

 Department of Human Resources 311 West Saratoga Street Baltimore MD 21201	<b>FIA ACTION TRANSMITTAL</b>
<b>Control Number:</b> 98-17	<b>Effective Date:</b> November 1, 1996 <b>Issuance Date:</b> 10/17/97

**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**

**PROGRAM AFFECTED: FOOD STAMP PROGRAM**

**ORIGINATING OFFICE: OFFICE OF POLICY AND RESEARCH**

**SUMMARY**

A provision of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, permits states more flexibility in assigning certification periods. This action transmittal replaces FIA/OPA 97-49 REVISED. CARES procedures have changed; definitions and AIMS procedures remain the same.

**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 members 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 the 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 (TEMHA Type 2) 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**

##### **Applications:**

When a 24-month certification period is desired for new applications, complete the processing

and finalization of the assistance unit as usual (a 12-month certification will result). Immediately after finalizing the AU, initiate a redetermination on the AU using Option N on the AMEN. Complete the redetermination using Option R, validating required fields as necessary. On the MISC screen enter a "Y" in the Calc Elig and Redetermination Complete fields to extend the certification for an additional 12 months. The total certification period for the AU will now be 24 months.

Recertifications:

To assign a 24-month certification period at recertification, complete the redetermination using Option R, validating required fields as necessary. On the MISC screen enter a "Y" in the Calc Elig and Redetermination Complete fields to complete the redetermination. In order to extend the certification period for an additional 12 months, initiate a redetermination on the AU using Option N on the AMEN. Go back into option "R" on the AMEN to update the necessary fields and enter a "Y" in the Calc Elig and Redetermination Complete fields on the MISC screen. The total certification period for the AU will now be 24 months.

**When a 24-month certification period is established, generate a 745 alert for the 12th month as a reminder to contact the customer.**

**ACTION DUE**

The policy was effective with applications and recertifications dated on or after November 1, 1996.

**INQUIRIES**

Please direct questions to Kay Finegan at (410) 767-7939. Contact Margaret Lacey for any systems questions at (410) 767- 6939.

cc: FIA Management Staff  
Constituent Services