



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number:

FIA/OPRS #99-32

Effective Date: January 1, 1999

Issuance Date: February 26, 1999

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

**FROM:** *Robert Everhard*  
ROBERT EVERHARD, EXECUTIVE DIRECTOR

**RE:** STATE-FUNDED TEMPORARY CASH ASSISTANCE PROGRAMS

**PROGRAM AFFECTED:** TEMPORARY CASH ASSISTANCE

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

**SUMMARY:**

The Family Investment Administration (FIA) has been working with the U.S. Department of Health and Human Services to change the Temporary Assistance to Needy Families (TANF) State Plan to better serve certain groups of Temporary Cash Assistance (TCA) customers.

A State-Funded TCA Program Workgroup comprised of central and local department staff met last year to identify the customer groups and define state TCA program requirements. The workgroup made recommendations for the customer groups to be included in state programs with the time limits and work requirements for each group. FIA amended the State TANF Plan to set up state-funded programs for the families recommended by the workgroup.

This action transmittal identifies the customer groups and outlines the time limits and work requirements for state-funded TCA programs. To assist staff in the local departments, a chart on page 3 of this action transmittal shows the state-funded customer groups and whether a group is subject to time limits and work requirements.

**All other TCA eligibility requirements and local procedures remain unchanged for the families in the state programs.**

## **ACTION REQUIRED:**

Effective January 1, 1999, FIA moved the customer groups listed on the chart into state-funded TCA programs. Movement of these customer groups does not require local departments to transfer any TCA cases. The only requirement for local department staff is to code CARES correctly to ensure that these groups can be identified for accurate tracking and state/federal reporting.

The following is additional information for the groups listed on the chart:

➤ **Students Age 19**

Although the 19 year-old full-time student is exempt from work requirements, any non-exempt (mandatory) assistance unit member is required to comply with work requirements. Once the 19 year-old child graduates and removed from the grant, the family is moved to federally funded TCA, if otherwise eligible.

➤ **Family Violence**

These families are not subject to work requirements under the condition that the local department family violence expert and FI case manager have the flexibility to evaluate these families on a case-by-case basis, taking into consideration all of the specific individual issues that surround each family violence situation. Once barriers have been resolved, the family is moved back into federally funded TCA, if otherwise eligible.

➤ **Disabled Adults/Children**

Once SSI is received and the individual is removed from the grant, the family is moved back into federally funded TCA, if otherwise eligible. A separate AT will be issued that describes the DEAP referral process for TCA customers. In the interim, follow the instructions for coding CARES to identify this customer group for tracking and reporting purposes.

➤ **Non-Parent Caretaker Relatives**

If the non-parent caretaker is removed from the grant, the case becomes a child only case and the family is moved to federally funded TCA, if otherwise eligible. Child only cases are not subject to time limits. However, if a child only case includes a child who is 16-17 years old and not in school, the child is subject to work requirements.

## STATE-FUNDED TCA CUSTOMER GROUPS

CUSTOMER GROUP	SUBJECT TO 24-60 MONTH TIME LIMITS	SUBJECT TO WORK REQ
Families with legal immigrant adults and children (admitted to the country after August 22, 1996) who are not eligible under federal law and meet all other TCA eligibility requirements.	YES*	YES
Families with a child who is a full time student and expected to graduate from a secondary school or an equivalent program and turn 19 before graduating. The month the child turns 19 through the month of graduation will be totally state funded. The child's eligibility ends the month after the month of graduation.	YES	YES
Families where an adult or child is a victim of family violence and is actively receiving services as part of a service plan to overcome barriers to independence caused by family violence.	NO	NO CONDITIONAL**
Families with an adult and/or child who has a disability which will last more than 12 months and who is required to apply for SSI and reimburse the state for TCA funds paid in the event of an accumulated SSI claim.	NO	NO
Families with children cared for by a non-parent relative, who is included in the assistance unit and has no dependent children of his or her own. Families who have dependent children of their own and other related children and who receive TCA are not part of this group and are subject to time limits and work requirements.	NO	NO

\* These cases are reassessed at the 59<sup>th</sup> month.

\*\* "Conditional" means that local departments have the flexibility to evaluate these families on a case-by-case basis, taking into consideration all of the specific individual issues that surround each domestic violence situation.

**NOTE:** Two-parent families, where both parents are able-bodied, moved back to federal TCA 1/1/99.

## CARES PROCEDURES (FOR STATE-FUNDED TCA FAMILIES)

Correct coding on CARES is essential for these families to ensure payment accuracy and these groups can be identified for accurate tracking and state/federal reporting.

At application, code the individual customer group as follows. At redetermination, check to make sure cases are coded correctly.

1. **IMMIGRANTS** - Families with legal immigrant adults and children (admitted to the country after August 22, 1996) who are not eligible under federal law and meet all other TCA eligibility requirements.

This AU is identified on CARES as follows:

- On the **DEM2** screen enter **L** in the **Citiz** field.
- On the **ALAS** screen enter the
  - **MM YY** in the **Entry date** field (the date of entry in the U.S. must be equal to or greater than 9/96).
  - Also, this AU will not have an immigration and naturalization status of **AA, AS** or **RF – INS** status or alien country code of **AA** or **CU – Country of Origin** on this screen.

2. **STUDENTS AGE 19** - Families with a child who is a full time student and expected to graduate from a secondary school or an equivalent program and turn 19 the year of graduation. The month the child turns 19 through the month of graduation will be totally state funded. The child's eligibility ends the month after the month of graduation.

This AU is identified with a child with the relationship code on **STAT** screen: **CH, CP, CC, SC, GC, NN, FC, SI, HS, or SS** who is an active recipient (**RE**) and equal to or greater than 19 years of age.

3. **FAMILY VIOLENCE** - Families where an adult or child is a victim of family violence and is actively receiving services as part of a service plan to overcome barriers to independence caused by family violence.

This AU is identified on CARES with **Y** entered the **DMVIOL** field on the **DEM2** screen.

4. **DISABLED ADULTS/CHILDREN** - Families with an adult and/or child who has a verified disability 12 or more months, is required to apply for SSI, reimburse the state for TCA paid in the event of an accrued SSI claim and referred to DEAP.

This AU is identified on CARES as follows:

- On the **DEM2** screen enter
  - **HP** in the Approval Source field and the **MM YY** of date indicated on the disability verification form.
  - The date the 340 was signed **MM YY** in the IAR Dat field.
  - The dates indicated on the disability verification form in the Begin Date (**MM YY**) and End Date (**MM YY**) fields. These dates must indicate a disability that lasts 12 or more months and the disability verification form must be current.
- On the **UINC** screen enter
  - **DE** in the Appl Type field.
  - **P** in the Stat field (update Stat field as changes occur).
  - The date the customer was referred to DEAP in the Date field.

5. **NON-PARENT CARETAKER RELATIVES** - Families with children included in the AU cared for by a non-parent relative who is included in the AU and has no dependent children of his/her own.

This AU is identified by the household composition of children whose relationship to the Head of Household on the **STAT** screen REL field is grand/great child **GC**, niece/nephew **NN**, first cousin **FC**, sibling **SI**, half sibling **HS**, or step sibling **SS**.

**REMINDER:**

- **Update CARES coding as new information is received for these state-funded TCA cases to ensure that families no longer a part of these five state-funded customer groups are moved back to federally-funded TCA.**
- **Movement of these customer groups from federal to state TCA or from state to federal TCA does not require local departments to transfer any TCA cases.**

**NARRATION AND PAYMENT ACCURACY:**

Local departments must ensure that narration of case activity is clear, concise, and complete according to the action taken by the case manager. Good narration also supports the local department actions and decisions in the event of a fair hearing or selection for Quality Control review.

**ACTION DUE:**

Upon receipt

**INQUIRIES:**

Please direct policy questions to Edna McAbier, Bureau of Policy and Training, at 410 767-8805. Direct CARES questions to Nicole Pyles, Bureau of System Development and Management, at 410 767-7957.

c: FIA Management Staff  
Constituent Services



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: FIA/OPRS #99-34

Effective Date: April 1, 1999

Issuance Date: March 10, 1999

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

**FROM: *Robert J. Everhard*  
ROBERT J. EVERHARD, EXECUTIVE DIRECTOR**

**RE: CHANGE REPORTING WAIVER FOR PIECE RATE EARNINGS**

**PROGRAM AFFECTED: FOOD STAMP PROGRAM**

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

### SUMMARY

Recently we received approval of a waiver to require households who receive earnings on a piecework basis to report changes of \$80 or more in their earnings. Household members who receive a piece rate are usually in sheltered workshops. Many are physically or mentally disabled and apply through authorized representatives. We requested this waiver because the current change reporting waiver is difficult to apply to piecework income.

### CURRENT AND ONGOING POLICY

Our current waiver requires households with earnings to report changes in:

- the rate of pay
- the hours worked of more than 5 hours per week which are expected to continue for more than a month
- source of earned income

This policy remains in effect for most households with earned income.

## NEW POLICY

- A household that receives all earnings at a piece rate is required to report changes of \$80 or more in its earned income.

### Examples:

In November, Mr. Smith receives \$1.00 for each winter holiday ornament he completes. At his December 1 recertification, he verified that his earnings from this piecework were \$70 in November. The local department used this amount in the calculation of Mr. Smith's food stamps. In January the workshop begins another project. The piece rate amount is \$.75 for each completed item. In January Mr. Smith's average monthly earnings changed to \$40. He is not required to report this change.

Mr. Brown verified his piece rate earnings for his January recertification as \$25. In February he worked more hours so he earned \$120 for the month. Since this is a change of more than \$80 per month he is required to report this change.

- The Food and Nutrition Service would not approve the waiver if we had dual reporting requirements for households with both piece rate and regular earnings. Since most individuals with earnings from piecework are in sheltered workshops and are one-person households, we do not expect many "mixed" earned income households. If a household receives both piece rate earnings and regular earned income it must report changes in the:
  - Rate of pay,
  - Hours worked of more than 5 hours per week which are expected to continue for more than a month, or
  - Source of earned income

**NOTE:** The reporting requirements for unearned income have not changed. Households are still required to report changes in the source of income and/or changes in the amount of gross monthly unearned income of more than \$25.

## PAYMENT ACCURACY

**It is important to stress the importance of the following income reporting requirements at each customer contact:**

- All households must report any change in source of earned or unearned income, even if the amount of income stays the same.
- Households with regular earned income or a mix of regular and piece rate earnings



must report any changes in the rate of pay or the hours worked of more than 5 hours per week which are expected to continue for a month.

- Households that receive all earnings at a piece rate must report changes of \$80 or more in their earned income.
- Households must report changes in the amount of gross monthly unearned income of more than \$25.

**Reminder: All households with earnings are subject to a 4-month certification period. This includes households in which all members are elderly or disabled.**

**Please refer to page 4 for CARES procedures.**

### **ACTION DUE**

The provisions of the change reporting waiver for piecework are effective April 1, 1999.

### **INQUIRIES**

Please direct policy questions to Kay Finegan at (410) 767-7939 and systems questions to David Holland at (410) 767-8494.

cc: FIA Management Staff  
Constituent Services  
OIM Help Desk  
CIS Testing Facility

### **CARES Procedure**

- On the **ERN1** screen, enter the name of the place of employment in the **EMPLOYER NAME** field.
- In the **TYPE** field, enter **EI** for regular earnings or **SH** (sheltered workshop) if appropriate.
- In the **BEGIN DATE** field, enter date that the customer began employment.
- If the case is already active, enter a **Y** or **N** in the **LATE REPORT** field to indicate whether or not the customer was late in reporting his/her employment.
- Press **ENTER** to get to the **ERN2** screen.
- Enter the income, the number of hours worked in the **HRS** field, the type of verification used in the **V** field, and the correct frequency in the **FREQ** field on the customer's **ERN2** screen.

**NARRATE** how earnings were determined by pressing **PF21** from the **ADDR** screen.