



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #03-01

Effective Date: JULY 1, 2001

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**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: HOUSEHOLDS ELIGIBLE FOR EXPEDITED FOOD STAMPS WHO
APPLY AFTER THE 15TH OF THE MONTH**

PROGRAM AFFECTED: FOOD STAMP PROGRAM

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

This Action Transmittal describes the policy and procedure to follow for FS benefit issuance when a customer applies for FS benefits after the 15th of the month and is determined eligible for expedited food stamps. Although this is not a policy change, we recently received clarification regarding this requirement.

ONGOING POLICY

Households applying for FS benefits on or before the 15th of the month may delay verification of elements other than identity until the 2nd month, if necessary to meet the expedited time frame for timely benefit issuance.

CLARIFIED POLICY

For customers applying for FS after the 15th of the month and who are eligible for expedited FS, the case manager may postpone verification of all elements, except for identity, in the month of application and the next month, if necessary to meet the expedited time frame. When verification is postponed, the 3rd month's issuance cannot be made until the local department receives the postponed verification.

EXAMPLES

EXAMPLE 1: Mary Scott lost her job in November and applies for Food Stamps on December 18. She meets the expedited service criteria and is eligible for expedited benefits. She verified her identity but did not have verification of income or resources.

The local department must issue Mary's December (prorated) food stamps so that she can participate in the program within 7 days after she filed her application. She will also receive January benefits issued during the regular EBT benefit issuance, even though she has not provided outstanding verification.

EXAMPLE 2: Mary applies for Food Stamps on December 26. She is eligible for expedited benefits but the prorated amount for December is zero. Mary is program eligible and benefit ineligible. She is eligible for the following (2nd) month's benefits without the postponed verification.

EXAMPLE 3: Mary receives 4 weeks pay on her last day of work, which is May 12. Mary applies for FS on May 22. Mary is not entitled to expedited FS for May but is eligible for FS. She is subject to normal processing standards.

EXAMPLE 4: Mary receives 4 weeks pay on her last day of work, which is May 12. Mary applies for FS on May 22. The income she received in May makes her ineligible for FS for May. She has no income for June and meets expedited criteria for June. Cares will issue June benefits on the normal benefit issuance schedule without waiting for additional verification.

Reminders:

Local departments must screen all applications for expedited FS eligibility. The household does not have to have a face to face interview in order to receive expedited FS and a face to face interview may be waived at application or redetermination for hardship situations.

The case manager must obtain verification of the identity of the head of the household through readily available documentation or through collateral contact prior to issuing expedited FS.

If a household is eligible for food stamps but not eligible for FS benefits in the month in which it applies, yet it has very little income in the following month, certify the household using 30-day normal processing.

CARES

Please follow the procedures described in CARES BULLETIN #02-25 issued June 24, 2002.

ACTION DUE

This policy is for expedited applications dated on or after July 1, 2001.

INQUIRIES

Please direct FS policy questions to Kay Finegan at 410-767-7939 or Marilyn Lorenzo at 410 767-7333. CARES questions should be directed to Gina Roberts 410-238-1297.

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