



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number:

#00- 46

Effective Date: April 1, 2000

Issuance Date: March 15, 2000

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

Charles E. Henry for
**FROM: ROBERT J. EVERHARD, EXECUTIVE DIRECTOR, FIA
LINDA WEISNER, EXECUTIVE DIRECTOR, CCA
JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, OFFICE OF
OPERATIONS AND ELIGIBILITY, DHMH** *John*

RE: EXCLUDED INCOME FOR TEMPORARY CENSUS EMPLOYEES

**PROGRAM AFFECTED: TCA, FOOD STAMPS (FS), MEDICAL ASSISTANCE (MA)
AND POC**

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY:

Action Transmittal FIA/OPRS # 00-31 dated 12/15/99 gave instructions to local departments to exclude the earnings for TCA and POC customers who are employed for 90 days or less as short-term, temporary enumerators during the year 2000. Census employment was considered countable earned income when determining benefits for food stamps or Medical Assistance.

The Food and Nutrition Service (FNS) recently offered States the opportunity to participate in a demonstration project under which the earnings of certain temporary census workers are excluded as income for Food Stamp Program purposes. Maryland has chosen to participate. Medical Assistance has agreed to match the Food Stamp income exclusion. We are repealing the current regulation and submitting a new emergency regulation to match disregarded Census earnings for TCA and POC to the other programs.

Therefore, **DO NOT COUNT** the earnings for TCA, POC, Food Stamp and Medical Assistance customers who are temporarily employed by the Census for **180 days or less** during the year 2000. All other Census employment is considered countable earned income for all programs.

ACTION REQUIRED:

Beginning April 1, 2000 with applications and recertifications, **DISREGARD** the earnings of TCA, POC, FS and MA customers, hired as temporary employees for Census 2000 for 180 days or less during the year 2000.

SPECIAL NOTE:

- **Temporary Cash Assistance** – Short-term temporary Census earnings for enumerators and canvassers hired for up to 90 days was disregarded beginning January 1, 2000 (AT #00-31). When customers whose Census income could have been excluded for January, February and/or March are discovered, restore benefits to the customers for those months.
- **Purchase of Care** – Short-term temporary Census earnings for enumerators and canvassers hired for up to 90 days was disregarded beginning January 1, 2000 (AT #00-31). When customers whose Census income could have been excluded for January, February and/or March are discovered, restore benefits to the customers for those months.
- **Food Stamps** – Census income for Food Stamps may be excluded beginning February 1, 2000. When customers whose Census income could have been excluded for February and/or March are discovered, restore benefits to the customers for those months.
- **Medical Assistance** – Census income for Medical Assistance may be excluded beginning January 1, 2000. When customers whose Census income could have been excluded for January, February and/or March are discovered, restore benefits to the customers for those months.

REMEMBER: Local department staff should inform customers of the potential job opportunities with Census 2000 by calling 1 888 325-7733. Anyone calling this toll free number is told where and how to apply for census jobs.

SEE CARES PROCEDURES ON PAGE 3

ACTION DUE: Effective April 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.

CARES PROCEDURES FOR INCOME EARNED BY TEMPORARY CENSUS EMPLOYEES

TCA/Food Stamps/Medical Assistance Cases

- On the **ERN1** screen
 - Enter the employers' name and address.
 - In the **Type** field, enter **VI** (Vista Volunteer – income is not counted for any program).
 - Complete all required fields.
- On the **ERN2** screen
 - Complete all required fields
 - Narrate all actions.

NOTE: The valid value of **VI** is used as a work around to exclude earnings for customers who are temporarily employed by the Census for 180 days or less during the year 2000.

INQUIRIES

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

c: DHR Executive Staff DHMH Management Staff
 FIA Management Staff Help Desk
 CCA Management Staff CTF
 CCA Office of Program Development Staff Constituent Services
 DHMH Executive Staff