

 <p>Department of Human Resources 311 W. Saratoga St. Baltimore, MD. 21201-3521</p>	<p>FIA ACTION TRANSMITTAL</p>
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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

Charles E. Henry for
FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: WORK REQUIREMENTS

PROGRAM AFFECTED: FOOD STAMP PROGRAM

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

BACKGROUND

A food stamp provision of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 increases the penalties for individuals who fail to comply with work requirements. Additionally, one of the food stamp waivers reduces the age at which a child exempts a parent or caretaker from food stamp work rules.

CURRENT AND ONGOING POLICY

The following individuals are exempt from work registration requirements:

- ▶ A person younger than age 16 or older than age 60
- ▶ A person physically or mentally unfit for employment
- ▶ A household member subject to and complying with work activities
- ▶ A caretaker who is responsible for the care of an incapacitated individual
- ▶ A person who is in receipt of unemployment compensation
- ▶ A regular participant in a drug or alcoholic treatment program

- ▶ A person who is employed or self-employed and working a minimum of 30 hours per week or at least the federal minimum wage multiplied by 30
- ▶ A student enrolled at least half time in a recognized school, training program or institution of higher education

The work registrant must:

- ▶ participate in an assigned employment and training program
- ▶ provide any requested information regarding employment status or availability for work
- ▶ report to an employer when referred by the Employment and Training Program if the employment is suitable

ADDITIONAL POLICY

- A parent or caretaker is exempt from the food stamp work rules if caring for a child under age one. **All other exemptions from the work rules remain the same.**
- **Individuals who are required to register for work are ineligible if they:**
 - ▶ refuse without good cause to participate in an assigned employment and training program
 - ▶ refuse without good cause to provide any requested information regarding employment status or availability for work
 - ▶ refuse without good cause to accept an offer of suitable employment
 - ▶ **voluntarily and without good cause quit a job, or**
 - ▶ **voluntarily and without good cause reduce work effort and after the reduction is working less than 30 hours per week.**
- An individual who fails to comply with work requirements is ineligible for the following periods of time:
 - ▶ First violation - one month or the date of compliance, whichever is later
 - ▶ Second violation - three months or the date of compliance, whichever is later

- ▶ Third or subsequent violation - 6 months or the date of compliance, which ever is later
- The penalty applies only to the individual.
- Current good cause reasons apply until further clarification is received from the Food and Consumer Service.
- Since the penalty applies only to the individual, any adult can be selected as head of household. The form DHR/IMA 689 is no longer required.

Reminder: The resources and income of the disqualified member are counted in their entirety.

OBSOLETE POLICY

An individual is exempt from work registration requirements when the individual is a parent or caretaker who is responsible for the care of a child under age 6.

If the head of household voluntarily quits a job without good cause, the entire household is ineligible for 90 days from the date of the quit.

Individuals who fail to comply with work requirements without good cause are ineligible for two months. If the head of household fails to comply, the entire household is ineligible. Ineligibility continues for two months or until the member complies or becomes exempt from work registration.

ACTION REQUIRED

AIMS

The case manager must determine who is included in the household. The system does not track work sanctions. Include all income and resources of the disqualified member.

CARES

CARES will not track or determine eligibility based on the new work requirements. Case managers will have to sanction individuals who are mandatory work registrants, not claiming good cause and not complying with the work requirements. Individuals sanctioned for non-compliance with a work requirement will be closed on the STAT screen using the new reason codes as follows:

- ▶ 501 - First violation for non-compliance with a work requirement
- ▶ 502 - Second violation for non-compliance with a work requirement

- ▶ 503 - Third violation for non-compliance with a work requirement

Calculate the disqualified member's income off line and enter the income on another member's UINC screen. Enter narration to document the disqualification. Initiate an alert to track the length of ineligibility.

ACTION DUE

Customers were notified of increased penalties on October 4, 1996. The policy is effective with applications and recertifications taken after November 1, 1996.

INQUIRIES

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

cc: FIA Management Staff
Constituent Services