



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION - TRANSMITTAL

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November 1, 1999

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November 17, 1999

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

**FROM: ROBERT J. EVERHARD, EXECUTIVE DIRECTOR**

**RE: WORK REGISTRATION EXEMPTION FOR PARENTS WITH A CHILD  
UNDER AGE ONE**

**PROGRAM AFFECTED: FOOD STAMP PROGRAM**

**ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS**

### SUMMARY

When Maryland crafted the Family Investment Program, Maryland's Welfare Reform initiative, we tried to make the Food Stamp Program match Temporary Cash Assistance (TCA). One of the TCA initiatives lowered the age that a child exempts a caretaker from work requirements from age six to age one. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 let us do this for the Food Stamp Program for only three years. Maryland's 3-year period ended October 31, 1999.

### OLD POLICY

A parent or other household member who is responsible for a child under age one was exempt from food stamp work requirements.

### NEW POLICY

A parent or other household member who is responsible for a **child under age six** is exempt from food stamp work requirements.

For non-public assistance food stamp households do not work register a parent or other person with responsibility for the care of a child under age 6 and do not require participation in a work component.

When a TCA case is closed and there is an associated food stamp case, it is important to reassess individuals to see if they must meet food stamp work requirements.

Example: Ms. A and her three year old son receive TCA and food stamps. She is registered for work as a condition of eligibility for TCA. She reported to her case manager that she began receiving \$600 in child support. Her TCA case is closed. Since her child is under six years of age, she is no longer required to participate in work activities.

Example: Mrs. B and her children, ages 3 and 5, receive TCA and food stamps. Mrs. B does not comply with the TCA work requirement and the TCA case is closed. The case manager continues the food stamp certification period using TCA "phantom income." Mrs. B is not required to participate in food stamp work activities.

Example: Mr. C and his child, aged 7, receive TCA and food stamps. He does not comply with the TCA work requirement and the TCA case is closed. The case manager continues the food stamp certification period using phantom TCA income. Mr. C is now a mandatory work registrant for the Food Stamp Program and must comply with food stamp work requirements (see Section 130 in the Food Stamp Manual).

See page 3 for CARES procedures.

### **ACTION DUE**

Local departments must implement this change in policy by January 1, 2000. Since the Food and Nutrition Service made the **change effective November 1, 1999, issue restored benefits for any household member responsible for a child under age six whose benefits were reduced or terminated in November or December for failure to comply with a food stamp work requirement.**

### **PAYMENT ACCURACY**

Local departments should ensure that case managers do not inappropriately impose sanctions on individuals when a parent of a child does not cooperate with TCA work requirements.

### **INQUIRIES**

Please direct policy questions to Kay Finegan at (410) 767-7939 and systems questions to David Holland at (410) 238-1295.

cc: FIA Management Staff      OIM Help Desk      CIS Testing Facility  
RESI                                      Constituent Services

## CARES Procedures

### TCA/FS Cases

Follow the procedure for TCA work registration. Register as mandatory (**YE**) those parents responsible for a child **one year old and older, making sure the customer has adequate child care for those children ages 1 – 5 years old.** Exempt (**NO**) those parents responsible for a child **under one year old, including those children ages 1 – 5 years old for whom there is no adequate child care.** This should be done under the **TCA WORK Requirement** and **Status** fields on the **WORK** screen as follows:

- For mandatory participants, enter **YE** in the **TCA WORK Requirement** field, leaving the **Status** field blank.
- For exempt customers, enter **NO** in the **TCA WORK Requirement** field. In the **Status** field, either enter **CK** for customers having a child under age 1 or **CP** for customers having no adequate child care for a child aged 1 – 5.

### Non-TCA/FS Cases or FS Cases where TCA has been Closed

- Go to the **WORK** screen of the head-of-household.
- If the parent or other household member is responsible for a child **under six years old**, enter **EX** in the **Reg Status** field and **AG** in the **Exempt Reason** field under the **Food Stamp Employment/Training** heading.
- If the parent or other household member is not responsible for a child **under six years old**, and he or she is not otherwise exempt, enter **MP** in the **Reg Status** field under the **Food Stamp Employment/Training** heading.
- Fastpath to **DONE** to commit information.

**NOTE:** Be sure to include in the narration the work registration status and, if the customer is exempt, the reason for that exemption.