



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number:

#02-05

Effective Date: Upon Receipt

Issuance Date: August 10, 2001

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

**FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR, FIA, DHR
THOMAS DAVIS, EXECUTIVE DIRECTOR, ADAA, DHMH
SUSAN TUCKER, EXECUTIVE DIRECTOR, OHS, DHMH
JOSEPH DAVIS, EXECUTIVE DIRECTOR, OOE, DHMH**

RE: CUSTODIAL PARENTS CONVICTED OF A DRUG-RELATED FELONY

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

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY: During the 2000 session, the Maryland General Assembly passed House Bill 1160, The Welfare Innovation Act of 2000. Provisions of this bill set forth requirements for substance abuse testing and treatment for custodial parents applying for TCA or food stamps who have been convicted of a felony involving the possession, use or distribution of a controlled dangerous substance which was committed after August 22, 1996. The bill also requires sanctions, drug testing and treatment for a custodial parent convicted after July 1, 2000 of a felony that has an element of manufacturing, distribution or possession with the intent to distribute a controlled substance, while receiving TCA or food stamps.

ACTION REQUIRED: Custodial parent applicants for TCA or food stamps convicted of a felony involving the possession, use or distribution of a controlled dangerous substance which was committed after August 22, 1996 must comply with drug testing and FIP Substance Abuse Treatment and Services program requirements.

Custodial parent recipients of TCA or food stamps convicted after July 1, 2000 of a felony that has an element of manufacturing, distribution or possession with the intent to

distribute a controlled substance are ineligible for TCA and food stamps for one year from the date of the conviction.

DEFINITIONS

- ◆ **Drug related felony for an applicant**, is defined as conviction for a drug related felony which was committed after August 22, 1996, involving the possession, use, or distribution of a controlled dangerous substance.
- ◆ **Drug related felony for a recipient in an active case**, is defined as conviction for a drug related felony after July 1, 2000, that has an element of manufacturing, distribution or possession with the intent to distribute a controlled substance.
- ◆ **Custodial parents for cash assistance** (TCA) are defined as adult or minor biological, adoptive, or step mothers and fathers, and other caretaker relatives who live with their related minor children.
- ◆ **Custodial parents for food stamps** are defined as:
 - Adult or minor biological, adoptive, step mothers and fathers who exercise parental control over children under 18 who live with them, or
 - Someone other than a parent who exercises parental control over children under 18 who live with them.

APPLICATION

The FIP case manager informs all applicants for TCA and food stamps about the program requirements for **custodial parents convicted of a drug related felony** and sanctions imposed for failure to comply with screening, drug testing, and treatment.

- At application, custodial parents convicted of a drug related felony which was committed after August 22, 1996 must comply with the FIP Substance Abuse Treatment and Services (SAT) program requirements and with drug testing, to receive TCA and food stamps.
- Custodial parents convicted of this felony are required to comply with drug testing and SAT requirements **for a period of two years starting from the date of application.**
- Individuals convicted of a drug-related felony committed after August 22, 1996 who are not custodial parents remain ineligible for TCA and food stamps.

During the application interview, the case manager reviews with the customer the **Rights and Responsibility form (DHR/FIA CARES 9707)**. When the customer indicates on the form that he or she or a member of the household has been convicted

of a drug related felony the case manager determines through a statement from the customer whether:

- ◆ The convicted individual is a custodial parent;
And,
- ◆ The conviction was for a felony committed after August 22, 1996 involving the possession, use, or distribution of a controlled dangerous substance.

REFERRAL TO THE ADDICTIONS SPECIALIST

At application, the case manager refers the custodial parent who has been convicted of a drug-related felony which was committed after August 22, 1996 to the on-site addictions specialist.

- After the application interview, the case manager refers the applicant to the on-site addictions specialist for screening and drug testing referral using the **Substance Abuse Screening Referral (DHR/FIA 1177)** form. Complete the top portion of form, providing as much demographic information as possible. In the top portion of the form next to the zip code write, “**convicted drug felon**”, to alert the addictions specialist that the customer is required to have a drug test as part of the application process.
- The addictions specialist returns the 1177 to the FIP case manager within ten working days of the referral date, indicating the individual’s compliance with drug testing referral, signature requirements, screening and assessment or assessment referral.
- The FIP case manager processes the TCA and food stamp application within appropriate time frames **taking into consideration the information on the 1177 returned by the addictions specialist**, using appropriate CARES coding (see CARES Procedures). Certify the case appropriately.

SCREENING, ASSESSMENT AND DRUG TESTING

Upon receipt of the 1177, the addictions specialist interviews the custodial parent applicant, secures the individual’s signature on the **Consent For the Release of Confidential Alcohol and Drug Treatment information (DHR/FIA 1176)**, screens the individual for substance abuse and refers the individual for drug testing.

- The custodial parent convicted of a felony involving the possession, use, or distribution of a controlled dangerous substance which was committed after August 22, 1996 **must have a drug test as part of the application process even when the screen completed by the addictions specialist is negative for drug use.**
- The addictions specialist notifies the FIP case manager, using the middle and bottom sections of the 1177, about the results of the substance abuse screening, referral for assessment and drug test, if the custodial parent fails to sign the 1176, or

fails to complete the screening, assessment or drug test. The addictions specialist must return this information within ten working days of the referral.

- All custodial parents that are required to comply with drug testing and SAT requirements must sign a consent form (1176) authorizing the release of confidential information. The addictions specialist secures the TCA and food stamp applicant's signature on the 1176. The addictions specialist gives the white copy (original signature) of the 1176 to the FIP case manager along with the 1177, to retain in the TCA or food stamp case record. The addictions specialist also sends a copy of the 1176 to the local county assessor or established provider for drug testing, and when appropriate, to treatment providers.
 - ◆ Individuals who screen negative will be referred to the local county assessor or designated provider for drug testing.
 - ◆ Individuals who screen positive and are not enrolled in an MCO are referred to local county assessors for drug testing and assessment (see Attachment V in AT 01-29).
 - ◆ Individuals who screen positive and are enrolled in an MCO are referred to the MCO or to the Behavioral Health Organization designated by the MCO (Attachment I) or an appropriate provider of their choosing.
- The addictions specialist completes the top part of the **Substance Abuse Identification and Treatment Notification (DHR/FIA1178)**, to refer the customer for drug testing. When the screen is positive or the individual acknowledges a substance abuse problem the customer must comply with SAT requirements. The addictions specialist makes a photocopy of the 1178 form for control purposes and sends the intact 1178 form to the local county assessor or treatment provider with a copy of the signed 1176 form.
- If at application the custodial parent signs the 1176, the substance abuse screen is negative and the drug test is negative, the individual must have random drug testing, as determined by the addictions specialist, for a period of two years starting from the date of application. (If, at any point within the two years the individual tests positive, the addictions specialist will require the customer to comply with treatment requirements.) The addictions specialist completes the 1177 and 1178, gives a copy to the FIP case manager and forwards a copy of the 1178 to the local county assessor or provider. The case manager processes the TCA or food stamp application using appropriate CARES coding.

DRUG TESTING, ASSESSMENT AND TREATMENT REFERRALS

The addictions specialist maintains ongoing contact with the treatment provider concerning the status of individuals referred for drug testing, assessment or treatment.

The addictions specialist gives information needed to determine eligibility to the case manager.

- The local county assessor or designated provider notifies the addictions specialist about the results of the drug test and/or comprehensive assessment by returning the white and pink copy of the 1178 with Part 1 completed, within 30 days of the date they receive the 1176 consent form.
- Treatment providers notify the addictions specialist about the ongoing treatment status of the custodial parent by completing Part II of an 1178 and forwarding the white and pink copy to the addictions specialist within 30 days of a reportable event (Part II – 1 through 8 are considered reportable events).
- When an 1178 is received from an assessor or treatment provider, the addictions specialist forwards the white copy to the case manager, to take appropriate action if needed, and to be maintained in the FIP case record. On all cases identified as subject to FIP substance abuse treatment requirements, including drug testing, the addictions specialist notifies the FIP case manager when a reportable event occurs.

COMPLIANCE

When the FIP case manager receives an 1177 or 1178 from the addictions specialist, the case manager must review the information to determine if the customer is in compliance with FIP substance abuse requirements, including drug testing.

The 1177 indicates whether or not the individual has complied with the 1176 **signature requirement**, substance abuse **screening**, and the **drug testing requirement**.

- An individual is in compliance if he or she signs the 1176, completes the substance abuse screen, and drug test, regardless of the results reported in #4, 5, 6, 7, 9, and 13 of the 1177 form.
- The individual is not in compliance if the 1177 indicates that he or she:
 - ❑ failed or refused to sign 1176 (#2), or
 - ❑ failed or refused to appear for screening or assessment (#1, 3, and 8).

The 1178 indicates that the individual **screened positive** for substance abuse, was referred for **drug testing, comprehensive assessment** and/or **treatment** services. The 1178 also provides ongoing information about the individual's **compliance with the recommended treatment protocol**. If the individual is in compliance, eligibility for TCA and food stamps continues as long as the individual meets other TCA and Food Stamp eligibility requirements.

- The individual is in compliance if the 1178 indicates that:
 - ❑ the individual completes the drug test (whether positive or negative)
 - ❑ the results of the comprehensive assessment indicate no need for treatment
 - ❑ the individual is awaiting availability of a treatment vacancy
 - ❑ the individual is enrolled in a treatment program
 - ❑ the individual has successfully completed the treatment program, or
 - ❑ the individual was referred to a new program.

- The individual is not in compliance if the 1178 indicates that he or she:
 - ❑ failed to keep appointment for drug test, comprehensive assessment, treatment referral or enrollment
 - ❑ is not maintaining active attendance/participation
 - ❑ was discharged from a treatment program for non-compliance.

WORK REQUIREMENTS

The work requirements remain unchanged for individuals participating in a recommended substance abuse treatment program (**see AT #01-29 for details**).

PURCHASE OF CARE

TCA custodial parents who are enrolled and actively participating in a treatment program may be considered as participating in an approved work activity and provided POC. Procedures remain the same as in Action Transmittal #99-01.

Food Stamp custodial parents who are not TCA applicants or recipients may be eligible for POC, in accordance with COMAR 07.04.06.07, if they are:

- ❑ Working, or
- ❑ Enrolled in public school, or
- ❑ Enrolled in training, and
- ❑ Have income within the limits,

SUPPORTIVE SERVICES

When the assessment is positive for substance abuse the addictions specialist makes referrals for supportive services needed to enter treatment. This could include Family Services, transportation, childcare, or other wraparound services. Procedures remain the same as in Action Transmittal #01-29.

SANCTIONS FOR NON-COMPLIANCE

When the case manager receives an 1177 or 1178 showing that a custodial parent **applicant** convicted of a drug related felony failed to comply with FIP substance abuse requirements, i.e., failed to sign consent form (1176), failed to have drug test, or failed/refused to complete screening/assessment, take the following actions:

TCA

- ❑ If the custodial parent is an adult or minor parent who is head of household, **deny** the TCA application.
- ❑ If there are two custodial parents in the household and one or both parents fails to comply, **deny** the TCA application.
- ❑ If the custodial parent is a minor parent who is not the head of household, process the application but **do not include the minor parent's needs** in the TCA assistance unit. Include the minor parent's child.

Food Stamps

- ❑ **Exclude the individual** from the food stamp assistance unit giving appropriate notice. Process the application accordingly.

Determine eligibility for Medical Assistance separately.

When the case manager receives an 1177 or 1178 on a TCA or Food Stamp custodial parent **recipient** that shows the individual is not complying with FIP substance abuse treatment requirements, the case manager sends notification to the individual that he or she is not in compliance and begins the conciliation process. If the addictions specialist does not verify that the individual is in compliance after 30 days:

TCA

- ❑ **Remove** the individual's needs from the TCA benefit for non-compliance with FIP substance abuse program and substance abuse treatment requirements.
- ❑ If the individual is also the head of household, pay the remainder of the TCA benefit to a third party.
- ❑ Medical assistance eligibility for the individual continues.

Food Stamps

- ❑ **Remove** the individual from the food stamp assistance unit.

The case manager completes an 1178 (top portion and Part IV) to inform the addictions specialist when beginning conciliation procedures or sanctioning an individual as the result of information received from the addictions specialist.

Recipients Convicted of a Drug Related Felony after July 1, 2000:

Custodial parent recipients convicted after July 1, 2000 of a felony that has an element of manufacturing, distribution or possession with the intent to distribute a controlled substance are ineligible for TCA and food stamps for one year from the date of the conviction.

After the period of ineligibility the individual is subject to drug testing and FIP Substance Abuse Treatment and Services requirements for a period of two years starting from the later of:

1. The date the individual is released from incarceration;

2. The date the individual completes any term of probation; or
3. The date the individual completes any term of parole or mandatory supervision.

Existing Cases With Custodial Parents Who Are Convicted Drug Felons

Action Transmittal #00-57 allowed custodial parents convicted of a drug related felony to be considered eligible for TCA and food stamps pending implementation of the drug testing and treatment requirements. The following actions are required for local departments with an on-site addictions specialist:

- The case manager, using the 1177 form, will refer to the addictions specialist each identified custodial parent **recipient** required to comply with drug testing and SAT requirements.
- The addiction specialist will schedule each customer for an office interview. During the office interview the addictions specialist will inform the customer of the drug testing requirements and sanctions. The addiction specialist will screen the customer for substance abuse and refer for drug testing following the procedures for applicants in this Action Transmittal.

Local departments that do not yet have an on-site addictions specialist shall continue to follow the instructions provided in Action Transmittal #00-57. When the local department hires the on-site addictions specialist the above action is required.

INQUIRIES

Please direct policy questions to Cynthia Davis at 410-767-7495 and systems questions to David Holland at 410-238-1295.

cc: FIA Management Staff
DHMH Management Staff
Constituent Services
DHR Help Desk
RESI

CARES PROCEDURES

The following information renders obsolete the CARES procedures in AT #99-01 and AT #00-57.

To identify a case with an individual affected by the drug felon drug testing provisions and to track the two-year period that the custodial parent must cooperate with Drug testing and Substance Abuse Treatment and Services requirements, enter on the individual's **DEM1** screen in the **CITY** field:

- **DF1 – MM YY** (This represents the length of time that the customer must comply with the drug testing requirements.)
- **DF2 - MM YY** (This represents the length of time that the customer who failed/refused to keep an appointment for drug testing must comply.)

In addition, when approving/ finalizing a TCA case, on the CAFI screen, press **PF13** and enter in the additional lines of text:

Customer's Name is required to comply with the Substance Abuse Treatment and Drug Testing rules through **MM YY** to maintain eligibility for TCA and FS. According to Code of Maryland Regulations 07.03.03.04 and 07.03.17.04.

To identify a case with an individual affected by the substance abuse treatment provisions, enter on the individual's **DEM1** screen in the **HOSPITAL** field:

- **SA1** - enrolled in a substance abuse treatment program
- **SA2** - awaiting available vacancy
- **SA3** - successfully completed treatment program
- **SA4** - failed to enroll in appropriate and available substance abuse treatment.
- **SA5** - failed to maintain active enrollment in appropriate and available substance abuse treatment.
- **SA6** - failed/refused to complete the screening or comprehensive assessment
- **SA7** - results of screening/assessment indicate individual not in need of substance abuse treatment.
- **SA8** - failed/refused to sign consent form
- **SA9** - discharged for non-compliance
- **SA10** - referred to a new program
- **SA11**- failed/refused to comply with drug testing.

Sanctions

TCA Applicants:

When a custodial parent TCA applicant has been determined non-compliant with the substance abuse requirements and/or drug testing requirements, deny the TCA case as follows:

- Enter code **566 (Non-Cooperation with Eligibility Process)** on the TCA **STAT** screen in the **AU Status Reasons** field.
- On the **CAFI** screen, press **PF13** and enter the following additional lines of text:

Your household is not entitled to TCA benefits because **Customer's Name** failed to comply with substance abuse or drug testing requirements.

- Be sure to determine the household's eligibility for Medical Assistance separately.

If the custodial parent is a minor parent who is not the head of household, process the TCA application as follows:

- Enter on the Head of Household's **UINC** screen the difference between the amount of the grant for the household size with the sanctioned individual and without the sanctioned individual as:
 - **OC** (Other Countable, All Programs)
 - Enter **OT** for the verification amount and **AC** for the frequency.
- On the **CAFI** screen, press **PF13** and enter the additional lines of text:

Customer's Name is not entitled to TCA benefits because **he/she** failed to comply with substance abuse or drug testing requirements. _____ did not _____.

FS Applicants

When a custodial parent Food Stamp applicant has been determined non-compliant with substance abuse and/or drug-testing requirements, process the case as follows:

- Enter **566** in the **Rsn** field of the custodial parent in order to remove him/her from the food stamp household.
- Complete the eligibility process.
- On the **FSFI** screen, press **PF13** and enter the additional lines of text and COMAR citation:

Customer's Name is not entitled to Food Stamp benefits because **he/she** failed to comply with substance abuse or drug testing requirements. According to Code of Maryland Regulations 07.03.17 04.

To issue the correct Food Stamp benefit to a household containing a custodial minor parent applicant who is not the head of household but has been noncompliant with substance abuse and/or drug testing requirements, complete the following:

- Enter **NM** in the **Finl Resp** field and **566** in the **Rsn** field of the custodial minor parent on the **STAT** screen.
- Complete the eligibility process.
- On the **FSFI** screen, press **PF13** and enter the additional lines of text and COMAR citation:

Customer's Name is not entitled to Food Stamp benefits because **he/she** failed to comply with substance abuse or drug testing requirements. According to Code of Maryland Regulations 07.03.17.04.

TCA Recipients:

When the custodial parent TCA recipient has been determined non-compliant with substance abuse and/or drug-testing requirements including failure to sign the medical consent form, remove the customer's needs from the grant, by completing the following procedures:

- Enter on the non-compliant individual's **UINC** screen the difference between the amount of the grant for the household size with the sanctioned individual and without the sanctioned individual as:
 - **OC** (Other Countable, All Programs) – The grant will then be in the correct amount for the sanctioning.
 - Enter **OT** for the verification amount and **AC** for the frequency.
- If the non-compliant individual is also the head of household, add a third-party payee to the **AREP** screen for TCA with **Rep Type P1** and issue an EBT card to that person.
- On the **CAFI** screen, press **PF13** and enter the additional lines of text:

When a custodial parent convicted of a drug felony committed after August 22, 1996 fails to have a drug test we can not pay TCA for that person. **Customer's Name** failed to have drug test so your TCA grant was reduced by \$_____.

OR

When a custodial parent convicted of a drug felony committed after August 22, 1996 does not enroll in available substance abuse treatment, we can not pay TCA for that person. Customer's Name failed to enroll in treatment.

OR

When a custodial parent convicted of a drug felony committed after August 22, 1996 does not stay enrolled in available treatment, we cannot pay TCA for that person. Customer's Name, failed to stay enrolled in treatment.

OR

When a custodial parent convicted of a drug felony committed after August 22, 1996 is discharged from a treatment program for not keeping program rules, we cannot pay TCA for that person. Customer's Name, was discharged from treatment program.

NOTE: The sanctioned customer remains active on the **TCA STAT** screen and therefore will continue to receive F01 medical coverage provided the customer continues to meet eligibility for the program.

When the custodial minor parent TCA recipient who is not the head of household has been determined non-complaint with substance abuse requirements, his/her needs are removed from the grant, by completing the following procedures:

- Enter on the Head of Household's **UINC** screen the difference between the amount of the grant for the household size with the sanctioned individual and without the sanctioned individual as:
 - **OC** (Other Countable, All Programs)
 - Enter OT for the verification amount and **AC** for the frequency.
- Complete the eligibility process.
- On the **CAFI** screen, press **PF13** and enter the following additional lines of text:

Customer's Name failed to cooperate with substance treatment or drug testing requirements so the TCA grant was reduced.

FS Recipients

To issue the correct Food Stamp benefit to a household currently receiving food stamps whose head of household is being sanctioned or whose TCA case was closed, use the following procedure:

- Enter **566** in the **Rsn** field of the custodial parent in order to remove him/her from the food stamp household.
- On the **UINC** screen of one of the children, enter the TCA amount (the amount before the sanction or closure) as “phantom” income using the code **OF** (Other Unearned Income, Food Stamp Countable). This will maintain the FS allotment at the level prior to the sanction.
- Complete the eligibility process.
- On the **FSFI** screen, press **PF13** and enter the additional lines of text and COMAR citation as follows:

Customer’s Name was convicted of a drug felony committed after August 22, 1996, and did not follow substance abuse or drug testing rules.
According to Code of Maryland Regulations 07.03.17.04.

To issue the correct Food Stamp benefit to a household currently receiving these benefits which contains a custodial minor parent who is not the head of household but is noncompliant with substance abuse and/or drug testing requirements, complete the following:

- Enter **566** in the **Rsn** field of the custodial minor parent in order to remove him/her from the food stamp household.
- On the **UINC** screen of the Head of Household, enter the TCA amount (the amount before the sanction or closure) as “phantom” income using the code **OF** (Other Unearned Income, Food Stamp Countable). This will maintain the FS allotment at the level prior to the sanction.
- Complete the eligibility process.
- On the **FSFI** screen, press **PF13** and enter the additional lines of text and COMAR citation as follows:

Customer’s Name was convicted of a drug felony committed after August 22, 1996 and did not follow substance abuse or drug testing rules.
According to Code of Maryland Regulations 07.03.17.04

TCA Recipients convicted of a drug felony after July 1, 2000

When a TCA custodial parent recipient is convicted of a drug felony after July 1, 2000 that has an element of manufacturing, distribution or possession with the intent to distribute a controlled substance, complete the following procedures:

TCA

- On the custodial parent's **UINC** screen, enter the difference between the amount of the grant for the household size with the sanctioned individual and without the sanctioned individual as:
 - **OA** (Other Countable, All Programs) – The grant will then be in the correct amount for the sanctioning and still allow medical coverage.
 - Enter **OT** for the verification amount and **AC** for the frequency.
- On the **CAFI** screen, press **PF13** and enter the additional lines of text and COMAR citation:

Customer's Name was convicted of a drug felony after July 1, 2000 and can not get TCA through **MMYY**.
According to Code of Maryland Regulations 07.03.03.15.

*Two years from the later (1) release from incarceration, (ii) completion of any term of probation, or (iii) completion of any term of parole or mandatory supervision.

Food Stamps

- On the **DEM2** screen of the custodial parent under **Penalties**, enter the appropriate code in the **Org** field, **DFLN** in the **Viol** field, conviction date in the **Dec Date** field, and the appropriate code in the **Type** field. This will determine the custodial parent ineligible to receive Food Stamps.
- On the **UINC** screen of one of the children, enter the TCA amount (the amount before the sanction or closure) as "phantom" income using the code **OF** (Other Unearned Income, Food Stamp Countable). This will maintain the FS allotment at the level prior to the sanction.
- On the **FSFI** screen, press **PF13** and enter the additional lines of text:

A custodial parent convicted of a drug felony after July 1, 2000, is ineligible for food stamps for one year from date of conviction. Customer's Name is ineligible from **MM YY**.

- Create an alert for one year after the date of conviction to review eligibility for the custodial parent.
- After the year has gone by, make the custodial parent a part of both the TCA and Food Stamp household (assuming he/she is otherwise eligible). Enter the appropriate drug felon code, either **DF1** or **DF2**, in the **CITY** field of the **DEM1** screen. To add the custodial parent back to the TCA and FS cases do the following:
 - For TCA, remove the income off of the **UINC** screen of the person that was disqualified by entering an **Y** in the **Del** field and PF24.
 - For Food Stamps, remove the **DFLN** penalty from the **STAT** screen by having a supervisor enter an **Y** in the **Del** field of the **DEM2** screen and PF24.
 - Be sure to **PF13** on the **CAFI** screen and enter the additional lines of text that customer is required to comply with the SAT and Drug Testing requirements for two years in the following manner:

Customer's Name must follow both the Substance Abuse Treatment and Drug Testing rules through **MMYY*** in order to get food stamps. Code of Maryland Regulations 07.03.17.04.

*Two years from the later of (1) release from incarceration, (ii) completion of any term of probation, or (iii) completion of any term of parole or mandatory supervision.

WORK REQUIREMENTS

For custodial parents receiving Substance Abuse treatment and following the drug testing requirements enter the following information on the **WORK** screen:

If the individual is receiving TCA and Food Stamps, or TCA alone:

- Under TCA in the **Requirements** field enter **YE**.

If the individual is receiving Food Stamps only:

- Under Food Stamps in the **Registration Status** field enter **EX** and in the **Exempt Reason** field enter **DA (Drug/Alcohol Treatment)**.