



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

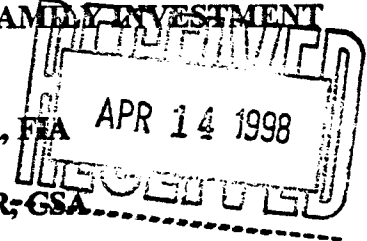
**FIA ACTION TRANSMITTAL**

Control Number: FIA/OPR 98-45

Effective Date: Upon Receipt  
Issuance Date: April 8, 1998

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

*Charles E. Levy for*  
**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA  
DENISE MAKER, EXECUTIVE DIRECTOR, GSA**



**RE: EXPEDITED NATURALIZATION**

**PROGRAM AFFECTED: FOOD STAMP PROGRAM, TEMPORARY CASH ASSISTANCE**

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

**SUMMARY**

Governor Glendening is concerned that some immigrants who have applied for naturalization, but have not yet completed all the requirements, may not be able to meet their food needs because they are ineligible for food stamps. Some of these legal immigrants have completed all of the citizenship requirements except for the test and the oath. The Immigration and Naturalization Service (INS) can consider loss or threat of loss of federal benefits as a valid reason for expediting naturalization if the loss of benefits results in extreme hardship.

Recently, staff from the Maryland Office of New Americans (MONA) and FIA met with representatives of the Baltimore District INS to discuss the possibility of establishing a procedure for expediting naturalization of immigrants whose loss or threat of loss of food stamp benefits due to their immigration status will result in hardship. Although the District Director is willing to help us, there are limits to what they can do at the district level. Initially, citizenship applications are now processed from one national location. It can take several months before the application gets to the district level where the test and oath of citizenship are administered. At this point, the district INS can expedite naturalization.

The Baltimore District INS has already made efforts to streamline its naturalization procedures. For example, it is possible for persons to be interviewed and, if and they pass the interview, receive the oath on the same day.

We have also developed a referral procedure to allow us to notify INS of situations that would meet the criteria for expedited naturalization. To meet the criteria, the individual must:

- Provide verification of his or her application for citizenship, and
- Meet all eligibility requirements for food stamps, except for immigration status.

### **ACTION REQUIRED**

When a case manager becomes aware of individuals who fit the criteria, refer the case to Kay Finegan, Office of Policy and Research, using the attached form. You may fax the form to (410) 333-6581 or mail it to the following address:

Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201  
Attn: Kay Finegan

Upon receipt of the form, we will screen it and if appropriate forward it to the District INS office. When we are notified of their decision, we will contact the case manager.

This procedure should ensure that needy legal immigrants who are about to become citizens have their basic food needs met. This procedure is the result of the close cooperation of the Governor's Office, the Department of Human Resources and our local Immigration and Naturalization Office District Office. We are always interested in improving on it. If you have any questions, concerns, or suggestions about this procedure or individual case situations, please contact Kay Finegan at (410) 767-7939

### **ACTION DUE**

This transmittal is effective upon receipt.

cc: DHR Executive Staff  
FIA Management Staff  
Constituent Services  
CTF  
OIM Help Desk



**FAMILY INVESTMENT ADMINISTRATION**

To: Immigration and Naturalization Service  
Baltimore District Office

Thru: Kay Finegan, Office of Policy and Research  
Telephone: (410) 767-7939  
Fax: (410) 333-6581

From: \_\_\_\_\_ Department of Social Services

Case Manager:  
Telephone:

Re: **REQUEST FOR EXPEDITED NATURALIZATION**

Please request expedited naturalization for the following individual:

Name:

Customer IRN:

Address:

Date of Application for Citizenship:

Alien Registration Number:

Nationality:

Date of Birth:

Social Security Number:

Hardship Reason (Explain how loss of benefits causes extreme hardship i.e. food stamp ineligibility, low income, expenses exceed income.):

\_\_\_\_\_

To be completed by the Immigration and Naturalization Service:

Expedited Naturalization \_\_\_\_\_ Approved \_\_\_\_\_ Denied

By \_\_\_\_\_ Date \_\_\_\_\_