



Department of Human Resources  
311 W. Saratoga St.  
Baltimore, MD. 21201-3521

**FAMILY INVESTMENT  
ADMINISTRATION  
INFORMATION MEMO**

**Control Number: #09-27**

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA**

**RE: HOUSEHOLD COMPOSITION**

**PROGRAM AFFECTED: FOOD SUPPLEMENT PROGRAM**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**SUMMARY:**

The Governor's Partnership to End Childhood Hunger is focusing on making nutrition programs available to children and youth. The Food Supplement Program is one of the major programs that helps bring nutritious food to families. As a participant in the partnership FIA was asked to remind staff about household composition policy as it relates to children and youth.

**REMINDER:**

**The following explains who is or is not a part of the FSP household:**

- A household may be one person or a group of people who live together and customarily purchase and prepare their food together.

Example: Mr. Adams, age 17, lives with Mr. Brown, age 18. Mr. Adams works part time. Mr. Brown lost his job. Mr. Adams is applying for the FSP. During the FSP interview, Mr. Adams stated that he and Mr. Brown purchase and prepare their food together. The case manager explains that Mr. Brown must be included and requested information about Mr. Brown on a 1052. This information was provided and the household of two was certified with Mr. Adams as the head of household.

- It is not necessary that the group of people share other non-household expenses.
- There is no requirement that the household have cooking facilities or common storage of food.
- No individual may participate as a member of more than one household in any month except when the individual is a resident of a shelter for battered women and children as described in FSP Manual Section 103 (Shelter Residents).

- If a person or group leaves a household, they must be permitted to apply and participate as a separate household the month after the move, if otherwise eligible. The remaining household members will receive benefits based on the reduced household size.

**The following people who live together must be included in the same FSP household:**

- **Spouses** – Spouses are either of two individuals who are married to each other under applicable state law or hold themselves out to the community as husband and wife by representing themselves as such to relatives, friends or neighbors.

**Note:** If a couple say they are boyfriend and girlfriend, they are not holding themselves out to the community as husband and wife. They are not required to be in the same FSP household unless they purchase and prepare their meals together.

**Example:** Mr. Smith, age 17, is applying for FSP benefits for himself. He says he lives in the same home with his girlfriend, Ms. Jones, age 16. They live together with Ms. Jones' aunt. He said they all purchase and prepare their food separately. Mr. Smith can be a separate household since he is not married to Ms. Jones.

- Children under 18 Years of Age - Children (other than foster children – See FSP Manual Section 100.5) age 17 or younger who live with and are under the parental control of someone other than a parent cannot be a separate household.

**Example:** Ms. Jones is 16 years old. She is applying for benefits on her own. She goes to school and works part time. She lives with her aunt. Ms. Jones and her aunt purchase and prepare their meals separately. Since her aunt does not exercise parental control over her, Ms. Jones can be a separate household.

**Note:** There is no age limitation for FSP applications.

- Children, 21 years old and younger, living with their natural, adoptive parents or stepparents cannot be separate households from their parents.

**Example:** At recertification, Ms. Jones, from the example above, reported that she had given birth to a son. She also reported that she still lives in the home with her aunt. She reported that Mr. Smith is also in the home. Mr. Smith is the father of the baby. The case manager must now include Mr. Smith in the household with Ms. Jones and their son.

**INQUIRIES:**

Please direct questions to Kay Finegan at 410-767-7939 or Rick McClendon at 410-767-7307.

cc: FIA Management Staff      Constituent Services      DHR Help Desk