

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	TEMPORARY CASH ASSISTANCE MANUAL
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ADEQUATE NOTICE - A written notice to customers explaining the local department's intended action on their case, its reason, and the effective date. If the action is negative, the notice also includes the customer's right to a hearing, the circumstances under which assistance is continued if a hearing is requested, and the obligation to repay any benefits issued during the appeal period based on the hearing decision.

ADEQUATE REASON - Circumstances beyond the individual's control that prevented the individual from complying with a specific requirement.

ADMINISTRATION - Any of the administrations within the Department of Human Resources such as Social Services Administration (SSA), Family Investment Administration (FIA), and Child Support Enforcement Administration (CSEA).

ADMINISTRATIVE LAW JUDGE - A hearings officer designated by the Maryland Office of Administrative Hearings (OAH) to render a decision on an appeal request hearing.

ADVERSE ACTION - Reducing or terminating the amount of benefits a customer receives.

AFFIDAVIT OF SUPPORT - A legally binding contract that an immigrant's sponsor signs, agreeing to financially support the immigrant to prevent him or her from becoming a public charge.

AGED BENEFITS - Cash assistance benefits that are automatically removed from the electronic benefit transfer system because they have not been accessed within 90 days of the initial authorization or last withdrawal.

AGENCY ERROR - A failure by the local department to act upon information provided within prescribed time limits or act correctly on information provided.

ALIEN - See the definition of IMMIGRANT.

APPEAL - A request made by an applicant or recipient for a review by the Office of Administrative Hearings (OAH) regarding an action taken by the Agency.

APPLICANT - An individual who submits an application for assistance, through a representative, or someone acting on his or her behalf of the applicant, if the applicant is incompetent or incapacitated.

ASSESSMENT - An evaluation of an applicant's or recipient's strengths and resources necessary to determine the services needed to assist the assistance unit in becoming independent.

ASSET - Any real or personal property an applicant or recipient owns which may be used to meet living expenses. This includes cash on hand, savings, car and items that can be converted to cash, such as stocks and bonds.

ASSISTANCE UNIT - A group of individuals living together whose eligibility must be determined for cash assistance.

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ASYLEE -An individual who has been granted asylum under section 206 of the Immigration and Nationality Act.

AUTHORIZED REPRESENTATIVE -An adult non-household member who has been designated in writing to act on behalf of an applicant or recipient household.

ASVI- (Alien Status Verification Index)- The data based that is accessed through the Systematic Alien Verification for Entitlement Program (SAVE) for verifying the validity of alien immigration documentation.

BENEFICIARY AND EARNINGS DATA EXCHANGE (BENDEX) - A system match which identifies Temporary Cash Assistance and Food Stamp recipients who are receiving Social Security benefits, private pensions, wages from out-of-state employment, veterans benefits, other government benefits, and those who are self-employed.

BENEFIT - The amount of assistance paid.

BLUE BOOK - See the definition of National Automobile Dealers Association Guide (NADA).

BURIAL ASSISTANCE (BA) - The state-funded assistance which pays funeral expenses of eligible persons.

CARETAKER RELATIVE - A parent or other person related by blood, marriage, or adoption living with and caring for a minor child.

CASE - The group of individuals living together whose needs and resources are considered when authorizing program benefits.

CATEGORICALLY ELIGIBLE HOUSEHOLD - A household considered eligible for food stamps because all members receive or are authorized to receive TCA, TEMHA, PAA or SSI or TANF benefits.

CENTRAL COLLECTION UNIT (CCU) – The unit within the Department of Budget and Management responsible for pursuing the payment of debts owed to the State of Maryland.

CHESSIE - MD CHILDREN'S ELECTRONIC SOCIAL SERVICES INFORMATION EXCHANGE – SOCIAL SERVICES tracking system

CHILD - An individual younger than 18 years, a full-time student younger than 19 years, or a 19 year old who is expected to complete school in the calendar year the child turned 19. For Purchase of Care (POC) purposes, **CHILD** means an individual younger than 13 years or a disabled individual under 19 years. For Emergency Assistance to Families with Children (EA) purposes a child is someone under age 21.

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CHILD ABUSE - The physical and mental injury of a child by a parent or other person who has permanent or temporary care or responsibility of the child.

CHILD CARE - Care in a State-recognized setting by an individual other than the parent, stepparent, guardian, or caretaker for less than a 24-hour day and for which compensation is paid.

CHILD CARE AUTOMATED TRACKING SYSTEM (CCATS)-Purchase of Child Care automated database that assists in determining eligibility for purchase of child care subsidy and voucher issuance system.

CHILD SPECIFIC BENEFIT - A third party or restricted payment made on behalf of a child born to an assistance unit member 10 months or more after the member has been informed of the child specific benefit policy and has signed the agreement of understanding. This policy was repealed by the State legislature in 2008.

CITIZENSHIP AND NATURALIZATION SERVICE - The federal agency within the Department of Homeland Security, which is responsible for the administration and enforcement of the United States immigration laws. (Formerly called Immigration and Naturalization service.

CLIENT AUTOMATED RESOURCE AND ELIGIBILITY SYSTEM (CARES) – Maryland’s automated database that assists in determining customer eligibility; collects benefit history, and issues benefits and reports for the cash assistance, food stamp and medical assistance programs.

CODE OF FEDERAL REGULATIONS (CFR) - The federal administrative guidelines that govern states in the administration of Temporary Assistance to Needy Families (TANF) and other federally funded programs.

CO-PAYMENT – Child Care Subsidy -that portion of the financial cost of child care that is assigned to a family and paid on a unit basis by the family to the provider.

COST OF LIVING ADJUSTMENT (COLA) – An annual adjustment to a federal benefit to enable the beneficiary to keep pace with the changing economy. The amount is determined in relation to the cost of living index.

COUNTABLE INCOME - Income that must be counted when determining eligibility for assistance.

CUSTOMER - The person/family applying for or receiving assistance.

CUSTOMER ERROR—inadvertent failure by the customer to correctly, promptly, or adequately report information that would have reduced the amount of the continuing assistance payments or resulted in total ineligibility.

DATE OF ADMISSION OR DATE OF ENTRY - The date established by the Citizenship and Naturalization Service as the date an immigrant was admitted into the United States.

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DEEMED INCOME/DEEMED RESOURCES – The income and resources of ineligible household members and sponsors of immigrants and the sponsor's spouse counted when determining the eligibility and benefit amount of eligible household members.

DEPARTMENT- The Department of Human Resources (DHR).

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) – The federal agency which among other things has responsibility for providing assistance in rent, mortgage, and utility payments.

DESIGNEE - An individual or agency designated by the Secretary of DHR to carry out a set of requirements.

DISABILITY ENTITLEMENT ADVOCACY PROGRAM (DEAP) - A State program to assist severely disabled individuals in applying for and establishing eligibility for SSI.

DISABLED - The inability to perform any substantial gainful activity by reason of a medically determinable physical or mental impairment that can be expected to end in death or has lasted, or can be expected to last, for a continuous period of 12 months.

DISPLACEMENT - Employing or assigning a subsidized work experience participant in the position of a company employee who has been terminated or re-assigned.

DOCUMENTATION - Written proof from a third party used to verify the statements made by the applicant or customer.

EARLY AND PERIODIC SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT) - The provision of preventive health care under 42 CFR §441.50 et seq., including medical and dental services, in order to assess growth and development and detect and treat health problems in MA individuals under the age of 21. Provided by the Department of Health and Mental Hygiene (DHMH)

EARNED INCOME - Payment received by an individual for work or services performed. This includes wages, salaries, commissions, tips, and proceeds from self-employment.

EARNED INCOME TAX CREDIT (EITC) – Money paid by the federal or State government to certain employed individuals who are responsible for the care of a child and whose earnings are less than federal standards

ELECTRONIC BENEFIT TRANSFER SYSTEM (EBTS) -A benefit issuance system in which benefits information is stored in a central computer database. Benefits are accessed with a reusable plastic card at an automated teller machine (ATM) or a point of sale machine (POS).

EMERGENCY ASSISTANCE TO FAMILIES WITH CHILDREN (EAFC) –Assistance, provided to a household with an individual under age 21 that prevents the destitution of the individual under 21.

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ENERGY CRISIS - Weather-related or supply-shortage emergencies or other household energy-related emergencies.

ENUMERATION – The process of verifying a person's Social Security number by requiring him to provide or apply for an SSN as a condition of eligibility.

EQUITY OR EQUITY VALUE - The fair market value of a resource, less all encumbrances. It is also the countable amount of an asset.

EXCLUDED INCOME - Income that is not used to determine eligibility for assistance.

EXPEDITED SERVICE – The method by which a food stamp application is processed to ensure receipt of benefits no later than the seventh calendar day following the date an identifiable application is received.

FAIR MARKET VALUE - The amount the resource would bring if sold on the current local market.

FAMILY - One or more adults and children, related by blood, marriage, or adoption

FAMILY INCOME - The combined income of all family members.

FAMILY INDEPENDENCE PLAN- A plan developed by the family and the case manager that addresses the services needed to enable a family to become self-supporting through the employment of one or more household members.

FAMILY INVESTMENT ADMINISTRATION (FIA) - The office within the Department of Human Resources that administers the Family Investment Program (FIP).

FAMILY INVESTMENT PROGRAM (FIP) - Assistance provided to families with children while preparing the participants for independence. Components under FIP include Welfare Avoidance Grants, Child Care, Medical Assistance, Temporary Cash Assistance, Emergency Assistance, Child Support, and other alternative programs.

FAMILY SERVICES - The program of services provided to help preserve family unity and stability.

FAMILY SIZE -The number of individuals residing as a family in the same household.

FAMILY VIOLENCE - Any physical or mental abuse to a spouse, ex-spouse, or intimate partner or to another member of the family that results or threatens to result in injury to the individual. This includes sexual abuse, sexual activity involving a dependent child, nonconsensual sexual acts or activities, neglect or deprivation of medical care, or false imprisonment.

FOOD AND NUTRITION SERVICE (FNS) – The branch of the US Department of Agriculture (USDA) that administers the Food Stamp Program

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FOOD STAMP EMPLOYMENT AND TRAINING (FSET) – A program operated in the local departments with guidance from DHR central consisting of one or more direct work, work training, education, or job search components designed to help recipients move into unsubsidized employment.

FOOD SUPPLEMENT PROGRAM – (formerly the FOOD STAMP PROGRAM) The food assistance program that permits low-income households to obtain a more nutritious diet through normal channels of food distribution by increasing purchasing power.

FRAUD - Intentional withholding of the truth to deceive. For FIA programs, fraud can only be determined by a court of law, an administrative hearing, or when a customer signs an administrative disqualification hearing waiver.

FULL-TIME EMPLOYMENT - Working 100 hours or more within a calendar month

GOOD CAUSE - Circumstances under which the customer is excused from cooperating with a requirement.

GOOD CAUSE - CHILD SUPPORT- Circumstances exist in which cooperation with the Child Support Enforcement Agency (CSEA) may be against the best interest of the child. (See the explanations set forth in COMAR 07.03.03.08F).

GOOD CAUSE - FAMILY VIOLENCE - TCA requirements are waived because adults or children in the home are victims of family violence and their cooperation may further endanger them.

GOOD CAUSE - WORK REQUIREMENTS – The customer has good reason for not cooperating with the work requirements. The customer was sick or one of his or her children was sick, the customer has an illness or disability that is severe but is less than 12 months.

GROSS INCOME - The total countable income of the applicant or recipient before any deductions.

HEAD OF HOUSEHOLD - A person designated by the household to be the case payee.

HEARING - An informal but legally binding meeting conducted by a hearings officer to provide the applicant or recipient an impartial and objective review of a local department's action on the applicant or recipient's benefits.

HEARING REQUEST – Any oral or written request by the household, or a person acting for the household, exercising its right to have a fair hearing on any action that the household is in disagreement with the local department's handling.

HOMELESS - Residents of Maryland without shelter who lack the resources to obtain shelter. It also refers to those individuals whose primary nighttime residence is a shelter

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or any place not designed for or ordinarily used for sleeping, such as hallways, bus stations, parks, or other similar places.

HOUSEHOLD - An individual or group of individuals who are living together as a unit.

HOUSEHOLD DISASTER – A natural event such as a flood or a tornado; or a devastating event, such as a fire, causing food loss. A mechanical breakdown such as a power outage or a refrigerator breakdown is not considered a disaster

ILLEGAL ALIEN - Someone who enters and remains in the United States without official authorization, either by entering without permission of Citizenship and Naturalization Services Department of Homeland Security, overstaying their visa, or violating the terms of their visa. This person is also known as an undocumented immigrant.

IMMIGRANT - An individual of foreign origin granted permanent residency.

IMMIGRATION AND NATURALIZATION SERVICE (INS) - The federal agency within the Department of Justice which is responsible for the administration and enforcement of the United States immigration laws. Now called Citizenship and Naturalization Services, an agency of the US Department of Homeland Security.

INADVERTENT HOUSEHOLD ERROR (IHE) – A household's misunderstanding or unintentional error which includes:

- Failure to provide correct or complete information;
- Failure to report changes; or
- Receipt of benefits, or more benefits than the household was entitled to receive (if the household requests a hearing, the determination by the local department of an overissuance of benefits caused by an IHE would be pending a hearing decision in favor of the LDSS.)

INCOME - Money received from any source.

INCOME ELIGIBILITY VERIFICATION SYSTEM (IEVS) - A system from which information is obtained for purposes of income eligibility verification.

INDIVIDUAL DEVELOPMENT ACCOUNTS (IDA) - An account established by or for an individual who is eligible for assistance under the **TANF** program, to allow the individual to accumulate funds for specific purposes.

IN-KIND EARNINGS OR IN-KIND INCOME - Payment other than money (such as rent, utilities, food, or living space) in exchange for work or services performed.

INTENSIVE FAMILY SERVICES - The subprogram of Family Services providing short-term, comprehensive, in-home services and financial assistance to assist families in extreme crisis to prevent out-of-home placement of a child.

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INTENTIONAL PROGRAM VIOLATION (IPV) - The act, by an individual, of withholding, concealing, or misrepresenting facts for the sole purpose of receiving cash assistance that the individual would not be eligible for.

INTERIM CHANGE - A change in a customer's situation, between application and redetermination that may affect continuing eligibility or the amount of benefits received.

LANDLORD - The owner of the property who leases or rents the property to the household.

LAWFUL PERMANENT RESIDENT (LPR) - A person who lives in the United States permanently and qualifies as a refugee, asylee, or immigrant, or who has been granted amnesty other than suspension of deportation.

LIMITED ENGLISH PROFICIENCY (LEP) - Immigrants and refugees who do not speak English are said to have limited English proficiency. LEP programs assist non-English speakers in learning the language.

LOCAL DEPARTMENT OF SOCIAL SERVICES - The offices, in Baltimore City and each of the 23 counties in Maryland, which administer the Family Investment Program (FIP).

LOCAL PLANS - The plans developed by the local departments of social services to operate FIP within State guidelines and Federal requirements.

LUMP SUM - Unearned income that is received on a nonrecurring basis.

MARYLAND ENERGY ASSISTANCE PROGRAM (MEAP) - Heating assistance grants provided to fuel suppliers and utility companies on the behalf of eligible MEAP applicants during a three to five month period of the year (usually winter months).

MARYLAND REACHING INDEPENDENCE AND STABILITY THRU EMPLOYMENT (RISE) –Redesigned in 2008, Maryland's TCA work program to assist customer's in becoming self-sufficient and earn a living wage.

MASS CHANGE – A State or federal program or benefit change affecting the entire caseload or part of the caseload.

MEANS TESTED PROGRAM - A program with eligibility conditions which limit benefits to persons who meet income and/or resource limits.

MEDICAID - Medical assistance under Title XIX of the Social Security Act, as amended.

MEDICAL ASSISTANCE (MA) - The program administered by the State under Title XIX which provides comprehensive medical and other health-related care for eligible people.

MINOR – A child under the age of 18.

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NATIONAL AUTOMOBILE DEALERS ASSOCIATION GUIDE (NADA) - A book that is published quarterly which lists values for most makes and models of cars and trucks. It is most commonly referred to as the "blue book".

NON-COMPLIANCE - Failure to complete required activities or tasks without good cause.

NON-IMMIGRANT - An individual allowed to enter the United States for a specific purpose and for a limited period of time such as: tourists, students, and business visitors.

NON-PROFIT ORGANIZATION - A religious, charitable, or volunteer organization exempt from taxation under Section 501© of the Internal Revenue Code.

NOTICE OF ADVERSE ACTION (NOAA) - Written notice to customers advising of intended action to reduce, cancel, or suspend benefits to the household.

OBLIGEE - A person to whom support is owed by order of a court of law or a state to which support rights are assigned.

OBLIGOR - A person, or taxpayer, owing a specific periodic payment for support under a court order.

OFFICE OF ADMINISTRATIVE HEARINGS (OAH) - The state administration department responsible for scheduling and conducting the hearings of appeals.

OFFSETTING – Reducing the amount of an overissuance by the amount of restored (under issued) benefits owed to a household.

OVERPAYMENT - The amount of benefit or payment received by a customer or service provider to which the payee was not entitled as determined by applicable FIA and MSDE regulations.

PARENT - The natural or adoptive mother or father of a child.

PARIS- Public Assistance Reporting Information System-a voluntary Federal-State partnership which provides participating state public-assistance agencies detailed information and data to assist them in maintaining program integrity and detecting/detering improper payments.

PAROLEES - Certain individuals or groups allowed to enter the United States in an emergency or because of public interest. The reasons for the temporary residence status could be medical, legal, or humanitarian.

PART-TIME EMPLOYMENT - Working less than 100 hours within a calendar month.

PAYMENT IRREGULARITIES - Any payment that does not equal the amount the customer or the household is eligible for if all eligibility and need criteria are applied correctly.

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PAYMENT MONTH – The calendar month for which the household receives an allotment.

PRIMARY PREVENTION INITIATIVE - A TCA requirement that customers provide verification of health examinations and school attendance for their minor children.

PRORATION - The determination of the benefit due the household from the date of application to the end of the month of application

PUBLIC ASSISTANCE TO ADULTS (PAA) – A monthly payment of State funds to a person who has been certified for Assisted Living, a CARE Home or Rehabilitative Residence.

PUBLIC HOUSING - A dwelling complex owned and operated by a local government, whose residents are eligible to reside there, based on income.

PURCHASE OF CARE (POC) -Assistance available to eligible families to help pay for child care needs. Administered by the Maryland State Department of Education (MSDE) and implemented by DHR/FIA.

QUALIFIED IMMIGRANT

- An immigrant lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- An immigrant granted asylum under §208 of the INA.
- A refugee admitted under §207 of the INA.
- An immigrant who is paroled under §212(d)(5) of the INA for a period of at least 1 year.
- An immigrant whose deportation is being withheld under §§243(h) or 241(b)(3) after April 1, 1997 of the INA.
- An immigrant who is granted conditional entry pursuant to §203(a)(7) of the INA.
- Certain battered alien spouses and children.
- Cuban and Haitian entrants

QUALITY CONTROL (QC) – The branch of FIA or FNS which provides data on the accuracy with which the department is applying eligibility and payment requirements. QC gathers data through continuous review of a statistically reliable statewide sample of active cases.

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REFUGEE - A person who flees his or her country due to persecution or fear of persecution because of race, religion, nationality, political opinion, or membership in a social group.

RESIDENCY - Refers to an individual who lives in Maryland and has no intention of leaving during the time in which services are provided.

RESOURCE - The amount left from an asset or from income, after all exclusions and disregards are applied, which is counted when determining the assistance unit's eligibility.

ROOMER - An individual to whom a household furnishes lodging but not meals for compensation.

SAIL-SERVICES ACCESS INFORMATION LINK- DHR's web-based screening and application tool that will allow Maryland applicants to complete an income prescreening tool and an application for benefits.

SANCTION - A penalty imposed when a customer fails to comply with program requirements.

SELF-EMPLOYED - Earnings from the operation of an individual's own business.

SPONSOR - An individual or a public or private agency or organization that has executed an affidavit of support or a similar agreement on behalf of an immigrant as a condition of the immigrant's entry into the United States as a permanent resident.

SPONSORED IMMIGRANT - An individual, under sponsorship, lawfully admitted for permanent residence to the United States. The old deeming rules apply to immigrants sponsored before December 19, 1997. The new deeming rules apply to immigrants sponsored under the new affidavit of support (Form I-864) filed on or after December 19, 1997.

STATE VERIFICATION EXCHANGE SYSTEM (SVES) - A statewide automated data exchange system between DHR and the Social Security Administration for verifying social security numbers, Title II Social Security benefits (RSDI), and Supplemental Security income benefits (SSI).

STEPPARENT - A person who is married to the natural or adoptive parent.

STRIKE - A slowdown or stoppage of work by employees.

STRIKER - A person who is participating in a strike.

SUBSIDIZED EMPLOYMENT - Employment in the public or private sector, which is supported in part or wholly by federal or state funds for a limited or specific period of time.

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SUBSIDIZED HOUSING - A privately owned dwelling complex where eligibility for residency is based on income and the rental fees are subsidized by federal or local funding. This includes housing projects, Section 8, and FMHA housing ONLY.

SUBSTANCE ABUSE – the excessive and dependent use of drugs such as alcohol, narcotics, cocaine, or heroin, etc.

SUPPLEMENTAL SECURITY INCOME (SSI) - The federally funded benefit paid by the Social Security Administration to needy individuals who meet established disability requirements or are 65 years or older.

TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) - The federal program that provides funding and guidelines for State cash assistance to families with children programs.

TEMPORARY CASH ASSISTANCE (TCA) –Cash assistance provided to families with children under age 18 or age 19 if the child will graduate from high school in the year he or she turns 19, who are technically and financially eligible (Replaces the old Aid to Families with Dependent Children Program AFDC).

TEMPORARY DISABILITY ASSISTANCE PROGRAM A cash assistance program for low income disabled adults without children who are waiting for an eligibility determination by SSA.

THIRD-PARTY PAYEE - A responsible individual, a non-profit organization, a for-profit organization, or a government entity, including a local department, which is authorized to accept TCA payments on behalf of a recipient.

TIME LIMITS – refers to the 60 countable months a customer can receive TCA.

TIMELY NOTICE - Written notification to a customer at least 10 calendar days before action is taken to reduce or terminate the customer’s benefits.

TRANSITIONAL EMERGENCY, MEDICAL AND HOUSING ASSISTANCE (TEHMA) - A cash assistance program for low income disabled adults. (TEMHA has been replaced by TDAP Program)

UNDERPAYMENT - A payment received by a recipient or service provider which is less than the benefit amount the customer or household is eligible for.

UNDOCUMENTED IMMIGRANT – an alien, who enters or lives in the United States without official authorization, either by entering without inspection by the US Bureau of Citizenship and Naturalization Services, overstaying their visa, or violating the terms of their visa. This person is also known as an illegal alien.

UNEARNED INCOME - Money received from sources such as pensions, benefits, returns from investments, annuities, payments of support, educational grants or loans, or contributions.

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UNSUBSIDIZED EMPLOYMENT - Employment in the public or private sector that is not supported by federal or state funds.

VENDOR PAYMENT - A payment made to a third party on behalf of an individual or family.

VERIFICATION - Proof that the statements made by an individual during the application, interim change or redetermination process are true. This includes proof contained in documents or records of public or private agencies, firms, or individuals.

VOUCHER - A coupon given to a customer by the local department for use in purchasing service from a provider.

WELFARE AVOIDANCE GRANT (WAG) - Non-entitlement cash assistance, given to a family with children, paid in accordance with the local department's plan for the family's immediate and limited needs to avoid continuing cash assistance. The applicant or the recipient and the local department sign an agreement that the family will not be eligible for TCA for the months the WAG is intended to cover.

WORK EXPERIENCE - Time-limited preparation for employment in a public or private work setting. This is a federal work activity category.

WORKS-The automated activity tracking system for the TCA work programs.