


<b>FAMILY INVESTMENT ADMINISTRATION</b> 	<b>FIA ACTION TRANSMITTAL</b>
	<b>Effective Date: NOVEMBER 1, 1996</b>
<b>Issuance Date: 5/28/97</b>	<b>Control Number: FIA/OPA #97-49 REVISED</b>

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

**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA**

**RE: CERTIFICATION PERIODS**

**PROGRAMS AFFECTED: FOOD STAMP PROGRAM**

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

**BACKGROUND**

A provision of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, permits states more flexibility in assigning certification periods. In order to accommodate year 2000 processing limitations revised CARES procedures were developed and are outlined in this Action Transmittal.

**OLD POLICY**

Certification periods are assigned depending on the circumstances of the household, but cannot exceed 12 months.

**NEW POLICY**

Certification periods are limited to 12 months, except that certification periods may be up to 24 months for households if all adult household member are elderly or disabled. At least one contact must be made with the household every 12 months.

An elderly or disabled household member is one who:

- Is age 60
- Receives SSI

- ▶ **Receives state disability or blindness payments provided that the eligibility to receive the benefits is based upon criteria used under Social Security Act (Public Assistance to Adults)**
- ▶ **Receives disability retirement benefits**
- ▶ **Receives disability payments from the Veteran's Administration (VA) equal to the full 100%**
- ▶ **Is a veteran or veteran's spouse considered by the VA to be in need of regular attendance or is housebound or a child of a veteran considered to be permanently disabled**
- ▶ **Is a surviving spouse or child of a veteran entitled to compensation for a service connected death or pension benefits from a non-service connected death and has a permanent disability**
- ▶ **Receives an annuity payment under the Railroad Retirement Act of 1974 and is determined eligible to receive Medicare**
- ▶ **Is a recipient of interim assistance benefits pending receipt of SSI**
- ▶ **Is a recipient of disability related federal medical assistance**

### **ACTION REQUIRED**

#### **AIMS**

The maximum allowable certification period in the AIMS system is 12 months. If a 24 month certification is appropriate, document the begin and end date of the certification period. A manual tracking system must be implemented to avoid unnecessary redeterminations resulting from the 12 month limitation.

At the end of 12 months of a 24-month certification period the customer must be contacted. The contact can be either by telephone or by receipt of a change report form.

#### **CARES**

##### **NEW APPLICATIONS**

If a Food Stamp assistance unit (AU) qualifies for up to a 24 month certification period at application, complete the interview processing as usual. Enter an "M" (Mail In) in the Redet Method Field and enter an "N" (No) in the Send EDD field on the MISC screen for the Food Stamp AU (See attachment A). Complete AU processing (Option P) as usual. Review the MISC screen for the Food Stamp AU each month during processing to ensure the information entered during the interview has "copied back." Complete AU finalization (Option Q) as usual; a 12 month certification will be reflected on the FSFI screen during finalization.

Narrate all case actions and clearly indicate that the household is eligible for up to a 24 month certification period, the begin and end date of the 24 month certification period, the date the 745 was set to display and the actions that are to occur on that date.

Set a 745 alert on the case for the 5th day of the last month of certification on the AU. (This date will be reflected in the RR End Field on FSFI.) This alert is to be used as a reminder to contact the customer, review the household's situation and update the certification period if there are no changes. If changes are reported, request the appropriate verifications and process the AU accordingly.

### RECERTIFICATIONS

If a Food Stamp AU qualifies for up to a 24 month certification period at redetermination complete the redetermination process as usual. Enter a "Y" in the Calc Elig Ind Field and the Redet Complete field, enter an "M" in the Redet Method Field and enter an "N" (No) in the Send EDD field on the MISC screen for the Food Stamp AU (See attachment A). Narrate all case actions and clearly indicate that the household is eligible for up to a 24 month certification period, the begin and end date of the 24 month certification period, the date the 745 was set to display and the actions that are to occur on that date.

Set a 745 alert on the case for the 5th day of the last month of certification on the AU. This alert is to be used as a reminder to contact the customer, review the household's situation and update the certification period if there are no changes. If changes are reported, request the appropriate verifications and process the AU accordingly.

To update the certification period for the second 12 month certification period, from the AMEN select Option N (Initiate A Redetermination) using the head of household's client ID number and enter a "Y" next to the Food Stamp AU. Select Option R (Interim Change), make any necessary changes, and call the MISC screen for the Food Stamp AU. On the MISC screen enter a "Y" in the Calc Elig Ind Field and the Redet Complete field, enter an "F" (Face To Face) in the Redet Method Field and delete the "N" (No) in the Send EDD field (See attachment B). This will ensure that the AU will be scheduled for a redetermination appointment.

Thank you for your assistance in this matter. If you have any questions regarding this memo, please contact the DHR Help Desk at (410) 767-7002 or 1-800-347-1350.

### ACTION DUE

This policy is effective with applications and recertifications dated on or after November 1, 1996. Please place the attached pages in the Food Stamp Manual. The On-line Manual will be updated by November 15, 1996.

### INQUIRIES

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

cc: FIA Management Staff

Constituent Services

CHANGE AU NON-FINANCIAL MISCELLANEOUS - MISC MISC  
Month 07 97 RAB284 05 16 97  
HOH Name ██████████ Client ID 430009265

AU ID 040011589 Prog FS  
MR/QR MR/QR MR/QR TEMHA Calc Elig Trial Elig ---- Expedited ----  
Recd Complete Good Cause Bft Ctr Ind HH Increm Service Disc Date  
Y 05 05 97  
Redet Auto Reassign SLAM Lump Sum Presump -----Redet----- Delay QMB  
Complete Override Ind Remain Elig Method Send EDD Reason Ovr  
m n

PPI Service Ref Rsn Date QA Error Ind QC SR AR  
Sched Interview  
Del Unit Number

Inquiry Date 06 06 97 EW ID  
Appt Date Appt Type

Appt Begin Time (HH:MM) : Appt End Time (HH:MM) :  
L Name/Appt Remarks

Message

13-note 14-schs 15-lett

23-alau

*Attachment A*

INQUIRY

AU NON-FINANCIAL MISCELLANEOUS - MISC

MISC

Month 07 97

RAB284 05 16 97

L Name

Client ID 430009265

J ID 040011589

Prog FS

MR/QR

MR/QR

MR/QR

TEMHA

Calc

Elig

Trial

Elig

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Expedited

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Recd

Complete

Good Cause

Bft Ctr

Ind

HH Increm

Service

Disc Date

Y

05 05 97

Redet

Auto Reassign

SLAM

Lump Sum

Presump

-----Redet-----

Delay

QMB

Complete

Override

Ind

Remain

Elig

Method

Send EDD

Reason Ovr

F

PPI Service Ref

Rsn

Date

QA Error Ind

QC

SR

AR

Sched Interview

Del

Unit Number

Inquiry Date 06 20 97

EW ID

Appt Date

Appt Type

Appt Begin Time (HH:MM) :

Appt End Time (HH:MM) :

L Name/Appt Remarks

Message

13-note 14-schs 15-lett

17-mo< 18-mo>

23-alau

Attachment B