

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL	
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412.1 Purpose

In the initial month of certification Food Supplement Program (FSP) benefits are reduced in proportion to the date the application is filed. This section provides the policy for determining the initial month's Food Supplement Program (FSP) benefit.

412.2 Definition of Initial Allotment

- A. *The initial month is the first month an allotment is issued. The initial month follows any period during which the household is not certified for participation. This definition does not apply to migrant and seasonal farm workers.*
- B. The initial month for migrant and seasonal farm workers is the first month for which the household is certified for participation following any period of more than 30 days during which the household was not certified for participation.
- C. If the household causes an application processing delay beyond 30 days, the first allotment is prorated from the date the household took the required action.
- D. NOTE: Since the household's initial month's FSP benefits depend on the date the application is filed, local departments must ensure that:
 - 1. An application is provided upon request
 - 2. The household's right to same-day-filing is explained
 - 3. The application is accepted the same day it is filed

412.3 Determining Eligibility

- A. Base a household's initial month's allotment on its circumstances for the application month.
- B. The local department will determine the household's normal allotment and then use that amount to prorate FSP benefits for the initial month.
- C. Do not issue an allotment if the prorated amount is less than \$10. (This applies to all households including one and two-person households.)
- D. For subsequent months in the certification period, one and two-person households are eligible to receive the minimum \$16 benefit.
- E. All eligible households with three or more members that are entitled to \$1, \$3 or \$5 allotments shall receive allotments of \$2, \$4 or \$6.

Effective October 1, 2016, households that include a person who is at least age 62 whose allotment is less than \$30, receive a state-funded supplemental benefit of the difference between \$30 and the household's current FSP benefit. For details, see Section 111 of this manual, Minimum State Supplement.

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412.4 Determining Initial Allotment

When the full monthly allotment is determined, use one of the following two methods to determine the initial allotment:

- A. Consult the Basis of Issuance Tables in the Appendix.
 1. The monthly net income is listed in the left-most column. The family size is listed across the top.
 2. Find the net income and follow the row to the family size. The benefit allotment is the number at the intersection of the income and size.
 3. A family of three with a net monthly income of \$100 would be eligible for an allotment of \$481.

- B. To determine the prorated benefit for the first (partial) month, consult the Multiplication Factors provided in Section 411.4.
 1. The left column of the multiplication factors is the day of the month that the application was filed.
 2. The second column is the factor by which to multiply the benefit for the applicant's family size..
 3. A family of three with \$100 net income that applies on the 12th of the month would receive an allotment of \$304 ($\481×0.6333) for the first month and \$481 for subsequent months.

NOTE: CARES automatically prorates FSP benefits using the application filing date and the appropriate income and deductions

412.5 Rounding

- A. Round the amount when using the formula to determine the initial month's allotment.

- B. Round down cents from 1 – 99.

- C. A household whose prorated allotment is \$10 or less receives no allotment in the initial month.

412.6 Prorating \$16 Minimum Food Supplement Program Benefit

The initial month's benefit is prorated to one and two-person households normally guaranteed a \$16 minimum benefit for the regular allotment. Do not issue an allotment if the pro-rated amount is less than \$10.

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NOTE: Households that include a person who is age 62 or older may receive a state-funded supplemental benefit of the difference between \$30 and the household's current FSP benefit amount between \$16 and \$29.

412.7 Expedited Service

CARES will prorate the initial month's FSP benefits for expedited service households in the same way as for all other households.

412.8 Categorically Eligible or Supplemental Security Income (SSI) Households

Follow the proration procedure listed below when a household that files a joint public assistance/FSP benefit application or obtains categorical eligibility in accordance with section 115 of this manual (Categorical Eligibility):

- Prorate FSP benefits for the initial month from the date from which the public assistance is payable, or
- The date of the original FSP benefit application, whichever is later.

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412.9 Multiplication Factors

Date of Application	Multiplication Factor
1	1.0000
2	.9666
3	.9333
4	.9000
5	.8666
6	.8333
7	.8000
8	.7666
9	.7333
10	.7000
11	.6666
12	.6333
13	.6000
14	.5666
15	.5333
16	.5000
17	.4666
18	.4333
19	.4000
20	.3666
21	.3333
22	.3000
23	.2666
24	.2333
25	.2000
26	.1666
27	.1333
28	.1000
29	.0666
30	.0333
31	.0333