

rosemary maion



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

FIA ACTION TRANSMITTAL

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

Kevin Mahon
FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: EXPEDITED FOOD STAMP BENEFITS

PROGRAM AFFECTED: FOOD STAMP PROGRAM

**ORIGINATING OFFICE: OPA/ DIVISION OF PROGRAM POLICY AND
REGULATION**

BACKGROUND

One of the food stamp provisions of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, increases the expedited time frames and removes a category of households which are entitled to receive expedited service.

CURRENT POLICY

- ▶ If otherwise eligible, households entitled to expedited service must receive benefits within 5 calendar days.
- ▶ Households in which all members are homeless, and meet the monthly income eligibility requirements and maximum resource test are eligible for expedited service.

NEW POLICY

- ▶ The expedited service time frame is changed to a maximum of 7 **calendar days** from the date of application.
- ▶ The homeless category is eliminated from those entitled to expedited service.

REMINDERS

A household in which all members are homeless may be eligible for expedited service under one of the remaining categories.

If otherwise eligible, the following households are entitled to receive expedited service:

- ▶ Households with less than \$150 gross monthly income and who have \$100 or less in liquid resources.
- ▶ Migrant and seasonal farm worker households who are destitute and have liquid resources which do not exceed \$100.
- ▶ Households whose gross income and liquid resources are less than the household's monthly rent or mortgage and utilities, including entitlement to the SUA or LUA, as appropriate.

ACTION REQUIRED

AIMS

The decision of who is entitled to expedited service is made by the case manager and AIMS documents will be completed as they are now. The reports will be modified to reflect the new time frames.

CARES

- ▶ In the screening process - on the CIRC screen, do not enter "Y" to select Homeless. Because many households which are homeless are eligible for expedited service for another reason, it is important to enter income, asset, and shelter cost information on this screen.
- ▶ On the DEM1 screen in the Living Arrangement field, enter valid value "AH" - At Home.
- ▶ The parameters in CARES will be changed effective November 1, 1996, to reflect the 7-day expedited time frame.

Food Stamp Manual pages are attached.

ACTION DUE

The policy change is effective for applications dated on or after October 1, 1996.

INQUIRIES

Please direct questions to Kay Finegan at (410) 767-7925.

cc: FIA Management Staff
Constituent Services.



REF: 7 CFR	Section Title	Section	Page
	SCREENING FOR EXPEDITED SERVICE	401	1
401.1	PURPOSE:	This section is designed to serve as a tool for training receptionists and volunteers and as a step-by-step handbook for anyone involved in screening and application processing. It has been designed so that employees can follow a specific step-by-step process through the application and screening activities.	
	GENERAL INFORMATION:		
401.2	o Entitlement Expedited Service	<p>If otherwise eligible, the following households must receive expedited service within 7 days (see section 407):</p> <ul style="list-style-type: none"> A. Households with less than \$150 gross monthly income and who have \$100 or less in liquid resources. B. Migrant or seasonal farm worker households who are destitute and have liquid resources which do not exceed \$100. C. Households whose gross income and liquid resources are less than the household's monthly rent or mortgage and utilities, including entitlement to the SUA or LUA, as appropriate. <p>Food Stamp benefits must be available to households entitled to expedited service no later than the seventh calendar day following the date the application was filed. Whatever system a local department uses to ensure meeting this delivery standard must be designed to allow a benefits to be available.</p>	
401.3	o Identifying Households Requiring Service	Every local office and certification site must set up a procedure to all food stamp applicants to identify those households eligible for expedited service. This includes food stamp only and combined food and stamp and AFDC/GPA applications filed in person or by mail.	



REF: 7 CFR	Section Title	Section	Page
	EXPEDITED PROCESSING STANDARD	407	1

407.1 PURPOSE: This section describes the expedited service processing standard procedure necessary to meet it.

GENERAL INFORMATION:

407.2 o Delivery Expedited Standard Food Stamp benefits must be available to households entitled to expedited service no later than the seventh calendar day following the date the application was filed. Whatever system a local department uses to ensure meeting this delivery standard must be designed to allow a benefits to be available.

If there are intervening weekends or holidays, the procedure is:

- If the seventh calendar day is Saturday or Sunday, the case must be finalized or approved on the previous Thursday to ensure that benefits are available on Friday.
- If the seventh calendar day is a holiday which falls on Monday, the case must be finalized or approved on the previous Thursday to ensure the benefits are available on Friday.
- If the seventh calendar day is a holiday which falls on Friday, the case must be finalized or approved on the previous Wednesday to ensure the benefits are available on Thursday.

407.3 o Drug Addicts and Alcoholics For residents of drug addiction or alcoholic treatment and rehabilitation centers who are entitled to expedited service, the local department must mail an ATP or coupons, or have the ATP or coupons available to be picked up no later than seven working days following the date the application was filed.

407.4 o Out-of-Office Interviews If a household is entitled to expedited service and is also entitled to a waiver of the office interview the LDSS must conduct the interview (unless the household cannot be reached) and complete the application process within the expedited time frame. The first day of the count is the calendar day after the application is filed. The application, for purposes of filing date only, may be page one

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