



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #02-25

Effective Date: Upon Receipt

Issuance Date: October 31, 2001

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

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

**RE: EARNED INCOME CHANGE REPORTING FOR:
1. MIGRANTS AND ABLE-BODIED ADULTS WITHOUT
DEPENDENTS
2. A NEW SOURCE OF EARNED INCOME**

PROGRAM AFFECTED: FOOD STAMP PROGRAM

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

Most households with earnings are subject to the simplified reporting requirements that were described in Action Transmittal 02-18 issued September 14, 2001. As stated in this action transmittal, households that include a migrant or able-bodied adult without dependents (ABAWD) are not included in the simplified reporting group. This action transmittal describes a change in the reporting requirements for migrant and ABAWD households. It also describes information about a change in reporting requirements for a new source of earned income.

Action Transmittal 00-20 issued November 19, 1999 included information about waivers for reporting a new source of income within 10 days after the start date of the job and for piece rate earnings. Because of the changes in policy for change reporting, AT 00-20 is obsolete.

NEW POLICY

➤ Reporting a New Source of Earned Income

- ◆ Households must report a new source of earned income within 10 days after receiving their first paycheck.

Example: Mr. D started working for the ABC Company on October 12. He gets his first paycheck November 2. He has until November 12th to report the change.

- ◆ If a household reports anticipated income from employment prior to starting work or getting the first paycheck, the case manager has to take timely action on the information.

Example: Ms. E. reported her new job when she started work on November 5. She verified her anticipated wages with a statement from the employer. The case manager will take timely action on the reported change.

- ◆ Food stamp policy for reporting a new job now matches Temporary Cash Assistance policy.

➤ **Migrant and Able-bodied Adults without Dependents**

- ◆ Migrants and able-bodied adults without dependents (ABAWD) who **are not** meeting the work requirement are not in the simplified reporting group, even though some of these households have earned income.
- ◆ These two types of households are required to report changes in the amount of gross monthly earned income of more than \$100.

Example: Mr. A is an ABAWD. He works 10 hours per week at \$5.50 per hour. At application his monthly earnings are \$220. In the second month of the certification period his hourly rate of pay increased to \$7.00 per hour, which is \$280 monthly. This is not a reportable change.

- ◆ Note: ABAWDS that **are** meeting the work requirement are included in the simplified reporting group.

POLICY REMINDER

Migrant and ABAWD households are required to report the following change in circumstances within 10 days of becoming aware of the change:

1. Changes in the source of income;
2. **Changes in the amount of gross monthly earned income of more than \$100;**
3. Changes in the amount of gross monthly **unearned** income of more than \$25 (except a change in a public assistance grant) and changes in the amount of gross monthly income from a private source of more than \$100;
4. All changes in household composition;
5. Changes in residence and resulting change in shelter costs;

6. When liquid resources reach or exceed \$2,000;
7. Changes in the legal obligation to pay child support; and
8. ABAWDS must report changes in work hours below 20 hours per week averaged monthly (80 hours a month).

CARES ACTION REQUIRED

This policy has no impact on CARES.

ACTION DUE

This policy is effective upon receipt of this action transmittal.

INQUIRIES

Please direct policy questions to Kay Finegan at (410) 767-7939.

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