

DEPARTMENT OF HUMAN RESOURCES INCOME MAINTENANCE ADMINISTRATION 311 W. Saratoga Street Baltimore, Maryland 21201	<b>IMA ACTION TRANSMITTAL</b>
	<b>EFFECTIVE DATE:</b> Upon Receipt
<b>ISSUANCE DATE:</b> February 7, 1996	<b>CONTROL NUMBER:</b> IMA OPA #96-28

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR INCOME MAINTENANCE  
INCOME MAINTENANCE SUPERVISORS**

**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, IMA** 

**RE: JOINT APPLICATION PROCESSING**

**PROGRAM AFFECTED: FOOD STAMPS**

**ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION**

**BACKGROUND**

The USDA Food and Consumer Service has requested that DHR/Income Maintenance Administration remind all local IM staff of the joint application processing requirements for Food Stamps provided for by the Food Stamp Act of 1977. The Social Security Administration is reaffirming existing procedures to SSA offices also.

**ACTION REQUIRED**

Under Food Stamp joint application processing, offices of the Social Security Administration (SSA) process food stamp applications for applicants and recipients of Supplemental Security Income (SSI) from "pure" SSI households. Applications are also taken for persons applying for SSI from institutional prerelease programs who are not living in a pure SSI household.

The role of the SSA Field Office is as follows:

- Take food stamp (FS) applications from SSI claimants who live in pure SSI households, or are applying for SSI from institutional prerelease programs and are not in a pure SSI household.
- Send completed food stamp applications to the Food Stamp office along with a transmittal form (SSA-4233) and any verification available.
- Screen for possible entitlement to expedited service, mark the FS application "Expedited Service" if the applicant wishes, or advise the applicant to file

- Refer Title II claimants or SSI claimants who do not live in a pure SSI household to the servicing Food Stamp office.
- Complete a food stamp application if a food stamp recipient has received a notice that recertification is necessary and wishes to reapply.

The role of the Local Department of Social Services (LDSS) is as follows:

- Certify eligible food stamp applicants.
- Maintain all food stamp records.
- Send all required food stamp notices.
- Authorize food stamps.
- Take food stamp applications from any SSI individual who visits a Food Stamp office to apply.
- Handle recertification activities.

**IMPORTANT** - The LDSS shall not contact the household applying for food stamps in order to obtain information for certification for food stamps unless: the application is improperly completed; mandatory verification is missing; or the LDSS determines that certain information on the application is questionable. In no event would the applicant be required to appear at the Food Stamp office to finalize the eligibility determination.

Errors identified by Quality Control in these cases will not be counted in the Statewide error rate if these cases are properly identified as applications processed by the Social Security Administration. Attached is a summary of SSA and LDSS joint processing procedures for insertion at the end of the interview section (section 402) of the Food Stamp Manual.

**ACTION REQUIRED OF:** All Local Departments

**ACTION DUE:** Immediately Upon Receipt of Action Transmittal

Attachment

cc: DHR Executive Staff  
IMA Management Staff  
Arnold Dixon

## FS MANUAL INSERT

### FOOD STAMP JOINT APPLICATION PROCESSING PROCEDURES BETWEEN SOCIAL SECURITY ADMINISTRATION AND LOCAL DEPARTMENTS OF SOCIAL SERVICES

#### ROLE OF SOCIAL SECURITY ADMINISTRATION:

- Take food stamp (FS) applications from SSI claimants who live in pure SSI households, or are applying for SSI from institutional prerelease programs and are not in a pure SSI household.
- Send completed food stamp applications to the Food Stamp office along with a transmittal form (SSA-4233) and any verification available.
- Screen for possible entitlement to expedited service, mark the FS application "Expedited Service" if the applicant wishes, or advise the applicant to file directly at the LDSS office.
- Take food stamp teleclaims in connection with SSI applications or redeterminations.
- Refer Title II claimants or SSI claimants who do not live in a pure SSI household to the servicing Food Stamp office.
- Complete a food stamp application if a food stamp recipient has received a notice that recertification is necessary and wishes to reapply.

#### ROLE OF LOCAL DEPARTMENT OF SOCIAL SERVICES:

- Certify eligible food stamp applicants.
- Maintain all food stamp records.
- Send all required food stamp notices.
- Authorize food stamps.
- Take food stamp applications from any SSI individual who visits a Food Stamp office to apply.
- Handle recertification activities.

IMPORTANT - The LDSS shall not contact the household applying for food stamps in order to obtain information for certification for food stamps unless: the application is improperly completed; mandatory verification is missing; or the LDSS determines that certain information on the application is questionable. In no event would the applicant be required to appear at the Food Stamp office to finalize the eligibility determination.