

| MANUAL MATERIAL TRANSMITTED |         |        |   |         |        |
|-----------------------------|---------|--------|---|---------|--------|
| MANUAL: INCOME MAINTENANCE  |         |        | CHANGE NUMBER: 170                        |         |        |
| DELETE                      |         |        | INSERT OR CHANGE                          |         |        |
| PAGES                       | CHAPTER | DATED  | PAGES                                     | CHAPTER | DATED  |
| 17                          | 9       | 12/99  | 17  | 9       | 12/99  |
| 18                          | 9       | 4/96   | 18  | 9       | 4/2000 |
|                             |         |        |   |         |        |
| APPENDIX A                  | 10      | 1/2000 | APPENDIX A                                | 10      | 4/2000 |
|                             |         |        |   |         |        |
| 9 - 10                      | 21      | 6/99   | 9   | 21      | 4/2000 |
|                             |         |        | 10  | 21      | 6/99   |
| DATE: APRIL, 2000           |         |        | TO: ALL INCOME MAINTENANCE MANUAL HOLDERS |         |        |

This change updates the income guidelines that are based on the federal poverty level.

In addition, Section 9.1,A,4,d has been changed to give a specific definition of the date of enrollment for the student policy.

Also, at the request of IFM, minor procedural changes have been made to the check replacement policy in Section 21.3.

This change is effective April 1, 2000.

Questions should be addressed to the OFS Policy Unit.

**EXAMPLE:** The situation is the same as the previous example, except that the college student is 17 years old. He is eligible to be included in the Food Stamp AG because he is under age 18.

**EXAMPLE:** A woman, who is a student, wants Food Stamps for herself and her 10-year-old child. While the student is at school, her mother who lives across town takes care of the child. The student has the responsibility for the care of a dependent child between the ages of 6 and 12. Adequate child care is available, but because the student is a single parent, she qualifies for participation.

**EXAMPLE:** A man, woman and their 10-year-old child apply for Food Stamps. While the woman, who is a student, is in school, her mother, who lives across town, takes care of the child. She is only willing to keep her while she is in classes, but not while she works. The man works and there is no other available child care. The student qualifies to be included due to the lack of adequate child care.

**EXAMPLE:** Same situation as above, except that the grandmother is willing to keep the child for as long as necessary for the woman to work. The exception is not met, so the student cannot receive Food Stamps.

**EXAMPLE:** A FS AG consists of a child (age 10), his mother and his stepfather. The stepfather is a full-time student and is primarily responsible for the care of the child due to the mother's disability. The mother is, however, able to look after the child when the stepfather is in school. The stepfather does not qualify for an exception to the student policy based on caring for a child. To be included he must meet another exception.

**EXAMPLE:** Same situation as above except that the mother is not able to look after the child when the stepfather is in school. There is no other child care available. The stepfather qualifies for an exception based on having primary responsibility for the care of a child between 6 and 12 without adequate child care available.

APPENDIX A - INCOME LIMITS

| NUMBER OF PERSONS | 100% FPL | 120% FPL | 133% FPL | 150% FPL | 185% FPL | 200% FPL | 300% FPL | AFDC MEDICAID LIMIT | WWW PAYMENT | 100% SON | 185% SON | TRIP  |
|-------------------|----------|----------|----------|----------|----------|----------|----------|---------------------|-------------|----------|----------|-------|
|                   |          |          |          |          |          |          |          |                     |             |          |          |       |
| 1                 | 696      | 835      | 926      | 1,044    | 1,288    | 1,392    | 2,088    | 149                 | 224         | 581      | 1,075    | 520   |
| 2                 | 938      | 1,125    | 1,247    | 1,407    | 1,735    |          |          | 201                 | 276         | 786      | 1,454    | 771   |
| 3                 | 1,180    | 1,569    | 1,769    | 2,182    | 2,629    |          |          | 253                 | 328         | 991      | 1,834    | 846   |
| 4                 | 1,421    | 1,890    | 2,132    | 2,494    | 3,076    |          |          | 312                 | 387         | 1,196    | 2,213    | 921   |
| 5                 | 1,663    | 2,212    | 2,533    | 2,857    | 3,523    |          |          | 360                 | 435         | 1,401    | 2,592    | 996   |
| 6                 | 1,905    | 2,533    | 2,854    | 3,219    | 3,970    |          |          | 413                 | 488         | 1,606    | 2,971    | 1,071 |
| 7                 | 2,146    | 3,176    | 3,497    | 3,944    | 4,864    |          |          | 462                 | 537         | 1,811    | 3,351    | 1,146 |
| 8                 | 2,388    | 3,497    | 3,819    | 4,307    | 5,312    |          |          | 477                 | 552         | 2,016    | 3,730    | 1,221 |
| 9                 | 2,630    | 3,819    | 4,236    | 4,624    | 5,777    |          |          | 477                 | 552         | 2,221    | 4,109    | 1,296 |
| 10                | 2,871    | 3,644    | 4,236    | 4,624    | 5,777    |          |          | 477                 | 552         | 2,426    | 4,488    | 1,371 |

| NUMBER OF PERSONS | MAXIMUM COUPON ALLOTMENT | FOOD STAMP GROSS/NET TEST |       |       | MNIL  |        | QMB | SLIMB    | QI-1      | QI-2      | SSI MAX | EMER. ASST. | LIEAP |
|-------------------|--------------------------|---------------------------|-------|-------|-------|--------|-----|----------|-----------|-----------|---------|-------------|-------|
|                   |                          | GROSS                     | NET   | E & D | 1 Mo. | 6 Mos. |     |          |           |           |         |             |       |
| 1                 | 127                      | 893                       | 687   | 1,133 | 200   | 1,200  | 696 | 697-835  | 836-933   | 934-1218  | 512     | 355         | 756   |
| 2                 | 234                      | 1,199                     | 922   | 1,521 | 275   | 1,650  | 938 | 939-1125 | 1126-1257 | 1258-1641 | 769     | 533         | 1,014 |
| 3                 | 335                      | 1,504                     | 1,157 | 1,909 | 290   | 1,740  |     |          |           |           |         | 566         | 1,273 |
| 4                 | 426                      | 1,810                     | 1,392 | 2,297 | 312   | 1,872  |     |          |           |           |         | 711         | 1,531 |
| 5                 | 506                      | 2,115                     | 1,627 | 2,684 | 360   | 2,160  |     |          |           |           |         | 819         | 1,790 |
| 6                 | 607                      | 2,421                     | 1,862 | 3,072 | 413   | 2,478  |     |          |           |           |         | 939         | 2,048 |
| 7                 | 671                      | 2,726                     | 2,097 | 3,460 | 461   | 2,766  |     |          |           |           |         | 1,046       | 2,307 |
| 8                 | 767                      | 3,032                     | 2,332 | 3,848 | 477   | 2,862  |     |          |           |           |         | 1,165       | 2,565 |
| 9                 | 863                      | 3,338                     | 2,567 | 4,236 | 527   | 3,162  |     |          |           |           |         | 1,273       | 2,824 |
| 10                | 959                      | 3,644                     | 2,802 | 4,624 | 577   | 3,462  |     |          |           |           |         | 1,394       | 3,082 |

NURSING HOMES  
 Min. SMS - \$1,383  
 Max. SMS - \$2,103  
 MAX. FMA/each - \$461  
 OLE - \$175

- Have the client read or read to him the DF-36, and explain that he must return the original check if later received or found.
- Have the client sign the DF-36 in the presence of the Worker. The client's signature must be exactly as shown on the payroll. Two witnesses are required if the client signs with an X. Signatures on all copies must be original. The Worker must complete the state, county and date sections of the DF-36.
- Send the original and two copies of the DF-36 to Check Control Unit, Accounts Receivable. File a copy of the memorandum and DF-36 in the case record. At the option of the CSM, replacement of benefits may be tracked using form ES-AP-8.
- Request stop payment of the check through the RAPIDS stop payment function BISP. Refer to RAPIDS User Guide.
- Request a replacement check through the RAPIDS auxiliary function on BICS. Refer to the RAPIDS User Guide.

D. WHEN ORIGINAL CHECK IS LOCATED

1. When Check Has Not Been Cashed

If the client later receives or finds the original check, he must return it to the county office and endorse it to the Department.

2. When Check Has Been Cashed

If the original check is cashed, Accounts Receivable notifies IFM by memorandum and attaches a copy of the cancelled check. IFM is responsible for any subsequent action, which may include claim establishment and/or investigation.