



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: #10-15

Effective Date: January 1, 2010

Issuance Date: December 18, 2009

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

FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR

**RE: EXCLUSION OF EARNINGS FROM TEMPORARY CENSUS
EMPLOYMENT FOR FOOD SUPPLEMENT PROGRAM**

PROGRAMS AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

In November 2008, we issued action transmittal 09-22 — Census Workers and Earnings from Temporary Census Employment. In this transmittal we outlined the policy about temporary Census income, which excluded the income for all programs except for the Food Supplement Program (FSP).

The Food and Nutrition Service (FNS) recently informed us of the opportunity to exclude the income for the FSP as part of a demonstration project. Our participation in this demonstration project will help ease program administration by aligning FSP policy with Temporary Cash Assistance (TCA), Purchase of Care and Medical Assistance policies. It will also benefit recipients who get jobs as temporary census workers.

ACTION REQUIRED:

Exclude temporary census worker earnings for all programs, including the Food Supplement Program.

Please note: This exclusion is only for income received directly from the Census Bureau. Do not exclude income for applicants or participants employed by an outside contractor.

Although the primary dates for Census 2010 operations are from March through July 2010, the income can be excluded for the FSP as long as the income earned is related to 2010 Census operations, regardless of when the temporary census employee was hired.

Food Supplement Program

For the FSP, this exclusion is only for income received directly from the Census Bureau. Do not exclude income for FSP applicants or participants employed by an outside contractor.

This Census income exclusion for the FSP is effective January 1, 2010 through September 30, 2010.

The policy to exclude temporary census earnings cannot be applied retroactively. Those households who participated in the 2008 Census dress rehearsal operations are not covered under this demonstration project. If you become aware of households that were denied benefits after the effective date of this policy, reconsider those denials based on this current policy.

Post-Census 2010 Evaluation

As part of this demonstration project, we will have to identify cases where temporary census income was excluded and provide the following data to FNS:

1. The number of SNAP households that had temporary earnings excluded;
2. The number of months the income was excluded; and
3. The total amount of benefits issued;
4. The total amount of excluded Census income.

In order to meet these requirements, it is important to code CARES correctly.

TDAP Reminder: Individuals receiving Temporary Disability Assistance Program (TDAP) benefits who are found to have temporary census employment are ineligible for TDAP.

CARES

Income earned from temporary employment with the Census should be entered on the **ERN1 & ERN2** screens as follows.

On ERN1

- In the **Employer Name** field enter U.S. Census,
- Enter the Federal ID number (if available) and complete the Address fields.
- In the **Type** field enter '**MS**'
- In the **Begin Date** field enter the date employment began.
- Complete all other applicable fields

On ERN2

- Complete the following fields:
 - Amount (**Amt**)
 - Hours (**Hrs**)
 - Verification (**V**)
 - Frequency (**Freq**)
- Narrate your actions

INQUIRIES:

Please direct FSP policy questions to Rick McClendon at 410 767-7307. For TCA, TDAP and RCA questions contact Marilyn Lorenzo at 410-767-7333. For MA policy questions, contact the DHMH Division of Eligibility Policy and MCHP at 410-767-1463 or 1-800-492-5231 (select option 2 and request extension 1463). For CARES questions, contact Gina Roberts at 410-238-1297.

cc: Stacy Rodgers
FIA Management Staff
Constituent Services
DHR Help Desk