



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number:

00-27

Effective Date: January 1, 2000

Issuance Date: December 13, 1999

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

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

JOSEPH MILLSTONE, DIRECTOR, DHMH/MCPA *JMM*

RE: FAMILY SELF-SUFFICIENCY PROGRAM AND WELFARE-TO-WORK RENTAL VOUCHERS

PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE, FOOD STAMPS AND MEDICAL ASSISTANCE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

This Action Transmittal provides guidance on the treatment of funds placed in the Housing and Urban Development's (HUD) Family Self-Sufficiency (FSS) Program and the Welfare-to-Work Voucher Program.

The FSS Program is a contractual agreement between the residents of public housing and HUD. HUD places the portion of any rent increase because of a tenant's rise in income in an escrow account. When the tenants leave the program, the accumulated funds are released to the tenants to assist the household achieve economic independence.

The Welfare-To-Work Rental Voucher Program assists an eligible household's transition from welfare to work by providing a subsidy that enables families to move to housing that is closer to employment and training opportunities without incurring the burden of excessive rent payments. To be eligible for vouchers, the household must be eligible to receive, currently receive, or have received TCA within the preceding two years.

FOOD STAMP POLICY

Funds held in the FSS escrow account are not considered accessible to the household until the household moves from public housing or until the end of the FSS program. Therefore, such funds are an excluded resource while in the FSS account. When the household receives the funds, consider them as a non-recurring lump sum and count them as a resource (asset) in the month received.

Consider vouchers received from the Welfare-To-Work Program as vendor payments and exclude them as income to the household.

TCA POLICY

Funds held in the FSS escrow account are not considered accessible to the assistance unit until the family moves from public housing or until the end of the program. Exclude these funds as income or an asset while in the FSS account. When the assistance unit receives the FSS funds, apply the money toward the \$2000 TCA asset limit in the month received.

Welfare-To-Work Program vouchers are excluded as income or assets for the TCA assistance unit.

MEDICAL ASSISTANCE POLICY

Funds held in the FSS Program escrow account are not considered accessible to the household until the household moves from public housing or until the end of the FSS Program. Therefore, exclude such funds as an inaccessible resource (asset) while in the FSS Program account. When the household receives the funds, consider them a countable resource.

Welfare-To-Work Program vouchers are considered excluded income.

ACTION DUE

This policy is effective January 1, 2000.

INQUIRIES

Direct policy inquiries to Kay Finegan at (410) 767-7939. Direct system inquiries to Gina Roberts at (410) 238-1297.

CARES PROCEDURES

FSS PROGRAM

Since funds held in the FSS escrow account are not considered accessible for all programs, they are not entered on CARES until the funds are received. Once the FSS escrow funds are received follow the procedures below to enter the amount on CARES.

For All Programs

On the AST1 screen under Liquid Assets:

- Enter "CA" (cash) in the "type" field
- Enter in the "amount" field the amount received from the FSS escrow fund
- Enter "LE" in the "V" field
- Narrate this action

The system will count these funds as a resource for all programs in the ongoing month.

WELFARE TO WORK RENTAL VOUCHER PROGRAM

All Programs (TCA/FS/MA)

Funds received from the Welfare to Work Rental Voucher Program are excludable for all programs. Do not enter the amount of the vouchers on CARES. Narrate information regarding these funds when received.

cc: FIA Management Staff
Constituent Services
OIM Help Desk
RESI