
From: Chase, Joan
Sent: Wednesday, April 16, 2003 3:52 PM
To: All DPA Statewide Staff; All DPA State Associates
Subject: Kenai Census Area ABAWD Exempt Year Round

Broadcast to all Staff
From the Food Stamp Policy Unit

We recently renewed our ABAWD work requirement waiver. The only change is to the Kenai area.

Due to a significant increase in the unemployment rate in the Kenai Peninsula Census Area, Food Stamp Program policy has changed this area's ABAWD Exemption designation to a year-round exemption period effective May 2003. Residents living in the area are now exempt from ABAWD work rules indefinitely.

The Census Area Table on EIS has been updated with this change.

Attached is a updated page 1 and 2 of FS Manual Addendum 8 indicating this change. Please print and file it with your Food Stamp Manual.

Please contact Joan Chase, Food Stamp Policy Specialist, at mailto:Joan_Chase@health.state.ak.us if you have any questions relating to this change.

ALASKA FOOD STAMP MANUAL

ADDENDUM 8

FOOD STAMP PROGRAM ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) WORK REQUIREMENT EXEMPTION AREAS

Persons residing in certain areas of the state are exempt from the ABAWD work requirement during months of high unemployment. Unemployment rates are compiled by the Department of Labor by census areas. Included in this addendum is a list of most communities within each census area.

YEAR-ROUND EXEMPT AREAS

Communities in the following census areas are **COVERED YEAR-ROUND** under the exemption because of high unemployment rates.

<u>CENSUS AREA</u>	<u>EXEMPTION PERIOD</u>
Aleutians West	Year-Round
Bethel	Year-Round
Bristol Bay	Year-Round
Denali	Year-Round
Dillingham	Year-Round
Southeast Fairbanks	Year-Round
Haines	Year-Round
Kenai	Year-Round
Lake and Peninsula	Year-Round
Nome	Year-Round
North Slope	Year-Round
Northwest Arctic	Year-Round
Prince of Wales	Year-Round
Skagway/Hoonah/Angoon	Year-Round
Wade Hampton	Year-Round
Wrangell/Petersburg	Year-Round
Yakutat	Year-Round
Yukon/Koyukuk	Year-Round

SEASONAL EXEMPT AREAS

Communities in the following census areas are **COVERED ONLY THROUGH THE WINTER MONTHS** under the exemption because of high unemployment rates.

<u>CENSUS AREA</u>	<u>EXEMPTION PERIOD</u>
Fairbanks North Star	October - April
Ketchikan	October - April
Kodiak Island	October - April
Matanuska/Susitna	October - April
Valdez/Cordova	October - April

NON-EXEMPT AREAS

Communities in the following census areas are **NOT COVERED** under the exemption because of low unemployment rates.

Aleutians East Anchorage Juneau Sitka

ALASKA FOOD STAMP MANUAL

ADDENDUM 8

CENSUS AREA (Utility Region)	COMMUNITY
ALEUTIANS EAST BOROUGH (Southcentral)	AKUTAN BELKOFSKI COLD BAY FALSE PASS KING COVE NELSON LAGOON SAND POINT
ALEUTIANS WEST CENSUS AREA (Southcentral)	ADAK ATKA DUTCH HARBOR NIKOLSKI SAINT GEORGE ST PAUL ISLAND UNALASKA
ANCHORAGE (Central)	ANCHORAGE CHUGIAK EAGLE RIVER EKLUTNA ELMENDORF AFB FORT RICHARDSON GIRDWOOD INDIAN MOUNTAIN VIEW PETERS CREEK
BETHEL CENSUS AREA (Southwest)	AKIACHAK AKIAK ANIAK ATMAUTLUAK BETHEL CHEFORNAK CHUATHBALUK CROOKED CREEK EEK GOODNEWS BAY KALSKAG (LOWER) KALSKAG (UPPER) KASIGLUK KIPNUK KONGIGANAK KWETHLUK KWIGILLINGOK LIME VILLAGE MEKORYUK

From: Chase, Joan
Sent: Thursday, January 30, 2003 10:16 AM
To: All DPA Statewide Staff; All DPA State Associates
Subject: FS Policy Change on Alien Eligibility Coming Soon

Broadcast to All Staff
From the Food Stamp Policy Unit

We want to remind you of a new Food Stamp Program policy coming soon. Effective April 1, 2003, qualified aliens who have been in the U.S. at least five years are entitled to food stamps, if otherwise eligible.

Although this new policy doesn't become effective until April 1, there are actions you can take before then.

In late February, we will send each office a list of active cases containing aliens coded DI. There appears to be several hundred such cases statewide. In March, caseworkers will review the eligibility of each alien on this list to determine if the alien meets the 5-year eligibility requirement. Verification of qualified alien status and date of entry into the U.S. is required before adding the alien onto the food stamp case.

As you encounter cases containing ineligible aliens that may be eligible under this policy, please set an alert on EIS to review this client's eligibility in March. When you get your alert in March, confirm the person's eligibility, obtain required verification, and, if eligible, add the person onto the case effective April 1.

The Food Stamp Policy Manual change containing this new policy will be distributed at the end of February.

Please contact Joan Chase at Joan_Chase@health.state.ak.us if you have any questions.

From: Chase, Joan
Sent: Friday, November 15, 2002 3:56 PM
To: ALL DPA Statewide Staff; ALL DPA State Associates
Subject: Upcoming FS Policy Change on Alien Eligibility

Broadcast to All Staff
From the Food Stamp Policy Unit

Effective April 1, 2003, qualified aliens who have been in the U.S. at least five years may be entitled to food stamps, if otherwise eligible.

Although this new Farm Bill provision doesn't become effective for several months, we wanted to give you an advance notice of this upcoming Food Stamp Program policy. You can take some helpful actions now that will make this task less difficult in April.

Food Stamp Program rules require that we ensure all newly eligible non-citizens are added onto the case as eligible members of participating households effective April 1, 2003. This means caseworkers will need to identify these folks in March, and take action to include those previously excluded onto the food stamp case. Verification of their qualified alien status and date of entry in the U.S. is required before adding them onto the case.

In the next several months you may encounter cases containing ineligible aliens that may be eligible under this policy. We ask that you set an alert on EIS to review this client's eligibility in March to determine if he or she has been in the U.S. for at least five years. In March, when the current caseworker gets the alert, they will confirm the person's eligibility, obtain required verification, and, if eligible, add the person onto the case effective April 1.

In February, we will provide offices with a list of active cases containing aliens coded with a participation code "DI". This list will assist you in identifying non-citizens who may be eligible effective April 1.

A Food Stamp Policy Manual change containing all the information you need to implement this policy will be distributed in February.

Please contact Joan Chase at Joan_Chase@health.state.ak.us if you have any questions about this upcoming policy.

From: Chase, Joan
Sent: Wednesday, October 23, 2002 12:33 PM
To: ALL DPA Statewide Staff; ALL DPA State Associates
Subject: FS Policy Manual CORRECTION - PART II

**BROADCAST TO ALL STAFF
FROM THE FOOD STAMP POLICY UNIT**

We recently discovered that the DJ code requires a disqualification reason code on the WOSA.

Change in Instructions: Please code disqualified convicted drug felons and fleeing felons with a **DF participation code**. This will cause EIS to count all income and allow all expenses.

To summarize, for Food Stamps -

DI is used for disqualifications due to no SSN, ineligible alien, ineligible ABAWD, and failure to declare citizenship.

DJ is used for work ("J" for Job) related non-compliance disqualifications. A disqualification reason code is required on the WOSA when the DJ code is used.

DF is used for fraud disqualifications and disqualified drug felons and fleeing felons. ("F" for Fraud and Felons - that's easy to remember!)

The PF10 Help Screen will be corrected. Please destroy all copies of the 10/22/02 FS Policy Page . A revised FS Policy Page dated 10/23/02 is attached.

We apologize for this confusion. Thanks to all who notified us of this problem.

If you have questions concerning this policy, please contact Joan Chase at Joan_Chase@health.state.ak.us.



THE FOOD STAMP POLICY PAGE

DISQUALIFIED HOUSEHOLD MEMBERS

Disqualified household members are not eligible for food stamp benefits. There are several reasons a person may be disqualified, including:

- ✓ Found to have committed fraud
- ✓ Failed to declare citizenship status
- ✓ Failed to apply for or provide a social security number (SSN)
- ✓ Being an ineligible alien, an ineligible ABAWD, a convicted drug felon, or a fleeing felon
- ✓ Failed to comply with E&T work requirements, voluntarily quit a job, or reduced work hours

Participation Code	Disqualification Reason	Countable Resources	Countable Income	Allowable Expenses
DF	Fraud Drug felon Fleeing felon	Count all resources	Count all income except excluded income and the earned income deduction from earnings	Allow all expenses
DJ	E&T Program non-compliance Voluntary job quit Reduced work hours	Count all resources	Count all income except excluded income and the earned income deduction from earnings	Allow all expenses
DI	No SSN Ineligible alien Ineligible ABAWD Failure to declare Citizenship	Count all resources	Count a portion of the disqualified member's income	Allow a portion of the expenses incurred by the disqualified member. Allow the entire SUD or NHUS.

CALCULATING THE "DI" DISQUALIFIED MEMBER'S INCOME

1. EIS subtracts the 20% earned income disregard from the disqualified member's earnings.
2. EIS adds this earned income figure to the disqualified member's unearned income.
3. EIS divides this total evenly among the household members, including the disqualified member.
4. EIS excludes the disqualified member's portion, and counts the remainder as unearned income.
5. EIS allows the household the full standard deduction.

Exception: Shared income (income belonging to more than one person, such as Temporary Assistance and Native Family Assistance income) must be prorated manually by the caseworker and each portion entered on the UNIN next to the appropriate household members.

Example: A woman and son receive \$800 Temporary Assistance. The woman is an ineligible alien, so is coded DI on the SEPA screen. The Temporary Assistance income belongs to both the woman and son, so the caseworker must manually prorate the \$800. On the UNIN screen, enter \$400 TA income next to the woman and \$400 TA income next to the son. EIS calculates the countable portion of the woman's income, dividing \$400 by the two household members and disregarding \$200 for her needs. Adding her countable income to the son's \$400, EIS counts \$600 as income.

EIS ENTRY INSTRUCTIONS

1. Determine the TA benefit amount for the current month, but do not authorize.
2. Divide the TA benefit amount by the number of household members receiving TA.
3. On the UNIN, remove the "AF" income next to the PI and enter the prorated amount next to the PI and the other TA household members.
4. Pass through the GRIN and the INED, then "NEXT" to the FSAD.
5. Authorize the food stamp benefit on the FSAD, then "NEXT" to the TAPD.
6. Authorize the Temporary Assistance benefit.

This process does not deauthorize the food stamp benefit. The same food stamp benefit amount will continue to roll and be issued until a change on the case is made on EIS.

IMPORTANT NOTE! When a change on the case is made on EIS, the food stamp benefit is deauthorized and the UNIN reflects the prorated TA amounts entered by the caseworker and the full TA amount entered by EIS. To issue a correct food stamp benefit, follow the EIS instructions above.

CALCULATING THE "DI" DISQUALIFIED MEMBER'S EXPENSES

Allowable shelter (excluding utilities) and dependent care expenses billed to or paid by the disqualified member are coded on the DEMH screen next to the disqualified member. EIS divides the expenses evenly among all household members, including the disqualified member. EIS allows all the expenses, except the disqualified member's share, in the food stamp budget.

Exception: When the disqualified household member is responsible for the utility expenses, the household is entitled to the full standard utility deduction (SUD) or non-heating utility standard. Code the utility expense next to an eligible "IN" household member.

SPECIAL NOTE: If a "DI" member is convicted of fraud or becomes a drug felon or fleeing felon, or fails to comply with E&T or quits a job or reduces work hours, change the participation code to DF or DJ during the penalty period.

From: Chase, Joan
Sent: Wednesday, October 23, 2002 9:12 AM
To: ALL DPA Statewide Staff; ALL DPA State Associates
Subject: FS Policy Manual CORRECTION

Importance: High

BROADCAST TO ALL STAFF FROM THE FOOD STAMP POLICY UNIT

We recently discovered that the Food Stamp Manual contains incorrect policy relating to counting income of convicted drug felons and fleeing felons.

Convicted drug felons and fleeing felons must have their total income counted, and so, must be coded DJ.

The PF10 Help Screen for the PART (Participation) field on the SEPA screen has been revised to reflect correct policy. The Food Stamp Manual will be updated with the next manual change, planned for December 2002. In the meantime, we are providing you with the correct policy via this broadcast. **Please place this broadcast in your Food Stamp Manual at page G-20:**

MS 605-2B EXCLUDED MEMBERS.

- (a) Excluded for failing to provide an SSN, for failing to declare citizenship, or being an ineligible alien, ~~or being a convicted drug felon or a fleeing felon~~ or an ineligible ABAWD.
- (b) Excluded for intentional program violation (IPV), failure to comply with a work requirement, **or being a convicted drug felon or a fleeing felon.** **Exception:** The income and resources of ineligible ABAWDs who do not fulfill the ABAWD work rules are counted as described in (a) above.
 - All of the excluded member's resources count.
 - All income (minus allowable exclusions and the earned income deduction, if appropriate) of the excluded household member count.
 - The allowable earned income, standard, medical, dependent care and excess shelter deductions are allowed, even if billed to or paid by the excluded household member.

The Food Stamp Policy Page on Disqualified Household Members (copy attached) has also been revised.

If you have questions concerning this policy, please contact Joan Chase at Joan_Chase@health.state.ak.us.

-----Original Message-----

From: Chase, Joan
Sent: Wednesday, September 04, 2002 9:35 AM
To: ALL DPA Statewide Staff
Subject: Food Stamp Program Changes Effective October 1

Broadcast to All Staff From the Food Stamp Policy Unit

The Farm Security and Rural Investment Act of 2002, more commonly known as the "Farm Bill", contains several changes to Food Stamp Program policy that are effective October 1, 2002. We are writing to tell you about these changes so you can apply the new policies when determining food stamp eligibility and benefit amounts for October.

There are three major changes:

- Eligibility is extended to all disabled legal aliens
- The resource limit is increased to \$3000 for households containing a disabled household member
- The full Standard Utility Deduction (SUD) and non-heating utility standards are allowed to households living in the same residence with other households

New Food Stamp Program Policy

Eligibility for Disabled Aliens

The Farm Bill extends food stamp eligibility to most legal aliens who are disabled. This provision is effective October 1, 2002. Prior to October 1, disabled aliens were eligible only if they had been in the United States on August 22, 1996. This change removes that requirement.

Caseworkers will need to review their cases containing disabled aliens and ensure all disabled aliens meeting all eligibility criteria who are living with participating households are included in the food stamp household effective October 1, 2002. To assist you with identifying these cases, a list of cases containing non-citizens household members coded with a "DI" participation code has been compiled. This list will be sent to Supervisors and Managers in a separate broadcast. The list uses July 2002 data, so it does not contain every case that may contain a disabled alien. We ask that you do your best to identify cases that have been recently approved that may contain a disabled alien.

\$3000 Resource Limit for Households Containing a Disabled Household Member

The Farm Bill extends the \$3000 resource limit to households containing a disabled household member. This provision is effective October 1, 2002. This change allows us to apply the same resource limit to all "SPECAT" households, those containing a disabled household member or a member age 60 or older.

EIS has been programmed to allow the \$3,000 resource limit to households containing disabled household members. In some cases, the caseworker will be asked if there is a disabled household member in the home. Detailed instructions on how this new process works will be sent to you in a separate broadcast.

Standard Utility Deduction

The Farm Bill simplifies the policy when a household shares a residence with another household. Effective October 1, 2002, when the residence is shared, each household who pays at least a portion of the heating costs is entitled to the full Standard Utility Deduction (SUD). For those households not incurring a heating cost but incurring non-heating utility costs, the household is entitled to the full non-heating utility standard.

For households entitled to the SUD, code the heating utility expense type (OL, GS, CW, EL, OE) with a "SU" subtype. EIS will allow the full SUD. For households entitled to the non-heating utility standard, code the utility expense type (EL, WT, SW, TL) with the subtype field blank. EIS will allow the full non-heating utility standard.

Annual October 1 Updates

The excess shelter cost deduction, gross and net income limits, and the maximum food stamp allotments all increase effective October 1, 2002.

Food Stamp Manual Change #8

Food Stamp Manual Change #8 will include these changes, as well as several clarifications to existing policy. This manual change will be distributed to you mid-September.

Please contact Joan Chase, Food Stamp Policy Specialist, at Joan_Chase@health.state.ak.us if you have any questions.