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* 1. **Purpose**
	2. **General Supplemental Nutrition Assistance Program Household Definition**
	3. **Required Household Combinations**
	4. **Boarders**
	5. **Individuals in Foster Care/Kinship Care Subsidized Guardianship Program**
	6. **Ineligible Individuals and Households**
	7. **Ineligible Immigrants**
	8. **Disqualified Individuals**
	9. **Residents of Institutions**
	10. **ABAWDS**
	11. **Fleeing Felons**
	12. **Special Eligibility Situations**
	13. **Non-Household Members**
	14. **Verification**
	15. **Designating the Head of Household**

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* 1. **Purpose**
	2. **Definition of a Striker**
	3. **Determining Striker Status and Eligibility**
	4. **Verification and Reporting**
	5. **Work Registration**

# Students

* 1. **Student Policy**
	2. **Student Criteria**
	3. **Definition of Work-Study**
	4. **Work Registration**
	5. **Eligibility Requirements**
	6. **Enrollment Status**
	7. **Income and Resources**

# Residents of Shelters for Battered Women and Children

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	2. **Definition of Shelter**
	3. **Residency and Separate Household Status**
	4. **Income and Resources**

# 103 Residents of Shelters for Battered Women and Children (continued)

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	2. **General Information**
	3. **Income from Boarders**
	4. **Allowable Costs of Doing Business**
	5. **Computing Income**

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	2. **General Information**
	3. **Screening**
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* 1. **Meeting Work Requirements**
	2. **Regaining Eligibility**
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# ESAP and MSNAP

* 1. **Purpose**
	2. **General Information**

# ESAP and MSNAP (continued)

* 1. **MSNAP Policy and Procedures**
	2. **MSNAP Household Composition**
	3. **Operating Procedures**
	4. **Application Procedures**
	5. **Allotment**
	6. **Verification Process**
	7. **Recertification and Change Reporting**
	8. **Administrative Hearings**
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107.40 ESAP Policy and Procedures

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* 1. **Purpose**
	2. **General Information**
	3. **Nonmembers of a Household**
	4. **Ineligible Members**
	5. **Treatment of Income, Deductions, and Resources of:**
		+ **Individuals who do not meet the Citizenship, or Eligible Immigrant Status**
		+ **Able-bodied Adults without Dependents who are not Meeting the Work Requirements.**
		+ **Individuals Disqualified for Failure to Provide a Social Security Number**
	6. **Treatment of Income and Resources of a Member who is Ineligible because of a Disqualification**
	7. **Other Ineligible Household Members**

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Chart – Counting Income, Resources, and Deductions of Ineligible Household Members

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| **109.2** | **Group Living Arrangement (GLA)** |
| **109.21** | **Definition** |
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1. **Misuse of Supplemental Nutrition Assistance Program Funds**
2. **Veterans and Surviving Spouses/Children**
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	1. **Elderly and Disabled Living with Others**
	2. **Definition**
	3. **Determining Individual Household Status**
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* 1. **Verification of Facility Status**
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	3. **Authorized Representatives**
	4. **Case Processing for Residents of Treatment Centers**
	5. **Resident Rights**
	6. **Budgeting**
	7. **Responsibilities of Treatment Centers**
	8. **Treatment Center Responsibility and Liability**
	9. **Misuse of Supplemental Nutrition Assistance Program Funds**
	10. **Residents of Homeless Shelters**
	11. **Maryland Restaurant Meals Program (RMP)**
	12. **Who is Eligible**

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* 1. **Restaurant Meals Program in E&E**
	2. **Requirements for Participating Restaurants**
	3. **Restaurant Meals Program Dedicated Webpage**
	4. **Restaurant Meals Program Logo (Window Signage)**

# Residency

* 1. **Residency**
	2. **Residency Requirements**
	3. **Verification**

# Minimum State Supplement

* 1. **Purpose**
	2. **Process**
	3. **Special Circumstances for Case Processing**

# Categorical Eligibility

* 1. **Definition**
	2. **Categorically Eligible Individuals and Households**
	3. **Application Processing**

# Citizenship and Immigrant Status

* 1. **Determining Immigration Status**
	2. **U.S. Citizen or Noncitizen National**
	3. **Qualified Immigrants**
	4. **Immigrants who have lived in the United States for Five Years**
	5. **Immigrants Eligible during the 5-Year Ban on Immigrant Eligibility**
	6. **Immigrant Children**
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1996

* 1. **Work Quarters**
	2. **Military Connection**
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	6. **Verification of Immigration Status**

# 120 Citizenship and Immigrant Status (continued)

Status

* 1. **Responsibility of the Local DSS to Obtain Verification**
	2. **Status of Household while Awaiting Verification of Eligible Immigrant**
	3. **Ineligible Immigrants**
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	5. **Calculating the Countable Income and Resources from an Ineligible Immigrant**

Chart – Qualified Immigrant Categories under the 1996 Welfare and Immigration Laws

Chart – Desk Guide to Immigrant Eligibility Effective 10/1/03

Chart – Acceptable Verification for Iraqi and Afghan Special Immigrants

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* 1. **Definitions**
	2. **Deeming of a Sponsor’s Income and Resources for Immigrants Admitted under the Affidavit of Support**
	3. **Steps for Determining Eligibility**
	4. **Eligible Sponsored Immigrant’s Responsibilities**
	5. **Awaiting Verification**
	6. **Over issuance Due to Incorrect Sponsor Information**

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* 1. **Purpose**
	2. **General Information**
	3. **Definition of a Migrant Worker**
	4. **Applications**
	5. **Household Concept**
	6. **Residency and Identity**
	7. **Work Registration**
	8. **Resources**
	9. **Excluded Income**
	10. **Destitute households**
	11. **Income from a Terminated Source**
	12. **Income from a New Source**
	13. **Application for Destitute Households**
	14. **Certification Periods**
	15. **Recertification**

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* 1. **Purpose**
	2. **General Policy**
	3. **Registration Procedure**
	4. **Determination of Exemption Status**
	5. **Statutory Exemptions from Work Registration**
	6. **Individual Exemptions**
	7. **Local Department Responsibility**
	8. **Supplemental Nutrition Assistance Employment and Training Program (SNAP E&T) Voluntary Participants**
	9. **SNAP E&T Requirements**
	10. **Loss of Exemption Status**
	11. **Failure to Comply**
	12. **Good Cause for Failure to Comply with SNAP E&T**
	13. **Ending a Disqualification**
	14. **Suitable Employment**
	15. **Registrant Proof of Unsuitability**
	16. **Participation of Strikers**
	17. **Voluntary Quit and Reduction of Work Effort**
	18. **Determination of Voluntary Quit**
	19. **Exemptions from Voluntary Quit Provisions**
	20. **Good Cause for Voluntary Quit**
	21. **Verification**
	22. **Ending a Voluntary Quit Disqualification**
	23. **Fair Hearings/Appeals**
	24. **Able-Bodied Adults Without Dependents (ABAWDs)**
	25. **ABAWDS Eligibility**

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* 1. **Purpose**
	2. **General Information**
	3. **Included Resources for Households That Are Not Categorically Eligible**
	4. **Countable Resources**
	5. **Jointly Owned Resources**
	6. **Resources of Non-Household Member**
	7. **Excluded Resources**
	8. **Excluded Resources**
	9. **Handling Excluded Funds**
	10. **Verification**

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| **200.51** | **Acceptable Transfers** |
| **200.52** | **Establishing a Disqualification** |
| **200.53** | **Determining the Length of the Disqualification** |

1. **Treatment of Licensed Vehicles**
	1. **Purpose**
	2. **General Information**

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* 1. **Purpose**
	2. **General Information**
	3. **Included Income**
	4. **Earned Income**
	5. **Self-employment Income**
	6. **Unearned Income**
	7. **Income of an Ineligible or Disqualified Individual**
	8. **Third Party Payments**
	9. **Failure to Comply with a Federal, State, or Local Means-Tested Assistance Program**
	10. **Verification**

# Excluded Income

* 1. **Purpose**
	2. **General Information**
	3. **Excluded Income**
	4. **Verification**

# Deductions

* 1. **Purpose**
	2. **General Information**
	3. **Allowable Deductions for Households with Aged/Disabled Members**
	4. **Allowable Deductions for All Other Households**
	5. **Standard Deductions**
	6. **Earned Income Deduction**
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# 212 Deductions (continued)

* 1. **Excess Shelter Deduction**
	2. **Homeless Shelter Allowance**
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| **213.44** | **Conversion of Deductions** |
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| **213.6** | **Rounding** |

1. **Utility Allowances**
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	2. **Shared Utility Costs**
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	4. **Actual Utility Costs**
	5. **Examples of Utility Allowance Policy**

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| **400.3** | **Filing an Application** |
| **400.4** | **Initial Contact with Potentially Eligible Households** |
| **400.41** | **In-Person Contact** |
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| **400.5** | **Applicant Contacts the Wrong Office** |
| **400.6** | **Providing a Copy of the Application to the Household** |
| **400.7** | **Withdrawing an Application** |

1. **Screening for Expedited Service**
	1. **Purpose**
	2. **Expedited Service Criteria**
	3. **Identifying Households Requiring Service**
	4. **Screening for Expedited Service**
	5. **Expedited Service Standard**
	6. **Interviews**
	7. **Telephone Interview**
	8. **Special Procedures for Expediting**
	9. **Expedited SNAP – Questions and Answers**

# Interviews

* 1. **Purpose**
	2. **Interview**
	3. **Home Visits**
	4. **Waiver of Face to Face Interview**
	5. **Content of the Interview**
	6. **Scheduling Interviews and Notice of Missed Interview**
	7. **Felony Drug Conviction and Substance Abuse**
	8. **Background**
	9. **The Role of the Case Manager**
	10. **Compliance**

# Customer Rights and Responsibilities

* 1. **Purpose**
	2. **Rights under the Privacy Act of 1974**
	3. **Confidentiality**
	4. **Household Access to Case File**
	5. **Right to Apply**
	6. **Right to Nondiscrimination**
	7. **Discrimination Complaints**
	8. **General Complaints**
	9. **Supervisory Conference/Fair Hearing**
	10. **Responsibility of the Household to Cooperate**
	11. **Responsibility to Report Changes**

# Head of Household/Authorized Representative

* 1. **Purpose**
	2. **Head of Household**
	3. **Authorized Representative**

# 404 Head of Household/Authorized Representative (continued)

* 1. **Drug/Alcohol Treatment Centers**
	2. **Group Living Arrangement (GLA) Facilities**
	3. **Restrictions on Authorized Representatives**
	4. **Disqualification of an Authorized Representative**

# Social Security Numbers

* 1. **Purpose**
	2. **Participation Requirement**
	3. **Obtaining Social Security Numbers**
	4. **Special Processing for Expedited Services**
	5. **Failure to Comply**
	6. **Good Cause for Failure to Comply**
	7. **Ending Disqualification**
	8. **Verification at Application**
	9. **Verification at Recertification**

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| **406.2** | **Month of Application** |
| **406.3** | **30-Day Standard** |
| **406.31** | **Approval** |
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| **406.5** | **Determining Fault** |
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| **406.83** | **Household at Fault** |
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Administration and Local Departments of Social Services

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* 1. **Purpose**
	2. **Definition**
	3. **Mandatory Verification at Application, Normal Processing**
	4. **Mandatory Verification at Application, Expedited Processing**

# 408 Verification (continued)

* 1. **Verification of Questionable Information**
	2. **Mandatory Verification of an Expense or Verification of Questionable Expense**
	3. **Verification at Recertification**
	4. **Verification at Interim Change**
	5. **Types of Verifications**
	6. **Documentary Evidence**
	7. **Collateral Contact**
	8. **Discrepancies**
	9. **Narration**
	10. **Public Assistance (PA) and Supplemental Security Income (SSI) Households**

# Income Eligibility

* 1. **Purpose**
	2. **General Policy**
	3. **Calculation of Net Monthly Income**
	4. **Determining Benefit Level**
	5. **Change of Eligibility Standard**

# Certification Periods

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| **410.2** | **Length of Certification Periods** |
| **410.3** | **Change in Length of Certification Periods** |
| **410.31** | **Shortening a Certification Periods** |
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| **410.33** | **Unclear Information** |
| **410.34** | **Public Assistance Households (TCA, RCA, TDAP, PAA)** |
| **410.4** | **Certification Notices to Households** |
| **410.5** | **Application for Recertification** |

1. **Prorating Initial Allotment**
	1. **Purpose**
	2. **Definition of Initial Allotment**
	3. **Determining Eligibility**
	4. **Determining Initial Allotment**

# 412 Prorating Initial Allotment (continued)

* 1. **Rounding**
	2. **Prorating $10 Minimum Benefit**
	3. **Expedited Service**
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# 420 Reporting Changes

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| **420.2** | **Household Responsibility to Report Changes** |
| **420.21** | **Simplified Reporting Requirements** |
| **420.22** | **Customer Notification of Simplified Reporting Requirements** |
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| **420.10** | **Mass Changes** |
| **420.11** | **Federal Adjustments to Eligibility Standards, Allotments, and** |

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1. **Mass Changes in Public Assistance**
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3. **Administrative Hearings and Continuation of Benefits**
	1. **Cash Assistance Households (TCA, RCA, TDAP, PAA)**
	2. **Transitional Supplemental Nutrition Assistance Benefits Supplemental Nutrition Assistance Reporting Guide**

# 430 Notice of Adverse Action

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| **430.2** | **Timely Advance Notice** |
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| **430.4** | **Exemptions from Notice Requirements** |
| **430.5** | **Cash Assistance (CA) or Supplemental Security Income (SSI)** |

Households (Categorical Eligibility)

# 430 Notice of Adverse Action (continued)

430.6 Optional Adequate Notice

# Recertification

* 1. **Purpose**
	2. **General Policy**
	3. **Notice of Expiration**
	4. **Interview**
	5. **Verification**
	6. **Timely Application for Recertification**
	7. **Action on Timely Re-Applications**
	8. **Delayed Processing**

# Administrative Hearings

* 1. **Purpose**
	2. **Availability of Hearings**
	3. **Notification of the Right to Request an Administrative Hearing**
	4. **Time Period for Requesting an Administrative Hearing**
	5. **Request for an Administrative Hearing**
	6. **Agency Responsibilities on Administrative Hearing Requests**
	7. **Pre-hearing Conferences**
	8. **Notification of Time and Place of Hearing**
	9. **Household request for Postponement**
	10. **Attendance at Hearing**
	11. **Consolidated Hearings**
	12. **Denial or Dismissal of a Request for an Administrative Hearing**
	13. **Household Rights during the Hearing**
	14. **Designation of the Hearings Official**
	15. **Powers and Duties**
	16. **Hearing Decisions**
	17. **Timely Action on Hearings**
	18. **Implementation of Hearing Decisions**
	19. **Continuation of SNAP Benefits**

# Restoration of Benefits

* 1. **Entitlement**
	2. **Errors Discovered by the Local Department**
	3. **Disputed SNAP Benefits**
	4. **Computing the Amount to be Restored**
	5. **Lost Benefits to individuals Disqualified for an IPV**
	6. **Method of Restoration**
	7. **Change in Household Composition**
	8. **Replacement of SNAP Benefits for Food Lost in a Household Misfortune**

# 480 Intentional Program Violation (IPV)

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| **480.1** | **Purpose** |
| **480.2** | **Definition of Intentional Program Violation (IPV)** |
| **480.3** | **Penalties** |
| **480.31** | **Additional Penalties- Non-IPV** |
| **480.4** | **Determination of Committing of an IPV** |
| **480.5** | **Impact of Simplified Reporting on an IPV** |
| **480.6** | **Local Department Responsibility** |
| **480.7** | **Court Referrals and Decisions** |
| **480.8** | **Administrative Hearings versus Court Referrals** |
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| **480.10** | **Advance Notice for a Disqualification Consent Agreement** |
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| **480.14** | **Scheduling of Hearings** |
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| **480.16** | **Hearings Procedures** |
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| **480.20** | **Application of Disqualification Penalties** |
| **480.21** | **Notification of Disqualification** |
| **480.22** | **Reporting on Disqualified Individuals** |

1. **Claims Against Households**
	1. **Purpose**
	2. **Establishing Claims Against a Household**
	3. **Types of Overpayment Claims**

# 490 Claims Against Households (continued)

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|  | **490.4** | **Establishing a Claim** |
| **490.5** | **Time Frame for Establishing a Claim** |
| **490.6** | **Calculating the Amount of a Claim** |
| **490.7** | **Trafficking Related Claims** |
| **490.8** | **Initiating Collection Action** |
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| **490.15** | **Criteria for terminating Collection Action** |
| **490.16** | **Household Repayment Responsibility** |
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| **490.19** | **Central Collections Unit (CCU)** |
| **490.20** | **Refunds of Overpaid Claims** |
| **490.21** | **Claims Discharged Through Bankruptcy** |
| **490.22** | **Interstate Claims Collection** |
| **490.23** | **Treasury Offset Program (TOP)** |
| **490.24** | **Retention of Overpayment Claims Records** |
| **500** | **Glossary** |  |
| **600** | **Standards** |  |
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|  | **600.2** | **Formula Calculation** |
|  | **600.3** | **Deduction Standards** |
|  | **600.4** | **Determining the SNAP Allotment** |

**APPENDIX Basis of Issuance Tables**