

DEPARTMENT OF HUMAN RESOURCES INCOME MAINTENANCE ADMINISTRATION 211 W. Saratoga Street imore, Maryland 21201	IMA ACTION TRANSMITTAL EFFECTIVE DATE: Upon Receipt
ISSUANCE DATE: April 16, 1996	CONTROL NUMBER: IMA OPA #96-35

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR INCOME MAINTENANCE
INCOME MAINTENANCE SUPERVISORS

FROM: *Kevin E. Mahon for*
KEVIN MAHON, EXECUTIVE DIRECTOR, IMA

RE: RESTORING FOOD STAMP BENEFITS TO PAA RECIPIENTS IN
GROUP LIVING ARRANGEMENTS

PROGRAMS AFFECTED: FOOD STAMPS

ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION

SUMMARY

This transmittal provides policy and procedures for restoring food stamp benefits to Public Assistance to Adults (PAA) recipients living in Group Living Arrangements (GLA).

BACKGROUND

Action Transmittal IMA OPA 95-60 dated June 23, 1995, (subsequently superseded by IMA OPA 96-16 dated November 9, 1995) informed local departments that some PAA recipients in GLA's are eligible for food stamp benefits. This was a result of a finding in a legislative audit presented to the Department of Health and Mental Hygiene on November 4, 1992.

The Food and Consumer Service (FCS) recently informed DHR that PAA households in GLA's are entitled to restored benefits. The state must restore lost benefits to eligible households for the period beginning 12 months prior November 1992, when the state was informed of the audit findings. Therefore, any PAA household whose food stamp application was denied between November 1, 1991 and December 31, 1995, must be evaluated for food stamp eligibility from the date of denial.

The Office of Information Management (OIM) has provided a list, by local department, of all cases associated with a PAA case where the food stamps were denied because of reasons "household does not meet food stamp law definition of household, application has been withdrawn, or invalid living arrangement" between November 1, 1991 and December 31, 1995.

ACTION REQUIRED

- Upon receipt, review case records of all cases appearing on the list.

NOTE: If additional cases come to the attention of the local department they must also be reviewed for possible loss of benefits.

- Determine the date the loss to the household initially occurred. For denials this is the month of application.
- Determine which months the household has a potential loss of benefits.
- For each month affected by the loss, determine if the household was actually eligible.
- If the information in the case record is not adequate to document the household was actually eligible, advise the household or authorized representative of what information must be provided to determine eligibility for these months.
- For each month the household cannot provide the necessary information about eligibility, the household is considered ineligible.
- Calculate the allotment the household should have received for each month the household was eligible.
- If a claim (overpayment) against a household is unpaid, offset the amount to be restored against the amount owed on the claim before the balance, if any, is restored to the household.
- In most PAA cases the household contains only one member. This is the individual to whom benefits are restored. However, when benefits are owed to a larger household and the household's membership has changed, restore the lost benefits to the household containing a majority of the members.

Example #1

A PAA recipient living in a Project Home GLA applied for food stamps on December 3, 1993, and was denied because the household did not meet the food stamp household definition.

In reviewing the case record it is determined that the information and verification is sufficient to restore benefits from the date of application until June 14, 1994, when the authorized representative for the PAA check reported the customer had moved to another residence and did not provide adequate information to continue eligibility.

Calculate the benefits owed and send a notice to the customer or the authorized representative of the amount to be restored and that additional benefits may be restored upon receipt of information needed to calculate eligibility and benefit level for the additional months.

Example #2

A customer applied for PAA and food stamps on September 1, 1994, and was found eligible for PAA, but was denied food stamps.

The case record does not contain enough information to calculate food stamp eligibility and benefit level. Benefits can be restored if the customer or authorized representative provides the information for each month to be restored.

Reminder: In calculating the benefits owed, use the appropriate net income levels and allotments for the periods to be restored. Attached are the limits from 1991 to present.

AIMS

1. Calculate the amount of lost benefits owed to the customer for each month.
2. If the benefits are due for a period beginning January 1995, to date, use current procedures for issuing restored benefits.
3. If benefits are due for a period prior to January 1, 1995, total the amount owed.
4. When the total amount is \$1599 or less complete an AIMS 11 as follows:
 - Enter data as required for a regular OTO.
 - Enter the amount to be restored in "#11 - Allotment Amount" .
 - Enter "99" for tracking purposes in "#12 - Number of Individuals in the Household".
5. Because of an edit in AIMS, when the total amount owed is \$1600 or more, the restoration must be divided into amounts of \$1599 or less and food stamp coupons will be issued rather than benefits on EBT:
 - Complete an AIMS 11 for each issuance as explained in #4 above. Enter a different transaction date (#6 on the AIMS 11) for each issuance.

- In "#21 - EBT Code" enter "N" for non-EBT and follow current procedures for issuing food stamp coupons.

CARES

1. Determine the date the loss occurred.
2. Losses to cases prior to CARES implementation on September 1, 1993, must be calculated off-line. From the Benefit Error Submenu - RMEN, add a pre-CARES BEG by choosing Option C.
3. Any case with a loss occurring after 9/1/93, can be "J" screened from the date the loss occurred. Process and finalize all months for which eligibility can be established.

NOTE: Do not do add-a-program in this situation because it will not write back to prior months.

4. If a food stamp case is currently open, the case can still be "J" screened but any months in which the customer has participated must be denied to avoid dual participation. When the AU is "J" screened with an application date more than 30 days prior to the date the action is taken, it must be interviewed, processed, and finalized all in the same day or the AU will be denied with a "230" reason code (no required verification.)

NOTE: When large amounts of food stamp benefits are issued through EBT to currently active cases ongoing benefits may age off and must be reissued. Remind the customer or authorized representative to use the benefits within 90 days to prevent the aging of benefits.

INQUIRIES

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

DHR Executive Staff
IMA Management Staff
Arnold Dixon



REF: 7 CFR	Section Title	Section	Page
	BASIS OF ISSUANCE	600	1

BASIS OF ISSUANCE AND ELIGIBILITY STANDARDS

To determine a household's monthly food stamp allotment using the Basis of Issuance Tables:

- Calculate the household's net monthly income.
- Compare the household's net monthly income to the maximum net monthly income standard, Column B below. Households which are not categorically eligible for food stamps will have net monthly incomes which are lower than or equal to the amounts shown in Column B.
- Find the allotment by reading in the Basis of Issuance Tables, down to the appropriate income and across to the appropriate household size.
- A household that is categorically eligible is entitled to any allotment shown in the appropriate column on the tables. Persons in household sizes of one or two and categorically eligible are eligible for benefits of \$10, even if the tables do not show a benefit amount at their net income levels.

HH Size	Maximum Gross Monthly Income* 130% of Poverty	Maximum Net Monthly Income 100% of Poverty*	Monthly Income Elderly/Disabled Separate HH* 165% of Poverty	Maximum Allotment Thrifty Food Plan
HH Size	Column A	Column B	Column C	Column D
1	\$ 810	\$ 623	\$1,028	\$ 119
2	1,087	836	1,380	218
3	1,364	1,050	1,732	313
4	1,642	1,263	2,084	397
5	1,919	1,476	2,436	472
6	2,196	1,690	2,788	566
7	2,474	1,903	3,140	626
8	2,751	2,116	3,492	716
Each Additional Member	+278	+214	+352	+ 90

*Maximum gross and net monthly income figures are not used for computing the coupon allotment. They are included as a reference for determining the household's eligibility.



REF: 7 CFR

Section Title

Section

Page

STANDARDS FOR INCOME AND DEDUCTIONS

600

STANDARDS FOR ELIGIBILITY AND THRIFTY FOOD PLAN

- A. The standards for the following appear in the Food Stamp Manual, Section 600, page 1.
- (1) Column A- Maximum Gross Monthly Income Standards (130% of poverty)
 - (2) Column B- Maximum Net Monthly Income Standards (100% of poverty)
 - (3) Column C- Maximum Gross Income Standard for Elderly and Disabled Separate HH (165% of poverty)
 - (4) Column D- Thrifty Food Plan/Maximum Allotment
- B. Standards (1), (2), and (3) are used to determine household eligibility and not for computing allotments.

FORMULA CALCULATION

Multiply the household's net monthly income by 30%. Round the product up to the next whole dollar if any cents result. Subtract the product from the Thrifty Food Plan amount in Column D, Section 600, page 1. If the allotment is for one or two person household, it must be a minimum of \$10 except in the initial month.

DEDUCTION STANDARDS

The following are the deduction standards per household unless otherwise noted:

Standard Deduction.....	\$134
*Excess Shelter Deduction.....(up to)	247
Homeless Household Shelter Estimate	143
Dependant Care (Child or Elderly or Disabled Adult)	
For Each Child Under 2.....(up to)	200
For Each Other Dependent.....(up to)	175
Standard Utility Allowance (SUA).....	183
Limited Utility Allowance (LUA).....	110
Telephone Standard.....	20

* The cap on excess shelter does not apply to households with an aged or disabled member. These households receive an uncapped shelter deduction.



REF: 7 CFR

Section Title

Section

Page

STANDARDS FOR INCOME AND DEDUCTIONS

610

1

STANDARDS FOR ELIGIBILITY AND THRIFTY FOOD PLAN

- A. The standards for the following appear in the Food Stamp Manual, Section 600, page 1.
- (1) Column A- Maximun Gross Monthly Income Standards (135% of poverty)
 - (2) Column B- Maximun Net Monthly Income Standards (100% of poverty)
 - (3) Column C- Maximum Gross Income Standard for Elderly and Disabled Separate HH (165% of poverty)
 - (4) Column D- Thrifty Food Plan
- B. Standards (1), (2), and (3) are used to determine household eligibility and not for computing allotments.

FORMULA CALCULATION

Multiply the household's net monthly income by 30%. Round the product up to the next whole dollar if any cents result. Subtract the product from the Thrifth Food Plan amount found in Column D, Section 600, page 1. If the allotment is for a one or two person household, it must be a minimum of \$10 except in the initial month.

DEDUCTION STANDARDS

The following are the deduction standards per household unless otherwise noted:

Standard Deduction.....	\$134
*Excess Shelter Deduction.....(up to)	231
Homeless Household Shelter Deduction.....	139
Dependent Care (Child or Elderly or Disabled Adult)	
For Each Child Under 2.....(up to)	200
For Each Other Dependent.....(up to)	175
Standard Utility Allowance (SUA).....	183
Limited Utility Allowance (LUA).....	110
Telephone Standard.....	20

* The cap on excess shelter does not apply to households with an aged or disabled member. These households receive an uncapped shelter deduction.



REF: 7 CFR	Section Title	Section	Page
	BASIS OF ISSUANCE	600	1

BASIS OF ISSUANCE AND ELIGIBILITY STANDARDS

To determine a household's coupon allotment using the issuance tables:

- 0 Calculate the household's net monthly income.
- 0 Compare the household's net income to the maximum net monthly income standard, Column B below.
- 0 A household which is not categorically eligible is not entitled to benefits if it's monthly income exceeds the amount in Column B. A household that is categorically eligible is entitled to any allotment shown in the appropriate column on the tables. To alert you to those benefits that are available only to categorically eligible households, parallel lines have been drawn on the issuance tables to mark these benefits. In addition, the Column B value is footnoted on the appropriate page of the tables.

Maximum Gross Monthly Income* 130% of Poverty	Maximum Net Monthly Income 100% of Poverty*	Monthly Income Elderly/Disabled Separate HH* 165% of Poverty	Maximum Allotment Thrifty Food Plan
---	---	---	--

HH Size	Column A	Column B	Column C	Column D
1	\$ 798	\$ 614	\$1,012	\$ 115
2	1,066	820	1,353	212
3	1,335	1,027	1,694	304
4	1,604	1,234	2,035	386
5	1,872	1,440	2,376	459
6	2,141	1,647	2,717	550
7	2,410	1,854	3,058	608
8	2,678	2,060	3,399	695
Each Additional Member	+269	+207	+341	+ 87



REF: 7 CFR	Section Title	Section	Page
	STANDARDS FOR INCOME AND DEDUCTIONS	610	1

STANDARDS FOR INCOME AND DEDUCTIONS

Standards for Eligibility and Thrifty Food Plan

- A. The standards for the following appear in the Food Stamp Manual, Section 600, page 1.
 - (1) Column A- Maximum Gross Monthly Income (135% of poverty).
 - (2) Column B- Maximum Net Income (100% of poverty).
 - (3) Column C- Maximum Gross Income (165% of poverty) for an elderly and disabled person (and spouse) living and eating with others as a separate household.
 - (4) Column D- Thrifty Food Plan.
- B. Standards (1), (2) and (3) are used to determine household eligibility and not for computing allotments.

Formula Calculation

Multiply the household's net monthly income by 30 percent. Round the product up to the next whole dollar if any cents result. Subtract the product from the Thrifty Food Plan amount found in Column D, Section 600, page 1. If the allotment is for a one or two person household, it must be a minimum of \$10.

Deduction Standards

The following are the deduction standards per household unless otherwise specified:

Standard Deduction.....	\$131
*Excess Shelter Deduction up to.....	207
Dependent Care (Children or Disabled or Elderly Adult) per individual up to	160
Standard Utility Allowance (SUA).....	150
Limited Utility Allowance (LUA).....	90
Telephone Standard.....	20

* The cap on excess shelter does not apply to households with an aged or disabled member. These households receive an uncapped excess shelter deduction.



REF: 7 CFR	Section Title	Section	Page
	Basis of Issuance	600	1

BASIS OF ISSUANCE AND ELIGIBILITY STANDARDS

To determine a household's coupon allotment using the issuance tables:

- 0 Calculate the household's net monthly income.
- 0 Compare the household's net income to the maximum net monthly income standard, Column B below.
- 0 A household which is not categorically eligible is not entitled to benefits if it's monthly net income exceeds the amount in Column B. A one or two person household categorically eligible is entitled to the benefit shown on the tables. To alert you to those benefits which are available only to categorically eligible households, parallel lines have been drawn on the issuance tables to mark these benefits. In addition, the Column B value is footnoted on the appropriate page of the tables.

	COLUMN A Maximum Gross Monthly Income	COLUMN B Maximum Net Monthly Income	COLUMN C Maximum for Separate Household Status	COLUMN D Thrifty Food Plan
House- hold Size				
1	\$ 756	\$ 581	\$ 959	\$ 112
2	1022	786	1297	206
3	1289	991	1635	295
4	1555	1196	1974	375
5	1822	1401	2312	446
6	2088	1606	2650	535
7	2355	1811	2988	591
8	2621	2016	3736	676
9	2888	2221	4075	835 761
10	3155	2426	4414	846
Each Add- itional Member	+ \$ 267	+ \$ 205	+ \$ 339	+ \$ 85

A household not categorically eligible and without an elderly or disabled member must meet both the gross and net standards in Columns A and B. Column B is 110% of the poverty level and Column A is 130%. Column C applies to the separate household status of an elderly/disabled person (and spouse) living and eating with others whose income does not exceed 165% of the poverty level.