

 <b>FAMILY INVESTMENT ADMINISTRATION</b>	<b>CARES BULLETIN</b>
	Effective Date: IMMEDIATELY
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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS**

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

**RE: INVALID DISTRICT OFFICE CODES**

**PROGRAMS AFFECTED: FOOD STAMPS**

**ORIGINATING OFFICE: OFFICE OF POLICY AND RESEARCH/DIVISION OF  
PROGRAM AND SYSTEMS SUPPORT**

**Summary**

EBT has rejected several cases from receiving food stamp benefits due to invalid District Office Codes (153-Children's Help Center, 165- Center Point, 411- Holly Center and 412- Finance Center). Because individuals in state institutions are not eligible for food stamps, EBT does not recognize the DO code associated with the institution. When the head of household is transferred to a state institution district office, any assistance units (with or without other members) follow the new district office and as a result do not have access to their food stamp benefits.

**Action Required:**

If a person is transferred to a state institution, local offices need to remove that person from any currently active food stamp assistance unit with adequate adverse action time given. If a facility/institution takes an application, they must first clear all systems and notify the local office which maintained the food stamp assistance unit so that action can be taken on the case. The case may have to be transferred back to the local office before the facility/institution completes the application.

Thank you for your assistance in this matter. If you have any questions regarding this matter, please contact Margaret Lacey at (410) 767-5531.