

**CASEWORKER DESK REFERENCE (Effective February 1, 2012)**

FNSU SIZE	130% MAXIMUM INCOME LIMIT		200% CATEGORICAL ELIGIBILITY MAXIMUM INCOME LIMIT	MAXIMUM ALLOTMENT	FOOD AND NUTRITION SERVICES DEDUCTIONS			
	Gross	Net	Gross		SUA	BUA	TUA	STANDARD DEDUCTION
1	\$1180	\$908	\$1,815	\$200	\$281	\$188	\$27	\$147
2	\$1594	\$1226	\$2,452	\$367	\$309	\$207	\$27	\$147
3	\$2008	\$1545	\$3,089	\$526	\$340	\$228	\$27	\$147
4	\$2422	\$1863	\$3,725	\$668	\$340	\$228	\$27	\$155
5	\$2836	\$2181	\$4,362	\$793	\$371	\$249	\$26	\$181
6	\$3249	\$2500	\$4,999	\$952	\$371	\$249	\$27	\$208
7	\$3663	\$2818	\$5,635	\$1052	\$371	\$249	\$27	\$208
8	\$4077	\$3136	\$6,272	\$1202	\$371	\$249	\$27	\$208
Each Additional Member	(+414)	(+319)	(+637)	(+150)				

**THE FOLLOWING HOUSEHOLDS ARE NOT ELIGIBLE FOR CATEGORICAL ELIGIBILITY:**

- Any member is disqualified for an intentional program violation (IPV) - (Code 'D' in field 80K); or
- Any member is disqualified for a conviction of a drug felony since August 23, 1996, for an act committed on or after August 23, 1996 - (Code 'P' in field 80K); or
- The head of household is ineligible for failing to comply with work requirements as required in Section 240, Work Requirements - (Code 'F', 'G', 'Q' or 'W' in field 80K)

Categorically eligible households are not subject to the resource, gross and net income limits. Non-categorically eligible households are subject to resource, gross and net income limits. Non-categorically eligible households that contain specified individuals are only subject to the resource and net income limits.

NOTE: Allow the child support exclusion (LSO) prior to determining if the household's income is at or below the maximum gross income limit

**SLAW BUDGET (benefits issued 02/01/11 and ongoing)**

TOT # HH – Include all members listed on the DSS-8590

TOT # STD – Include all members with codes 'I' and/or 'Z' in field 80K

TOT # ELIG – Include all members with codes 'I' and/or 'Z' in field 80K

TOT # IN UA – **DO NOT** include members with codes 'B', 'M', 'R', and/or 'S' in field 80K

**ADDITIONAL FOOD AND NUTRITION SERVICES DEDUCTIONS**

Earned Income Deduction	20%		
Dependent Care Deduction	Actual incurred expense		
Excess Shelter Deduction Cap	\$459 for FNSU's without a Specified Person		
<b>FNS RESOURCE LIMITS</b>		<b>Max. SSI or SSI &amp; SSA/Other Income</b>	
Categorically Eligible FNSU	NONE	Single Person	\$698
Non-categorically eligible FNSU's with a member age 60 or older or disabled	\$3250	Couple	\$1048
All other non-categorically eligible FNSU's	\$2000	Medicare Premium	\$99.90

**FNS CONVERSION OF INCOME/EXPENSES TO A MONTHLY AMOUNT**

Weekly x 4.3	Biweekly (every two weeks) x 2.15	Semi-monthly (twice per month) X 2
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# **FOOD AND NUTRITION SERVICES TIME STANDARDS**

## **APPLICATIONS** *Recipient must receive Food and Nutrition Services benefits no later than:*

**Emergency Service** 7th calendar day

**Normal Processing** 30th calendar day

*Application can be reopened if verifications are provided by the 60<sup>th</sup> day from the date of application.*

*Do not deny an application before the 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> day falls on a weekend or a holiday, deny the application on the next work day.*

## **APPLICATIONS FOR RECERTIFICATION**

*Case must be completed by:*

**Timely Recerts** Last workday of the month

**Untimely Recerts** 30th calendar day

**Late Recerts** 30th / 7<sup>th</sup> calendar day

*(Late Recert is an application that is filed in the month after the last month of the certification period)*

### **Timely / Untimely Recerts:**

- If an application for recertification (timely and untimely) is denied for failure to provide required verification, it may be reopened if all verifications are provided by the 60th day following the date of application.*
- If the FNSU provides the required verifications by the 30<sup>th</sup> day, process the case using the original date of application.*
- If the FNSU provides the required verifications from the 31st to the 60th day then the case may be reopened. Use the date the required verification is received as the date of application and prorate the benefits.*

### **Late Recerts:**

- Do not deny late recertification before the 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> day falls on a weekend or a holiday, deny the application on the next work day.*
- Do not reopen / approve a late recert if the required verifications are provided after the 30<sup>th</sup> day.*

## **NOTICES**

**DSS-8650 (Request for Information)** 10 calendar days to return info

**Notice of Adverse Action** 10 workdays before action taken

## **HEARING REQUESTS**

**To receive continued benefits** 10 workdays

**NO continued benefits** 90 calendar days