid for Kids with Special Needs**
- **RC-0064, Unearned Income Desk Aid**
- **RC-0120, Legal Information**
- **RC-0130, Medical Assistance Desk Aid**

The chapter is also revised to add a translation for **470-5437, Account Transfer Error Letter**.

The chapter also is revised to obsolete the following forms:

- **470-5771, Report of Stolen SNAP Benefits**
- **470-5771(S), Report of Stolen SNAP Benefits (Spanish Version)**

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 6-Appendix, and destroy them:

Page	Date
Contents 1-13	June 13, 2025
4, 212, 214-380	June 13, 2025
381-383	June 13, 2025
470-3152	10/10
470-3624	04/24
470-3624(S)	04/24
470-3951	12/09
470-4167	07/05
470-4193	07/05
470-4199	01/07
470-5674	09/25
470-5674(S)	09/25
470-5771	10/24
470-5771(S)	10/24
Comm. 060	08/23
Comm. 060(S)	08/23
Comm. 337	12/19
RC-0064	03/21
RC-0120	02/24
RC-0130	04/25

Additional Information

Refer questions about this general letter to your area income maintenance administrator.