



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: 99-39

Effective Date: IMMEDIATELY

Issuance Date: 3/25/99

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

*Charles E. Jimmy for*  
**FROM: ROBERT J. EVERHARD, EXECUTIVE DIRECTOR**

**RE: NEW LANGUAGE ON THE SYSTEM GENERATED ELIGIBILITY  
DETERMINATION DOCUMENT (EDD)**

**PROGRAM AFFECTED: FOOD STAMP PROGRAM**

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

### SUMMARY

The Food and Nutrition Service informed us of new rights and responsibility language about reporting and verifying deductions that we could insert on the application as an error reduction strategy. This action transmittal provides information about this new language. We are also reminding local departments about a verification option.

### NEW POLICY

The following rights and responsibilities will appear on the system generated EDD above the signature section beginning March 24, 1999:

"Failure to report or verify dependent care expenses, shelter costs, medical expenses or child support payments will be seen as a statement by your household that you do not want to receive a deduction for the unreported or unverified expense."

Because the applicant signed the application indicating that he or she did not want to receive a deduction, Quality Control (QC) will not include the deduction in the error determination when the expense existed at application and was not reported or verified by the applicant.

**Case managers must take special care during the interview to ensure that each customer understands the full impact of not reporting or not verifying certain household expenses.**

We plan to add this language to the Rights and Responsibilities Form (9707) when it is next reprinted.

**REMINDER**

At initial application the household shall provide verification of the following prior to certification:

1. Identity;
2. Gross non-exempt income;
3. Immigrant status for any immigrant in the household;
4. Utility expenses if the household claims expenses above the utility standard;
5. Medical expenses if the household claims allowable medical expenses above \$35 per month;
6. Residency;
7. Social Security Number;
8. Amount of nonexcluded resources;
9. Legal obligation to make child support payments to or for an individual living outside the household and the amount of actual payments;
10. Household composition, if questionable;
11. Shelter costs for homeless households claiming shelter expenses that would result in a shelter deduction greater than the homeless allowance; and
12. All other factors of eligibility that are questionable and affect the household's eligibility and benefit level.

At application, in addition to the above, local departments may elect to mandate verification of any other factor that affects household eligibility or allotment level. If the local department chooses to mandate certain verification, the requirement must apply to all cases in that jurisdiction.

If the local department chooses to verify a deductible expense, and obtaining the verification may delay the decision on the household's application, the local department must tell the applicant that its eligibility and benefit level may be determined without the deduction for the claimed but unverified expense. Although the new language on the EDD does this, be sure to reinforce this during the interview.

If the expense cannot be verified within the 30 day processing time, under this option, the local department could calculate the eligibility and benefit level without the deduction. If the household subsequently provides the verification, the local department would treat it like a reported change.

Example: A customer reports a rental cost of \$500 but does not provide verification within 30 days. All other verification was provided. The household's eligibility and benefit level calculated without the unverified rent.

### **PAYMENT ACCURACY**

#### **Important:**

- **Narrate why the household did not receive the deduction.**
- **When the customer submits the verification act on it within 10 days.**

### **ACTION DUE**

The new language will print out on the EDD beginning March 24, 1999.

### **INQUIRIES**

Please direct policy questions to Kay Finegan at (410) 767-7939.

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