



Department of Human Resources
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FIA INFORMATION MEMO

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR
JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, DHMH, OOE**

RE: EXCEPTION TO COUNTING INCOME IN THE MONTH RECEIVED

**PROGRAM AFFECTED: FOOD STAMP PROGRAM, TEMPORARY CASH
ASSISTANCE AND MEDICAL ASSISTANCE/MARYLAND
CHILDREN'S HEALTH PROGRAM, PURCHASE OF CARE**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:

We recently received Food and Nutrition Service guidance reminding states about how to treat recurring monthly or semimonthly income when the pay date is varied because of a weekend or holiday. Although this is not a change in policy, we want to make sure that everyone is applying the policy consistently. For program consistency, Temporary Cash Assistance (TCA) and Medical Assistance (MA)/Maryland Children's Health Program (MCHP) and Purchase of Care (POC) will follow the same policy when considering income in this situation.

POLICY REMINDER:

When households receive income on a recurring monthly or semimonthly basis the case manager cannot vary the monthly income merely because of changes in mailing cycles or because weekends or holidays result in additional payments in a month. As a reminder, there is no change in the manner in which case managers should enter semi-monthly or monthly income in CARES.

Military personnel are probably the largest group of people who receive monthly and semi-monthly (2 pays per month) payments each month. The Armed Forces pays some

military personnel the first day of the following month. If the first day of the following month is a holiday or falls on a weekend, that check is issued on the last preceding workday. This means the check is received in the month prior to the month for which it was intended.

Example: The household's source of income is Mr. A's military pay. He usually receives his pay monthly, on the first day of the following month. Because January 1 is a holiday, he receives his December pay December 31. Although he received 2 pays in December (November's pay December 1 and December's pay December 31) the case manager will count only his regular monthly amount in calculating the household's TCA, MA/MCHP or food stamps.

INQUIRIES:

Please direct Food Stamp questions to Kay Finegan at 410-767-7939. TCA questions should be directed to Marilyn Lorenzo at 410-767-7333 or Gretchen Simpson at 410-767-7937. Medical Assistance questions should be directed to the DHMH Division of Eligibility Services at 410-767-1463 and Purchase of Care questions to Betsy Blair at 410-767-7845.

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