



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

FIA ACTION TRANSMITTAL

Issuance Date: February 21, 1997

Effective Date: March 1, 1997

Control Number: FIA/OPA 97-79

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

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: Temporary Cash Assistance (TCA) Payment Increases

PROGRAMS AFFECTED: Temporary Cash Assistance (TCA), Food Stamps

ORIGINATING OFFICE: OPA/ DIVISION OF PROGRAM POLICY AND
REGULATION

COMAR REFERENCE: TCA 07.03.03.14

BACKGROUND INFORMATION:

This Action Transmittal confirms the March 1997 implementation of a 1.1 percent payment increase for Temporary Cash Assistance applicants and recipients.

The key dates for action related to the benefit increase for this program are noted below.

In CARES counties, the mass change was run the middle of February. Customer notices for increases or decreases were generated at the time of mass change. All grant changes, the \$250 shelter cap for Food Stamps, and new recoupment amounts require no action by the case manager. The only exception is recoupment cases where the case manager sets a flat amount to be recouped. These cases must be updated manually.

The key dates in AIMS counties for action related to the benefit increase for this program are:

February 11, 1997 - Simulated Run/ S200's Produced

February 27, 1997 - Final Date for AIMS Data Entry to Meet Payroll Cut-Off

I. TCA

A. Implementation of the 1.1% Payment Increase

1. The increased payment amounts are effective March 1, 1997. See Attachment A.
2. Cases in suspend status or special processing will not be mass changed by AIMS. The Mass Change Exception Report can be used to identify cases that will not be mass changed. That report is generated by the simulated run scheduled for February 11th. Cases in adverse action for March benefits will be mass changed; however, a manual letter will be required if AIMS is updated after February 11, 1997.
3. In AIMS jurisdictions, the simulated mass change run scheduled for February 11, 1997 will produce a S-920 report which will identify those cases that were not mass changed and need to be handled by local department staff.
4. The new payment amounts are to be used for financial eligibility decisions made in February for March grants. This includes reconsiderations, interim changes, and recoupment cases.

NOTE: Cases should not be processed on AIMS after the close of business on February 27, 1997 except emergency OTOs. Case level transactions processed on February 27, 1997 will reflect March 1, 1997 standards. OTO's processed on February 27, 1997 will reflect the correct transaction date, but will be system edited base on the new benefit limits. Care should be taken to ensure that OTO's for February issued on February 27th, use the old standards.

B. Impact on Recoupment in TCA

The recoupment amount for the 1, 3, 5, 6, 7, 8, 11, 12, 13, 14, 15, and 16 or more person households will increase March 1, 1997 due to the grant increase. The local department will have three major responsibilities in the recoupment portion of the mass change:

1. Review their TCA recoupment caseload to be sure it is ready for the mass change.
2. Send notices (Form 733RC) to all households listed above undergoing recoupment.
3. Compare February's S-300 with the 733RC's that were sent in February to be sure the amounts agree.

These three responsibilities are explained in greater detail below:

4. Review of S-300 for Recoupment Amount Accuracy

The local departments should review its latest S-300 report (preferably February's report) to ensure that the amount being deducted for all TCA cases in recoupment corresponds to the new Schedule R amounts. Any incorrect amounts should be changed by the local department by March 10, 1997 to allow for adverse action. Recoupment cases should be checked for Repayment Status Code (see Code Table 17 in AIMS Procedures Manual). Any "W" Code Cases (where recoupment is worker-generated) should be converted to Code "A" (recoupment automatically calculated by AIMS) unless there is good reason to keep the case in "W" status. The steps needed to change a "W" to "A" Code are:

- a. Complete the AIMS 2 for PA cases;
- b. Use transaction type ACHG;
- c. Enter "B" in suppress notice;
- d. Enter "A" in repay status
- e. Enter zeros in monthly repay amount; and
- f. Enter "N" in financial screen required.

After the simulated mass change was run, notices were sent to the customers informing them of the March 1st increase and showing the benefit calculations including recoupment amounts.

NOTE: If there is a change in the calculation when the repayment status is changed from "W" to "A", the mass change letter will be incorrect if the change is done after the simulated mass change.

5. Customer Notification - DHR/IMA 733RC

All cases undergoing a recoupment change in Temporary Cash Assistance (TCA) must be sent a DHR/IMA 733RC "Notice of Change in Recoupment Amount." These notices were to be prepared by each local department and mailed to the customer at least ten days before the new recoupment amount takes effect. Due to the delay in implementing this action transmittal, local department are instructed to sent the 733RC by March 10, 1997. AIMS can not generate individual notices of recalculation. All local departments should use the AIMS S-300 report as a guide in preparing the notices.

Local departments should have a sufficient supply of the 733RC in stock. If more are required, please order through normal channels. Check boxes 1, 5 and 6 on the form and provide the appropriate information. The change is effective March 1, 1997.

Local departments should follow the procedures listed below for cases with a "W" code that were affected by the mass change:

- a. Using the AIMS S-300 report (preferably the February report, since the February report will not be run until early March), select those cases where the recoupment amount will continue into March 1997 or beyond.
- b. By March 10th, prepare and mail to each of the customers identified in "a" above a completed 733RC. Keep a copy of this 733RC in the case record for follow-up.

6. Reconciling March S-300 Report with 733RC's Mailed

To determine whether 733RC notices mailed to recipients by the local department in March agree with the amount actually recouped in March, compare the copy of the 733RC retained by the local department with the S-300 Report for March 1, 1997. If there is any discrepancy between the S-300 and the 733RC for a particular case, prepare and send an amended 733RC (if the first 733RC was incorrect) or change the recoupment amount with an AIMS 2 (if the S-300 is wrong).

C. AIMS-Generated S-200 Letters Announcing March Grant Increase

AIMS will automatically print and mail a S-200 announcing the March grant increase to all TCA recipients. These letters were printed as part of the simulated mass change on February 11th. The letters carried a notice similar to the following:

"Your grant is being changed because of an increase in Public Assistance. Your Food Stamp benefit will be reduced/closed because of a receipt/increase of public assistance benefits."

TCA recipients who are undergoing recoupment as of February 1997 will also have a notice printed on their S-200 similar to the following:

"Since the maximum allowable TCA payments have increased, recoupment amounts have also increased. This recoupment increase is not due to a new overpayment. It is simply a higher monthly repayment of an overpayment about which you were already informed."

II. FOOD STAMP PROGRAM

- A Food Stamp program standards will remain unchanged until October 1, 1997. However, many food stamp allotment amounts will be reduced as a result of the increase in PA grants.

On February 11th, AIMS automatically printed and mailed an adverse action notice to recipients whose benefits were affected by the mass change.

B. AIMS Food Stamp Processing Grant Increases

1. Type A Households (Single PA/FS):

AIMS will process the increased TCA benefits as increased FS income for all these cases and will issue an appropriate notice.

2. Type B Households (Multiple PA/FS) and Type E Households (Mixed PA and NPA/FS):

AIMS will process the correct benefit only in those cases where the FS case number is the same as the PA case number and all associated cases have been manually updated by the worker on the AIMS 2/3C. AIMS cannot automatically take into account the increased grant for any associated cases.

3. For all associated cases, where the PA assistance unit does not have the same number as the FS household, the case manager must provide AIMS with the increased grant information prior to the simulated mass change that is scheduled for February 11, 1997. This will ensure that notices sent to the FS household will be correct.

C. Impact on Recoupment in Food Stamps

1. All food stamp cases changed as a result of a PA change will have the recoupment amounts automatically adjusted with the February mass change. Case manager - determined recoupment amounts will remain unchanged. It will therefore be necessary to manually adjust these recoupment amounts by March 10, 1997.

2. Case manager - determined recoupment cases are indicated on the S-300 reports by the Code "W" under Repayment Status - FS. Only in agency error or fraud cases or where the customer has signed an agreement to repay an amount greater than the standard amount should the recoupment amount be worker determined. Other cases can be system calculated since a flat percentage is used and every attempt should be made to change to automated recoupment. This will significantly reduce the number of manual recoupment adjustments required in each local department.

III. ATTACHMENTS AND INSTRUCTIONS

- A. Insert manual page 26 into I Programs Manual Chapter 14 immediately preceding page 27.
- B. Insert the attached Section 600, page 1 in the Food Stamp Manual.
- C. The FIP Schedule and Schedule X have been attached for your information.

ACTION DUE DATE: March 1, 1997.

Inquiries may be directed to Yolanda Parker at (410) 767-7259, Division of Program Policy and Regulation.

cc: FIA Management Staff
Constituent Services

KM/ymp

.14 FIP Schedule

MONTHLY ALLOWABLE AMOUNTS TO BE PAID

Number of persons in the assistance unit	Allowable Grant	50% Poverty Level
1	\$167	\$323
2	295	432
3	377	541
4	455	650
5	527	760
6	579	869
7	652	978
8	717	1087
9	774	1186
10	835	1305
11	896	1415
12	956	1524
13	1015	1633
14	1075	1742
15	1136	1851
16	1210	1960
Each person over 16	Add 61	Each person over 16 Add 62

SCHEDULE - R

Effective: March 1, 1997

A	B	C	D
Family Size	Allowable Payment	90 %	Available Recoupment
1	\$167	\$150	\$17
2	295	266	29
3	377	339	38
4	455	410	45
5	527	474	53
6	579	521	58
7	652	587	65
8	717	645	72
9	774	697	77
10	835	752	83
11	896	806	90
12	956	860	96
13	1,015	914	101
14	1,075	968	107
15	1,136	1,022	114
16	\$1,210	\$1,089	\$121
Each Person More Than 16	Add \$ 61	Calculate 90% of Col.- B	Calculate 10% of Col.- B

NOTE: When a family receiving Food Stamps is also subject to recoupment, a "double" adjustment applies to the determination of income to be used in the Food Stamp computation.

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD STAMP MANUAL	15
STANDARDS FOR INCOME AND DEDUCTIONS	Section 600	Page 1

STANDARDS FOR ELIGIBILITY AND MAXIMUM ALLOTMENTS

- A. The Standards for the following appear in Section 600 page 2.
- (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 Household (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 maximum allotment amount for the household size found in Column D, section 600. In an initial month, if the allotment is less than \$10, no benefit is issued. Except in an initial month, all eligible one and two person households must be issued the minimum allotment of \$10.

DEDUCTION STANDARDS

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

Standard Deduction	\$134
*Excess Shelter Deduction	up to 250
Homeless Household Shelter Allowance	143
Dependent Care (child or elderly or disabled adult)	
For each dependent when needed for full time employment	200
For each dependent when needed for part time employment	100
Standard Utility Allowance (SUA)	183
Limited Utility Allowance (LUA)	110
Telephone Standard	20

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

Date: 10/96

TEMPORARY CASH ASSISTANCE
COMAR
 07.03.03.13 SCHEDULES and TABLES
 SCHEDULE - X

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	\$167	161	155	150	144	139	133	128	122	116	111	105	100	94	89
2	\$295	285	275	265	255	245	236	226	216	206	196	186	177	167	157
3	\$377	364	351	339	326	314	301	289	276	263	251	238	226	213	201
4	\$455	439	424	409	394	379	364	348	333	318	303	288	273	257	242
5	\$527	509	491	474	457	439	421	404	386	368	351	333	316	298	281
6	\$579	559	540	521	501	482	463	443	424	405	386	366	347	328	308
7	\$652	630	608	586	565	543	521	499	478	456	434	412	391	369	347
8	\$717	693	669	645	621	597	573	549	525	501	478	454	430	406	382
9	\$774	748	722	696	670	645	619	593	567	541	516	490	464	438	412
10	\$835	807	779	751	723	695	668	640	612	584	556	528	501	473	445
11	\$896	866	836	806	776	746	716	686	657	627	597	567	537	507	477
12	\$956	924	892	860	828	796	764	732	701	669	637	605	573	541	509
13	\$1,015	981	947	913	879	845	812	778	744	710	676	642	609	575	541
14	\$1,075	1,039	1,003	967	931	895	860	824	788	752	716	680	645	609	573
15	\$1,136	1,098	1,060	1,022	984	946	908	870	833	795	757	719	681	643	605
16	\$1,210	1,169	1,129	1,089	1,048	1,008	968	927	887	847	806	766	726	685	645
16	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	83	77	72	66	61	55	50	44	38	33	27	22	16	11	5
2	147	137	127	118	108	98	88	78	68	59	49	39	29	19	9
3	188	175	163	150	138	125	113	100	87	75	62	50	37	25	12
4	227	212	197	182	166	151	136	121	106	91	75	60	45	30	15
5	263	245	228	210	193	175	158	140	122	105	87	70	52	35	17
6	289	270	250	231	212	193	173	154	135	115	96	77	57	38	19
7	326	304	282	260	239	217	195	173	152	130	108	86	65	43	21
8	358	334	310	286	262	239	215	191	167	143	119	95	71	47	23
9	387	361	335	309	283	258	232	206	180	154	129	103	77	51	25
10	417	389	361	334	306	278	250	222	194	167	139	111	83	55	27
11	448	418	388	358	328	298	268	238	209	179	149	119	89	59	29
12	478	446	414	382	350	318	286	254	223	191	159	127	95	63	31
13	507	473	439	406	372	338	304	270	236	203	169	135	101	67	33
14	537	501	465	430	394	358	322	286	250	215	179	143	107	71	35
15	568	530	492	454	416	378	340	302	265	227	189	151	113	75	37
16	598	554	504	464	423	384	343	302	262	222	181	141	101	61	40

.14 FIP Schedule

MONTHLY ALLOWABLE AMOUNTS TO BE PAID

Number of persons in the assistance unit	Allowable Grant	50% Poverty Level
1	\$167	\$323
2	295	432
3	377	541
4	455	650
5	527	760
6	579	869
7	652	978
8	717	1087
9	774	1186
10	835	1305
11	896	1415
12	956	1524
13	1015	1633
14	1075	1742
15	1136	1851
16	1210	1960
Each person over 16	Add 61	Each person over 16 Add 62

SCHEDULE - R

Effective: March 1, 1997

A	B	C	D
Family Size	Allowable Payment	90 %	Available Recoupment
1	\$167	\$150	\$17
2	295	266	29
3	377	339	38
4	455	410	45
5	527	474	53
6	579	521	58
7	652	587	65
8	717	645	72
9	774	697	77
10	835	752	83
11	896	806	90
12	956	860	96
13	1,015	914	101
14	1,075	968	107
15	1,136	1,022	114
16	\$1,210	\$1,089	\$121
Each Person More Than 16	Add \$ 61	Calculate 90% of Col.- B	Calculate 10% of Col.- B

NOTE: When a family receiving Food Stamps is also subject to recoupment, a "double" adjustment applies to the determination of income to be used in the Food Stamp computation.



EF:

Section Title

Schedules

Section

3500

Page

26

SCHEDULE - R

Effective: March 1, 1997

A	B	C	D
Family Size	Allowable Payment	90 %	Available Recoupment
1	\$167	\$150	\$17
2	295	266	29
3	377	339	38
4	455	410	45
5	527	474	53
6	579	521	58
7	652	587	65
8	717	645	72
9	774	697	77
10	835	752	83
11	896	806	90
12	956	860	96
13	1,015	914	101
14	1,075	968	107
15	1,136	1,022	114
16	\$1,210	\$1,089	\$121
Each Person More Than 16	Add \$ 61	Calculate 90% of Col.- B	Calculate 10% of Col.- B

NOTE: When a family receiving Food Stamps is also subject to recoupment, a "double" adjustment applies to the determination of income to be used in the Food Stamp computation.