

MANUAL MATERIAL TRANSMITTED

MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 89		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
5	7	9/95	5	7	9/95
6	7	4/97	6	7	12/97
10 a	9	10/97	10 a	9	12/97
37	10	9/97	37	10	12/97
38 - 38 a	10	2/96	38 - 38 a	10	2/96
49 - 50	10	12/96	49	10	12/96
			50	10	12/97
DATE: October, 1997			TO: All Income Maintenance Manual Holders		

This change is being made to clarify how to determine which month's income reported on the Quarterly Report must be counted for Food Stamps. A clarification was also made to the policy for individuals convicted of trafficking in Food Stamps in 9.1 and a line of text deleted from Section 10.4 by a previous change has been restored.

Questions should be directed to the Policy Unit in the Office of Family Support.

7.4 QUARTERLY REPORTING (QR) FORMS AND PRINTOUT

There are four forms and one printout used exclusively for QR. Use of these is detailed below. Notification requirements in Chapter 6 apply.

A. THE QR FORMS ES-QR-CG-1 AND ES-QR-1

The ES-QR-CG-1 is the form mailed from the State Office to the client. It is computer-generated with case-specific information. The ES-QR-1 is the printed, non-computer-generated form kept in county offices and given to clients. See item 2 below. Except for the computer-generated portion of the ES-QR-CG-1, the forms are identical.

The instruction sheet (ES-QR-1A) is mailed with the ES-QR-CG-1 and contains instructions for completing the form, verification instructions, clients' rights and responsibilities and penalties. The instruction sheet is an integral part of the QR process, but is not part of the QR form in that it need not be returned or, if returned, not filed in the case record.

1. Description of the ES-QR-CG-1

The form contains five questions.

- Question 1 requires specific information about each individual in the home with income during the reporting period.
- Question 2 deals with household composition.
- Question 3 requests asset information.
- Question 4 requests information about current residence and household expenses.
- Question 5 requests vehicle information.

There is a space for the client's signature where the client attests to the correctness of the information provided and states that he has read the accompanying instruction sheet which includes the rights and responsibilities, as well as the penalties for fraud or committing an IPV.

Convicted on or after 8/23/96 of trafficking in Food Stamps involving \$500 or more.	Permanent
Convicted on or after 8/23/96 of any felony offense which involved possession, use or distribution of a controlled substance as defined by section 102(6) of the Controlled Substance Act.	Permanent

g. Unborn Children

The benefit group cannot receive Food Stamps for an unborn child.

h. Work Requirement Sanctioned Individuals

Persons against whom a sanction is imposed for failure to comply with work requirements found in Chapter 13 may not be separate benefit groups, even when living with others not affected by the sanction.

i. Others

Other individuals who share living quarters with the benefit group, but who do not customarily purchase and prepare food with them. These individuals may apply as a separate benefit group. However, the parent/child/parental control relationship described in item 1,c,(2) and (3) must be considered.

j. Able-Bodied Adults Without Dependents (ABAWD)

NOTE: All work requirements in Chapter 13 apply to ABAWD.

(1) Definition of ABAWD

An ABAWD is any individual age 18 or over and not yet age 50 who is not included in the same benefit group with a child under age 18.

10.4 FOOD STAMP PROGRAM

This Section contains specific instructions for determining countable income and the amount of the Food Stamp benefit.

A. BUDGETING METHOD

For the purpose of arriving at the amount of income available to the benefit group, it is first necessary to determine which month's income is used in the calculation.

NOTE: Treatment of income of persons employed under an annual contract and of migrant farm workers with seasonal employment requires special instructions. Consult the Table of Contents for Special Situations for the Food Stamp Program.

Procedures used to determine the monthly amount of income are the same for all benefit groups, whether or not the case participates in the QR process. The only difference is that benefit groups required to QR must report all earned and unearned income received in the two (2) months prior to the month the report is due. Only the earned income received in the month prior to the month the report is due must be verified.

For QR and non-QR cases, income is projected. For QR cases, the projected amount is based on information reported on the QR form.

For both groups, if the client does not report any anticipated change in the source or amount of income, reported income from each source is averaged and converted to a monthly amount. Averaged and converted income from all earned income sources is added together. Averaged and converted income from all unearned income sources is also added together. This process determines the total monthly earned and unearned income which is projected for the next quarter (QR cases), or until a change is reported (non-QR cases). For QR cases, unearned income and all reported earned income from the first and second months in the quarter are used in this process. If any income is reported for the third month of the quarter, it is used only when it indicates of a change for the next quarter.

NOTE: Earned income for the 2nd month of the QR period must be verified for a complete QR form, but all reported earned income is used, even when not verified. However, income reported for the third month is used only when it indicates a change for the next quarter.

for the anticipated income from the second month of her employment.

Step 5: Add together all converted earned income to determine the total monthly projected earned income.

Step 6: Add together all converted unearned income to determine the total monthly projected unearned income.

EXAMPLE: An applicant family has the following income:

- Gross earnings of \$700 total. Paid four (4) times. Paid weekly.
- UCI benefits of \$150. Paid twice. Paid every 2 weeks.
- Gross earnings under an annual contract of \$1200/year.

- Rent
- Mortgage payments
- Interest on mortgage payments
- Special tax assessments required by State or local law
- Insurance on the structure. This does not include insurance on furniture or personal belongings.

If the insurance cost on the structure and the cost on the personal belongings/furniture cannot be identified separately, the entire insurance payment is allowed.

- Cost of repairing the home which was damaged or destroyed due to a natural disaster such as a fire or flood. This does not include charges that will be or have been reimbursed from any source such as insurance, private agency, etc.

(1) Effect of Rent Subsidies

A rent subsidy paid directly to the client's landlord is not counted as income and is not used as a shelter deduction. A rent subsidy paid directly to the client or to the utility provider is counted as income, and the amount of the rent payment actually made from the benefit group's income, including income counted due to direct receipt of a rent subsidy, is used as a shelter deduction.

When HUD is recovering an overpayment by withholding money for current and future subsidies, the client's contribution increases. Such an increase is not counted as an increase in shelter costs.

(2) Residents of Group Living Facilities (GLF)

The portion of the payment made to the GLF, which can be identified as being for shelter or utilities, is used as a shelter deduction. If more than one resident is in the benefit group, their combined shelter payments are used as a deduction.