

Department of Human Resources 311 W. Saratoga St. Baltimore, MD. 21201-3521

FIA ACTION TRANSMITTAL

Issuance Date:

OCTOBER 11, 1996

Effective Date: NOVEMBER 1, 1996

FIA /OPA #97-34° **Control Number:**

TO:

DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES

DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT

FAMILY INVESTMENT SUPERVISORS

FROM:

KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

YNK Conak

RE:

COMBINED FOOD STAMP ALLOTMENTS

PROGRAM AFFECTED: FOOD STAMP PROGRAM

ORIGINATING OFFICE: OPA/ DIVISION OF PROGRAM POLICY AND

REGULATION

BACKGROUND

Food stamp provisions of the federal Personal Responsibility and Work Opportunity Act of 1996, allowed several state options. The issuance of combined allotments is now a state option. Action transmittals IMA OPA # 94-19, #95-13, and #95-46 are obsolete. CARES Alert #96-8 is also obsolete.

CURRENT POLICY

Households which apply after the 15th of the month and meet the criteria for expedited service are entitled to a combined food stamp allotment.

NEW POLICY

The special consideration given to households eligible for expedited service and applying after the 15th of the month no longer applies.

Example #1: A household applies on October 16, and is entitled to expedited service. The initial month allotment is prorated from October 16, and issued within the expedited time frame. The second month full allotment is issued as a regular issuance.

Example #2: A household applies on October 29, and is entitled to expedited service. All verification is provided at application and the household is found eligible on November 1. In this instance, the prorated initial month allotment and the full second month allotment may be authorized on the same day.

Example #3: A household applies on October 30, and is entitled to expedited service. Verification of identity was provided. On November 4, the expedited benefits are authorized. No further benefits can be authorized until required verification is provided.

ACTION REQUIRED

All work arounds required under CARES and AIMS for combined allotments are eliminated. Action transmittals IMA OPA # 94-19, #95-13, and #95-46 are obsolete. CARES Alert #96-8 is also obsolete.

Food Stamp Manual pages deleting references to the combined allotment are attached.

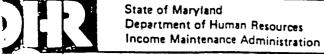
ACTION DUE

The policy is effective with applications taken on or after November 1, 1996.

INQUIRIES

Please direct questions to Kay Finegan at (410) 767-7939.

cc: FIA Management Staff Constituent Services



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GENERAL INFORMATION: (con'd)

EXAMPLE 1: A household is mailed its ATP card on the 29th day after it files. The timeliness standard has not been met.

EXAMPLE 2: A household is mailed its ATP card on the 28th day after it files. There is no issuance facility open on the 30th day. The timeliness standard has not been met.

In summary, in order to meet the timeliness standard the ATP must be mailed at least two days in advance of the 30th day and the household must be able to use it before the 30 day standard expires.

EXCEPTION: The timeliness standard is different for households entitled to expedited service.

DENIAL: Denial of the application must occur on or before the 30th calendar day after filing under the following conditions:

- . Ineligible households must be sent a denial notice as soon as possible, but not later than 30 calendar days after the application was filed;
- Households which refuse to cooperate in the application process must be sent a denial notice at the time of refusal;
- A notice of denial must be sent on the 30th day following the date of application if a household has missed two interviews and does not contact the local department regarding its application within time period;

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of the ! application containing the applicant's name, address and signature or signature of an authorized representative.

407.5

o Telephone Interview If a telephone interview is conducted and the application must be mailed to the household for signature, the mailing time will not be counted toward the seven calendar days. For expedited processing only, mailing time means any days the application is in the mail to and from the household. Mailing time will also include any days the application is in the household's possession before it is returned to the LDSS.

407.6

Special Procedures for Expediting Households that are certified on an expedited basis and have provided all normal verification required in 408 prior to this certification shall be assigned a normal certification period.

For applications received on or prior to the fifteenth of the month in which verification was postponed, the local department may certify these households for the month of application only or, at the local department's option, may assign a normal certification period to those households whose circumstances would otherwise warrant a longer certification period. However, in either case, benefits will not be continued past the month of application if verification continues to be postponed.

For migrants applying after the 15th of the month who are certified for more than one month and who must provide verification that requires out-of-state contacts, verification may be postponed until after the second issuance. Benefits must be issued by the first of the third calendar month or within 5 days of receipt of verification whichever is later.

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