



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number:
#00-31

Effective Date: January 1, 2000

Issuance Date: December 15, 1999

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

**FROM: ROBERT J. EVERHARD, EXECUTIVE DIRECTOR, FIA
LINDA HEISNER, EXECUTIVE DIRECTOR, CCA**

**RE: EXCLUDED INCOME FOR SHORT-TERM, TEMPORARY
CENSUS ENUMERATORS**

**PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA) AND
PURCHASE OF CARE (POC)**

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

Information Memo FIA/OPRS # 99-23 dated 12/14/98 gave instructions to local departments to consider all earnings from Census employment as countable earned income when determining benefits for cash assistance, food stamps or medical assistance. Customers were to report Census employment and income, as with any other job.

This action transmittal notifies local department of the exclusion of earnings for TCA and POC customers who are employed for 90 days or less as short-term, temporary enumerators during the year 2000. All other Census employment is considered countable earned income for TCA. We have submitted an emergency regulation to allow income from only this specific Census employment to be disregarded when determining TCA benefits.

All earnings from Census employment are counted as earned income when determining benefits for food stamps and medical assistance. At this time, there is no change for these programs. Local departments will be notified immediately if proposed federal legislation is passed changing the way Census income is considered for food stamps and medical assistance.

ACTION REQUIRED:

Consider earnings from Census employment as follows:

□ **TCA and POC**

DISREGARD the earnings of TCA or POC customers, hired between January 1, 2000 and December 31, 2000, as short-term, temporary enumerators. The short-term, temporary enumerators work as Census Takers and Block Canvassers for 90 days or less. Enumerators are usually hired during March and April of the census year. All other employment must be reported and earnings counted when determining benefits for TCA and POC.

- **Food Stamps** – Continue to count all earnings from part-time or full-time Census employment as earned income for the Food Stamp Program. Customers are required to report all earned income.
- **Medical Assistance** – Continue to count all earnings from part-time or full-time Census employment as earned income for the Medical Assistance Program. Customers are required to report all earned income.

SEE CARES PROCEDURES ON PAGE 3

ACTION DUE:

Effective January 1, 2000

NARRATE ALL CASE ACTIVITY CAREFULLY:

Case managers are to document the type (full-time, part-time and title) of Census employment on the narration screen (NARR) for all programs. Local departments must ensure that narration of case activity is clear, concise, and complete according to the action taken. Good narration also supports the local department decision in the event of a fair hearing or selection for Quality Control review.

INQUIRIES

Please direct TCA questions to Edna McAbier at 410.767.8805, POC questions to Pamela Evans at 410.767.7845, Food Stamp questions to Kay Finegan at 410.767.7939, Medical Assistance questions to Deborah Weathers at 410.767.7994, and Systems questions to Gina Roberts at 410.238.1297.

c: DHR Executive Staff
FIA Management Staff
Constituent Services

Help Desk
CTF

CARES PROCEDURES FOR CENSUS INCOME EARNED BY SHORT TERM TEMPORARY CENSUS ENUMERATORS

TCA/Food Stamps

- On the ERN1 screen enter the employers' name.
- In the Type field, enter FS (food stamp countable only).
- Complete the other required fields.
- On ERN2 screen complete all required fields.
- Narrate all actions.

Food Stamps Only

- On the ERN1 screen enter the employers' name.
- In the Type field, enter EI (regular earned income).
- Complete all required fields.
- On the ERN2 screen complete all required fields.
- Narrate all actions.

Medical Assistance Only or Food Stamps and Medical Assistance

Follow the same procedures as Food Stamps only.