

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

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 \$10 benefit.

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412.4 Determining Initial Allotment

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

- A. Consult the proration tables provided in Section 411.
 1. The left-most column of the proration tables lists the amounts of a full monthly allotment.
 2. The line across the top of the table shows the days of the month.
 3. The intersection of the day of the month the application is filed and the full monthly allotment is the amount of the household's initial (pro-rated) allotment.
- B. Use the following formula to calculate the initial month's allotment:

$$\text{Full Month's Allotment} \times \frac{\text{31 Minus Date of Application}}{30} \text{ Benefits}$$

Equals The Initial Month's Allotment

NOTE: The "31" in the equation assures that the date of application is included in the allotment. For example, for households that apply on the first of the month: 31 minus 1 = 30, allowing the household to receive a full month's allotment.

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.

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412.6 Prorating \$10 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.

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 Public Assistance (PA) or Supplemental Security Income (SSI) Households – (Categorical Eligibility)

Follow the proration procedure listed below when a household that files a joint public assistance/FSP benefit application obtains categorical eligibility in accordance with section 115 (Categorical Eligibility) after being denied non-cash assistance FSP benefits:

- 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.