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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**Control Number:** FIA /OPA #97-34

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

*K. Cook for K. Mahon*  
**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA**

**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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|----|---|----------------|-----------|
| FR | Section Title<br><br>NORMAL PROCESSING STANDARD | Section<br>406 | Page<br>2 |
|----|---|----------------|-----------|

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;

REF: 7 CFR Section Title

## EXPEDITED PROCESSING STANDARD

Section  
407Page  
2

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

## o 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.