



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number:

#02-12

Effective Date: Upon Receipt

Issuance Date: September 11, 2001

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

**RE: FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE FOR
MEMBERS OF THE ARMED FORCES**

PROGRAM AFFECTED: FOOD STAMP PROGRAM

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

On May 1, 2001, the Department of Defense (DoD) established a Family Subsistence Supplemental Allowance (FSSA) that will provide qualifying members and their families with a cash allowance of up to \$500 per month. This program was created to partially address the issue of enlisted members relying on food stamps to make ends meet.

NEW POLICY

- Benefits received under the FSSA program are countable as earned income for food stamps.
- The amount of the FSSA will appear on the individual's Leave and Earnings statement.

PAYMENT ACCURACY

Carefully review the Leave and Earnings statement of members of the Armed Forces to check for this payment.

ACTION DUE

The new policy is effective upon receipt with all new applications and recertifications.

INQUIRIES

Please direct policy questions to Kay Finegan at (410) 767-7939 and systems questions to Kelly Brown at (410) 238-1294.

cc: DHR Executive Staff
FIA Management Staff
Constituent Services
DHR Help Desk
RESI

CARES PROCEDURES

- On the **ERN1** screen enter the appropriate information in the **Employer Name** field and **FS** in the **Type** field,
- On **ERN2** screen enter the total gross pay from the Leave and Earnings statement making sure that the **FSSA** amount is included,
- Enter **WS** for verification,
- Enter **AC** in **Freq** field,
- Process case as usual.