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Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 97-66
November 18, 1997

To: Local Office Staff
From: Joyce Sampson, Assistant Commissioner for Field Operations
Re: State Supplemental Food Stamp Program

Background

This memo provides instructions for coding cases containing SSFSP-eligible members. Each of the following Attachments provide specific instructions pertaining to the type of case the worker is processing.

Attachment A provides procedures for opening and reopening cases containing SSFSP-eligible members at (re)application.

Attachment B provides instructions for issuing expedited food stamp benefits to households containing all SSFSP-eligible members or households containing some SSFSP-eligible members.

Attachment C provides procedures for closing ongoing cases and/or dependents ineligible for the Food Stamp Program solely due to noncitizen status.

Attachment D provides instructions for adding SSFSP-eligible dependents to ongoing cases.

Attachment E provides examples for prorating income.

Attachment F provides a copy of the manual notice titled, *Noncitizens Ineligible for the Food Stamp Program Solely Due to Noncitizen Status*.

Reminder: All cases containing SSFSP-eligible members are category 9 cases. SSFSP-eligible members are identified on the category 9 case as a Status 6 (new) or Status 7 (reopen). SSFSP-eligible members must be coded on PRISM II with appropriate noncitizen designation.

Questions

If you have questions, have your Hotline designee call the Policy Hotline at (617) 348-8478. Systems questions should be directed to Customer Support Services at (617) 348-5290.

**Instructions for New/Reopen Cases
Containing SOME SSFSP-Eligible Members**

**New/Reopen PA
Food Stamp
Households
SOME SSFSP-
Eligible
Members**

If a case containing **some SSFSP-eligible members** (re)applies for cash assistance and food stamp benefits, the worker must:

- ◆ Establish the category 2 or 4 case using AR 03.
- ◆ **If the case is eligible for expedited food stamp benefits, see Attachment B of this memo.**
- ◆ When all necessary verifications are received and the case is eligible:
 - Open the category 2 or 4 case with the appropriate eligibility AR and Program code. (Do not open PA/FS.)
 - Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 (106 CMR 362.220.)
 - Open or reopen the category 9 case using (Status 1 or 2) in Block 31. Enter the food stamp benefit start date in Block 32. Enter the appropriate case AR in Block 33.
 - Establish food stamp benefits using (Status 1 or 2) in Block 51. Enter the food stamp benefit start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you're processing.
 - Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.
 - Open or reopen FS-eligible dependent(s) using C1 or F2 in Block 90.
 - Enter the food stamp benefit start date in Block 91.
 - Enter the appropriate eligibility AR in Block 92.
 - Enter income, assets on a PACES Worksheet. Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. See Attachment E, Proration Examples.

Note: Anytime an action is taken on a Category 2 or 4 case, workers must remember to adjust the corresponding category 9 case, if necessary.

**Instructions for New/Reopen Cases
Containing ALL SSFSP-Eligible Members**

**New/Reopen PA
Food Stamp
Households
ALL SSFSP-
Eligible
Members**

If a PA case containing **all SSFSP-eligible members** (re)applies for cash assistance and food stamp benefits, the worker must:

- ◆ Establish the category 2 or 4 case using AR 03.
- ◆ **If the case is eligible for expedited food stamp benefits, see Attachment B of this memo.**
- ◆ When all necessary verifications are received and the case is eligible:
 - Open the category 2 or 4 case with the appropriate eligibility AR and Program code. (Do not open PA/FS.)
 - Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 (106 CMR 362.220.)
 - Open or reopen the category 9 case using (Status 1 or 2) in Block 31. Enter the food stamp benefit start date in Block 32. Enter the appropriate case AR in Block 33.
 - Establish food stamp benefits using (Status 1 or 2) in Block 51. Enter the food stamp benefit start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you're processing.
 - Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.
 - Enter the food stamp benefit start date in Block 91.
 - Enter the appropriate eligibility AR in Block 92.
 - Enter income and assets on a PACES Worksheet.

Note: Anytime an action is taken on a Category 2 or 4 case, workers must remember to adjust the corresponding category 9 case, if necessary.

**Instructions for New/Reopen Cases
Containing SOME SSFSP-Eligible Members**

**New/Reopen
NPA Food
Stamp
Households
SOME SSFSP-
Eligible
Members**

If an NPA case contains **some SSFSP-eligible members**, the worker must:

- ◆ If the case is not eligible for expedited food stamp benefits, establish the category 9 case using AR 03. **If the case is eligible for expedited food stamp benefits, see Attachment B of this memo.**

 - ◆ When all necessary verifications are received and the case is eligible:
 - Open or reopen the category 9 case using (Status 1 or 2) in Block 31. Enter the food stamp benefit start date in Block 32. Enter the appropriate case AR in Block 33.

 - Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 (106 CMR 362.220.)

 - Establish food stamp benefits using (Status 1 or 2) in Block 51. Enter the food stamp benefit start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you're processing.

 - Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.

 - Open or reopen FS-eligible dependent(s) using C1 or F2 in Block 90.

 - Enter the food stamp benefit start date in Block 91.

 - Enter the appropriate eligibility AR in Block 92.

 - Enter income and assets on a PACES Worksheet. Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. See Attachment E, Proration Examples.
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**Instructions for New/Reopen Cases
Containing ALL SSFSP-Eligible Members**

**New/Reopen
NPA Food
Stamp
Households
ALL SSFSP-
Eligible
Members**

If an NPA case contains **all SSFSP-eligible members**, the worker must:

- ◆ If the case is not eligible for expedited food stamp benefits establish the category 9 case using AR 03. **If the case is eligible for expedited food stamp benefits, see Attachment B of this memo.**

 - ◆ When all necessary verifications are received and the case is eligible:
 - Open or reopen the category 9 case using (Status 1 or 2) in Block 31. Enter the food stamp benefit start date in Block 32. Enter the appropriate case AR in Block 33.

 - Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 (106 CMR 362.220.)

 - Establish food stamp benefits using (Status 1 or 2) in Block 51. Enter the food stamp benefit start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you're processing.

 - Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.

 - Enter the food stamp benefit start date in Block 91.

 - Enter the appropriate eligibility AR in Block 92.

 - Enter income and assets on a PACES Worksheet.
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**Issuing Expedited Food Stamp Benefits to
Cases Containing SSFSP-Eligible Members**

For all households containing noncitizens who (re)apply for food stamp benefits, workers must determine whether the household is entitled to expedited issuance in accordance with 106 CMR 365.800 et seq.

If verification of noncitizen status is not provided within the expedited time frame, **the worker must determine eligibility for expedited benefits based on the (re)applicant's statement regarding noncitizen status.**

**Food Stamp
Households
Containing
ALL SSFSP-
Eligible
Members**

**Food Stamp Households Containing ALL SSFSP-Eligible
Members**

If the worker determines that the household is eligible for expedited issuance, the worker must:

- ◆ Determine if the household is entitled to Regular or Special expedited FS benefits (see chart in Field Operations Memo 97-17, Attachment H.)
 - ◆ Perform an on-line calculation to determine the SSFSP benefit amount for the month. *The amount shown on the CALC Screen reflects the monthly SSFSP benefit amount not the per diem benefit.*
 - ◆ To determine the expedited prorated SSFSP benefit, the worker must:
 - ▶ divide the monthly SSFSP benefit by 30, multiply the result by the number of days in the cyclical month that the household is eligible for expedited SSFSP benefits; or
 - ▶ refer to 106 CMR 364.990 Food Stamp Allotment Proration Table. (This table has not been added to Policy Online.)
 - ◆ To issue expedited SSFSP benefits to a household containing SSFSP-only members:
 - ▶ Open the category 9 case with action reason 03 in Block 33, Status 0 in Block 51 and action reason 18 in Block 53.
 - ▶ Enter 30 in Block 60.
 - ▶ Enter the expedited SSFSP benefit amount in Block 61.
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**Issuing Expedited Food Stamp Benefits to
Cases Containing SSFSP-Eligible Members**

**Food Stamp
Households
Containing
SOME
SSFSP
Members**

**Food Stamp Households Containing SOME SSFSP-Eligible
Members**

*If the worker determines that the household is eligible for expedited
issuance, the worker must:*

- ◆ Determine if the household is entitled to Regular or Special expedited FS benefits (see chart in Field Operations Memo 97-17, Attachment H).
- ◆ Perform an on-line calculation to determine SSFSP and FS benefits. *The CALC Screen prorates expedited FS benefits only. The SSFSP amount shown on the CALC Screen reflects the monthly amount not the per diem benefit.*

Note: Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. See Attachment E, Proration Examples.

- ◆ To determine the expedited prorated SSFSP benefit, the worker must:
 - ▶ divide the monthly SSFSP benefit by 30, multiply the result by the number of days in the cyclical month that the household is eligible for expedited SSFSP benefits; or
 - ▶ refer to 106 CMR 364.990 Food Stamp Allotment Proration Table. (This table has not been added to Policy Online.)
 - ◆ to issue expedited benefits to a household containing both SSFSP-eligible and FS-eligible members:
 - ▶ open the category 9 case with action reason 03 in Block 33, Status 0 in Block 51 and action reason 18 in Block 53.
 - ▶ enter 00 in Block 60.
 - ▶ enter the expedited FS benefit amount in Block 61 to issue expedited FS benefits.
 - ▶ enter V in Block 70.
 - ▶ enter the expedited SSFSP benefit amount in Block 71 to issue expedited SSFSP benefits.
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**Instructions for Closing an Ongoing PA/FS Case
Containing SOME SSFSP-Eligible Members**

**PA/FS Case
Closing
SOME SSFSP-
Eligible
Members**

If an ongoing PA/FS case contains **some SSFSP members**, the worker must:

- ◆ Close the Category 2 or 4 food stamp case using AR 33 and enter code 5 in Block 42 to suppress the AR 33 notice.
- ◆ Send the case the manual notice titled, *Noncitizen Ineligible for the Food Stamp Program Solely Due to Noncitizen Status (FS/NC-2)*. See Attachment F for a copy of this notice.
- ◆ Open or reopen the category 9 case on the following day using (Status 1 or 2) in Block 31. Enter the food stamp benefit start date in Block 32. Enter the appropriate case AR in Block 33.
- ◆ Establish food stamp benefits using (Status 1 or 2) in Block 51. Enter the food stamp start date for the case in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you're processing.
- ◆ Open or reopen all SSFSP-eligible dependent(s) using C6 or F7 in Block 90.
- ◆ Open or reopen FS-eligible dependent(s) using C1 or F2 in Block 90.
- ◆ Enter the food stamp benefit start date in Block 91.
- ◆ Enter the appropriate eligibility AR in Block 92.
- ◆ Enter income, assets on a PACES Worksheet. Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. See Attachment E, Proration Examples.

Note: Anytime an action is taken on the Category 2 or 4 case, workers must remember to adjust the corresponding category 9 case, if necessary.

**Instructions for Closing an Ongoing PA/FS Case
Containing ALL SSFSP-Eligible Members**

**PA/FS Case
ALL SSFSP-
Eligible
Members**

If an ongoing PA/FS case contains **all SSFSP-eligible members**, the worker must:

- ◆ Close the Category 2 or 4 food stamp case using AR 44.
- ◆ When the PA/FS case is closed on the PACES Recipient Inquiry Screen (RECD):
 - Open or reopen the category 9 case on the following day using (Status 1 or 2) in Block 31. Enter the food stamp benefit start date in Block 32. Enter the appropriate case AR in Block 33.
 - Establish food stamp benefits using (Status 1 or 2) in Block 51. Enter the food stamp start date for the case in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you're processing.
 - Open or reopen all SSFSP-eligible dependent(s) using C6 or F7 in Block 90.
 - Enter the food stamp benefit date in Block 91.
 - Enter the appropriate eligibility AR in Block 92.
 - Enter income and assets on a PACES Worksheet.

Note: Anytime an action is taken on the Category 2 or 4 case, workers must remember to adjust the corresponding category 9 case, if necessary.

**Instructions for Closing Ongoing NPA Noncitizens Receiving
FS-Benefits Who Are SSFSP-Eligible**

**NPA Case
SOME SSFSP-
Eligible
Members**

If an ongoing NPA case contains some noncitizens receiving FS-benefits who are SSFSP-eligible, the worker must:

- ◆ Close the SSFSP-eligible member(s) using AR 33 in Block 92..
 - ◆ Send the case the manual notice titled, *Noncitizen Ineligible for the Food Stamp Program Solely Due to Noncitizen Status (FS/NC-2)*. See Attachment F for a copy of this notice.
 - ◆ Reopen the SSFSP-eligible dependent(s) using F7 in Block 90 on the following day.
 - ◆ Enter the food stamp start date in Block 91.
 - ◆ Enter the appropriate eligibility AR in Block 92.
 - ◆ Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. See Attachment E, Proration Examples.
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**Instructions for Closing an Ongoing NPA Case Receiving
FS- Benefits Containing ALL SSFSP-Eligible Members**

**NPA Case
ALL SSFSP-
Eligible
Members**

If an NPA case receiving FS benefits contains *all* SSFSP-eligible members, the worker must:

- ◆ Close the Category 9 case using AR 44.
 - ◆ When the case closing date is effective on the PACES Recipient Inquiry Screen (RECD):
 - Reopen the category 9 case using a (Status 2) in Block 31. Enter the food stamp benefit start date in Block 32. Enter the appropriate case AR in Block 33.
 - Establish the food stamp benefits using (Status 2) in Block 51. Enter the food stamp start date in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you're processing.
 - Reopen SSFSP-eligible dependent(s) using F7 in Block 90.
 - Enter the food stamp start date in Block 91.
 - Enter the appropriate eligibility AR in Block 92.
 - Enter income and assets on a PACES Worksheet.
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Instructions for Adding SSFSP-Eligible Members to the Case

Adding SSFSP-Eligible Members to an Ongoing PA Case

If an SSFSP-eligible member joins a household that is currently receiving PA/FS, the worker must:

- ◆ Close the category 2 or 4 food stamp case using AR 33 and enter code 5 in Block 42 to suppress the AR 33 notice.
- ◆ Open or reopen the category 9 case on the following day using (Status 1 or 2) in Block 31. Enter the food stamp benefit start date in Block 32. Enter the appropriate case AR in Block 33.
- ◆ Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 (106 CMR 362.220.)
- ◆ Establish food stamp benefits using (Status 1 or 2) in Block 51. Enter the food stamp benefit start date for the case in Block 52. Enter the appropriate eligibility AR in Block 53. Enter shelter and utility expenses. Enter the certification period based on the type of case you're processing.
- ◆ Open or reopen SSFSP-eligible dependent(s) using C6 or F7 in Block 90.
- ◆ Open or reopen FS-eligible dependent(s) using C1 or F2 in Block 90.
- ◆ Enter the food stamp start date in Block 91.
- ◆ Enter the appropriate eligibility AR in Block 92.
- ◆ Enter income, assets on a PACES Worksheet. Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. See Attachment E, Proration Examples.

Reminder: Anytime an action is taken on the Category 2 or 4 case, workers must remember to adjust the corresponding category 9 case, if necessary.

Instructions for Adding SSFSP-Eligible Members to the Case

Adding SSFSP-Eligible Members to an Ongoing NPA Case

If an SSFSP-eligible member joins an NPA household, the worker must:

- ◆ Open or reopen the SSFSP-eligible dependent using C6 or F7 in Block 90.
 - ◆ Deny FS benefits for the FS-ineligible noncitizen(s) using the FSNL-2 (106 CMR 362.220.)
 - ◆ Enter the food stamp start date in Block 91.
 - ◆ Enter the appropriate eligibility AR in Block 92.
 - ◆ Prorate the income and shelter expenses in accordance with Field Operations Memo 92-51. See Attachment E, Proration Examples.
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Example 1A: Prorating the Cash Grant

All household members eligible for cash assistance (AU = 5). Three FS-eligible household members. Two SSFSP-eligible household members. The cash grant is \$500.00.

- (A) The worker must determine how much of the grant belongs to *each* household member by dividing the cash grant by the number of people in the AU. ($\$500/5 = \100)

Each household member's share of the grant is \$100.

\$300 is the FS-eligible members' share of the grant. This amount is countable to the FS household.

\$200 is the SSFSP-eligible members' share of the grant

- (B) The worker must prorate the SSFSP-eligible members' share of the grant to determine how much will be countable to the FS household:

(1) divide the SSFSP-eligible members' share by the **total** number of people in the household, including *all* FS-eligible members and *all* SSFSP-eligible members. ($\$200/5 = \40)

(2) multiply the result by the number of FS-eligible members. ($\$40 \times 3 = \120)
\$120 is SSFSP-eligible members' countable share of the grant. This amount is countable to the food stamp household.

- (C) The worker must determine the *total* countable grant amount for FS purposes by adding the FS-eligible members' share of the grant and the SSFSP-eligible members prorated share of the grant.

300	FS-eligible members' countable share of grant
+120	<u>SSFSP-eligible members' countable share of grant</u>
420	Total countable grant amount for FS purposes

- (D) Enter \$420 as Type OU on the PACES worksheet FIW2, Section 20.

Example 1B: Prorating Other Unearned Income

All household members eligible for cash assistance (AU = 5). Three FS-eligible household members. Two SSFSP-eligible household members. One of the SSFSP-eligible household members is receiving RSDI in the amount of \$250.

Remember to prorate the cash assistance grant as described in Example 1A.

- (A) The worker must prorate the SSFSP-eligible member's RSDI income to determine how much will be countable to the FS household:
- (1) divide the SSFSP-eligible member's RSDI income by the **total** number of people in the household, including *all* FS-eligible members and *all* SSFSP-eligible members. ($\$250/5 = \50)
 - (2) multiply the result by the number of FS-eligible members. ($\$50 \times 3 = \150)
\$150 is the FS household's pro rata share of the SSFSP-eligible member's RSDI income.
- (B) Enter \$150 as Type OU on the PACES worksheet FIW2, Section 20.

Example 1C: Prorating Other Earned Income

All household members eligible for cash assistance (AU = 5). Three FS-eligible household members. Two household SSFSP-eligible household members. One of the SSFSP-eligible household members has earnings in the amount of \$100 per week (determine the monthly income by multiplying the weekly gross earnings by 4.333).

Remember to prorate the cash assistance grant as described in Example 1A.

- (A) The worker must prorate the SSFSP-eligible member's monthly earnings to determine how much will be countable to the FS household:
- (1) divide the SSFSP-eligible member's monthly earnings by the **total** number of people in the household, including *all* FS-eligible members and *all* SSFSP-eligible members. ($\$433.30/5 = \86.66)
 - (2) multiply the result by the number of FS-eligible members. ($\$86.66 \times 3 = \259.98)
\$259.98 is FS household's pro rata share of the SSFSP-eligible member's earned income.
- (B) Enter \$259.98 as Type E1 on the PACES worksheet FIW2, Section 20.

Refer to Field Operations Memo 92-51 for instructions and an example on prorating shelter expenses.

Example 2A: Prorating Unearned Income

No household members receiving cash assistance. Two FS-eligible household members. Two SSFSP-eligible household members. One of the SSFSP-eligible household members is receiving SSI in the amount of \$400.

- (A) The worker must prorate the SSFSP-eligible member's SSI income to determine how much will be countable to the FS household:
- (1) divide the SSFSP-eligible member's SSI income by the **total** number of people in the household, including *all* FS-eligible members and *all* SSFSP-eligible members. ($\$400/4 = \100)
 - (2) multiply the result by the number of FS-eligible members. ($\$100 \times 2 = \200)
- \$200 is the FS household's pro rata share of the SSFSP-eligible member's RSDI income.
- (B) Enter \$200 as Type OU on the PACES worksheet FIW2, Section 20.

Example 2B: Prorating Earned Income

No household members receiving cash assistance. Two FS-eligible household members. Two household SSFSP-eligible household members. One of the SSFSP-eligible household members has earnings in the amount of \$50 per week (determine the monthly income by multiplying the weekly gross earnings by 4.333.)

- (A) The worker must prorate the SSFSP-eligible monthly member's earnings to determine how much will be countable to the FS household:
- (1) divide the SSFSP-eligible member's monthly earnings by the **total** number of people in the household, including *all* FS-eligible members and *all* SSFSP-eligible members. ($\$216.65/4 = \54.16)
 - (2) multiply the result by the number of FS-eligible members. ($\$54.16 \times 2 = \108.32)
- \$108.32 is the FS household's pro rata share of the SSFSP-eligible member's earned income.
- (B) Enter \$ 108.32 as Type E1 on the PACES worksheet FIW2, Section 20.

Refer to Field Operations Memo 92-51 for instructions and an example on prorating shelter expenses.



Massachusetts Department of Transitional Assistance
**Notice to Noncitizens Ineligible for the Food Stamp
Program Solely Due to Noncitizen Status**

Transitional Assistance Office

Date

Name

Social Security Number

Street Address

City/Town State ZIP

This notice is to inform you that you will continue to receive Food Stamp benefits. However, you and/or a member(s) of your household do not meet the citizenship or noncitizen status rules for the Food Stamp Program.

As a result, you and/or member(s) of your household will receive benefits under the State Supplemental Food Stamp Program. These benefits will continue provided all Food Stamp Program requirements are met. You will receive a separate notice stating your Food Stamp benefit and your State Supplemental Food Stamp benefit amount.

The regulation used in reaching this decision is 106 CMR 362.200.

If you do not agree with this decision, you may request a hearing by filing an appeal within 90 days of receipt of this notice. An appeal form is available at your local office.

Please call your worker, if you have any questions about your case.

To ask about free legal services, call your local legal services office.

Worker's Signature

() _____
Workers' Telephone Number

Supervisor's Signature