



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA INFORMATION MEMO

Control Number: #12-34

Effective Date: October 1, 2012

Issuance Date: August 23, 2012

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISOR AND ELIGIBILITY STAFF**

**FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR** 

**RE: FOOD SUPPLEMENT PROGRAM MASS CHANGES**

**PROGRAM AFFECTED: FOOD SUPPLEMENT PROGRAM**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

### **SUMMARY:**

Each August, the United States Department of Agriculture (USDA) publishes the updated standards for income and deductions for the next federal fiscal year. Effective October 1, 2012, the income standards for the Food Supplement Program (FSP) increased for all household sizes. Secondly, the FSP excess shelter deduction increased slightly to **\$469**. The Standard and Limited Utility Allowances (SUA, LUA) and telephone standards remain unchanged.

The maximum and minimum food supplement allotments remain at the April 2009 levels. A mass modification is scheduled during the weekend of September 8th and change of benefit notices will be sent to affected households.

### **ACTION REQUIRED:**

Attached are the updated income and standard deduction FSP manual pages reflecting the new standards effective October 1, 2012. Please replace previous Food Supplement Program manual pages with the attached manual pages.

**Reminder:** The homeless shelter deduction **remains at \$143**. Households in which all members are homeless, but who do not receive free shelter, qualify for the standard homeless shelter deduction of \$143.

**Note:** Use actual shelter expenses, rather than the homeless shelter deduction, if the actual shelter costs result in an excess shelter deduction that is higher than the \$143 homeless deduction.

Although the maximum benefit amounts did not change, the allotment may change because of the changes in the deductions. Food supplement benefit and new recoupment amounts do not require action by the case manager. The only exceptions are recoupment cases when the payment plan source is grant reduction (GR) or court order (CO). CARES generates a report identifying these cases. Local departments will be sent this report right after the migration. You must manually update these cases.

### **PAYMENT ACCURACY**

The changes should not affect payment accuracy. However, local departments using the manual food supplement calculation worksheets should make adjustments for the new standard deductions for calculations effective October 1, 2012.

**INQUIRIES:** Please direct FSP policy questions to Rick McClendon at 410-767-7307 or [rmclend@dhr.state.md.us](mailto:rmclend@dhr.state.md.us).

Attachments

FSP Manual Section 600 Pages 1 and 2

cc: DHR Executive Staff  
Constituent Services  
DHR Help Desk  
FIA Management Staff  
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<b>DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION</b>	<b>FOOD SUPPLEMENT PROGRAM MANUAL</b>	
STANDARDS FOR INCOME AND DEDUCTIONS	Section 600	Page 1

## 600.1 STANDARDS FOR ELIGIBILITY AND MAXIMUM ALLOTMENTS

- A. The standards for the following appear in Section 600, page 2.
1. Column A - Maximum Gross Monthly Income Standards (130% of poverty)
  2. Column B - Maximum Net Monthly Income Standards (100% of poverty)
  3. Column C - Maximum Gross Income Standard for Elderly and Disabled Separate Household (165% of poverty)
  4. Column D - Thrifty Food Plan/Maximum Allotment
- B. Standards 1, 2, and 3 are used to determine household eligibility and not for computing allotments.

## 600.2 FORMULA CALCULATION

- A. Multiply the household's net monthly income by 30%.
- B. Round the product up to the next whole dollar if any cents result.
- C. Subtract the product from the maximum allotment amount for the household size found in Column D, Section 600.

NOTE: In an initial month, if the allotment is less than \$10, no benefit is issued. Except in an initial month, all eligible one and two person households must be issued the minimum allotment of \$16.

## 600.3 DEDUCTION STANDARDS

Standard Deduction	
Household size up to and including 3 people-----	\$149
Household of 4-----	\$160
Household size of 5-----	\$187
Household size of 6 or more-----	\$214
Excess Shelter Deduction-----	up to \$469
Homeless Household Shelter Allowance-----	\$143
Standard Utility Allowance (SUA)-----	\$394
Limited Utility Allowance (LUA)-----	\$239
Telephone Standard-----	\$40

\* The excess shelter deduction does not apply to households with an aged or disabled member. These households receive an uncapped shelter deduction.

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## 600.4 Determining the Food Supplement Program Allotment

A. Determine a household's monthly food supplement allotment by using the Basis of Issuance Tables:

1. Calculate the household's net monthly income.
2. Compare the household's net monthly income to the maximum net monthly income standard, Column B below. Households that are not categorically eligible for food supplements will have net monthly incomes that are lower than or equal to the amounts shown in Column B.
3. Find the allotment by reading in the Basis of Issuance Tables, down to the appropriate income and across to the appropriate household size.

NOTE: A household that is categorically eligible is entitled to any allotment shown in the appropriate column on the tables. Persons in household sizes of one or two and categorically eligible are eligible for a benefit of **\$16**, even if the tables do not show a benefit amount at their net income levels.

Household Size	Col. A Maximum Gross Monthly Income* 130% of Poverty	Col. B Maximum Net Monthly Income* 100% of Poverty	Col. C Monthly Income Elderly/Disabled Separate Household* 165% of Poverty	Col. D Maximum Allotment
1	\$1211	\$ 931	\$1536	\$200
2	1640	1261	2081	367
3	2069	1591	2625	526
4	2498	1921	3170	668
5	2927	2251	3714	793
6	3356	2581	4259	952
7	3785	2911	4803	1052
8	4214	3241	5348	1202
Each Additional Member	+429	+330	+545	+150

\* Maximum gross and net monthly income figures are not used for computing the food supplement allotment. They are included as a reference for determining the household's eligibility.