# Household Composition

* 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**

# Strikers

* 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

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

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

* 1. **Expedited Service**
  2. **Action on Changes to Former Households**

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

# Able-Bodied Adults Without Dependents (ABAWDS)

* 1. **Purpose**
  2. **General Information**
  3. **Screening**
  4. **Counting Three Free Months**

# 106 Able-Bodied Adults Without Dependents (continued)

* 1. **Meeting Work Requirements**
  2. **Regaining Eligibility**
  3. **Reporting Changes**
  4. **Good Cause**

# 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**
  9. **Quality Control**

107.40 ESAP Policy and Procedures

# Households Containing Non-members

* 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**

# Households Containing Non-members (continued)

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

# Other Special Households

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| **109.1** | **Purpose** |
| **109.2** | **Group Living Arrangement (GLA)** |
| **109.21** | **Definition** |
| **109.22** | **Verification of Facility Status** |
| **109.23** | **Customer Eligibility Requirements** |
| **109.24** | **Authorized Representative** |
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| **109.26** | **Use of the SNAP Allotment** |
| **109.27** | **Responsibilities of GLA Facility** |
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1. **Misuse of Supplemental Nutrition Assistance Program Funds**
2. **Veterans and Surviving Spouses/Children**
3. **Eligible Persons**
4. **Permanent Disabilities under the Social Security Act**
5. **Verification**
   1. **Elderly and Disabled Living with Others**
   2. **Definition**
   3. **Determining Individual Household Status**
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109.5 Residents of Treatment Centers for Drug Addiction and Alcoholism

* 1. **Verification of Facility Status**
  2. **Eligible Persons**
  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**

# Other Special Households (continued)

* 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**
  7. **Disabled Immigrants**
  8. **Elderly Immigrants Lawfully Residing in the U.S. on August 22,**

1996

* 1. **Work Quarters**
  2. **Military Connection**
  3. **American Indians, Iraqi and Afghan Special Immigrants and Hmong or Highland Laotians**
  4. **Immigrants who are Victims of Severe Trafficking in Persons**
  5. **Immigrants who have been Battered or Subjected to Extreme Cruelty**
  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**
  4. **Reporting Illegal Immigrants**
  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

# Immigrants with Sponsors

* 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**

# Migrants

* 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**

# Work Requirements

* 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**

# Resources

* 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**

# Resources (continued)

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| **200.5** | **Transfer of Resources** |
| **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**

# Income (General Information)

* 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**
  7. **Dependent Care Deduction**
  8. **Excess Medical Expense Deduction**

# 212 Deductions (continued)

* 1. **Excess Shelter Deduction**
  2. **Homeless Shelter Allowance**
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  4. **Action While Awaiting Verification**

# Determining Monthly Income/Expenses

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| --- | --- |
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| **213.2** | **General Information** |
| **213.3** | **Determining Income** |
| **213.4** | **Determining Deductions** |
| **213.41** | **Billed Expenses** |
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| **213.43** | **Anticipating Expenses** |
| **213.44** | **Conversion of Deductions** |
| **213.5** | **Calculating the Child Support Deduction** |
| **213.6** | **Rounding** |

1. **Utility Allowances**
   1. **Eligibility for Utility Allowances**
   2. **Shared Utility Costs**
   3. **Telephone Allowance**
   4. **Actual Utility Costs**
   5. **Examples of Utility Allowance Policy**

# Filing an Application

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| --- | --- |
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| **400.2** | **General Policy** |
| **400.3** | **Filing an Application** |
| **400.4** | **Initial Contact with Potentially Eligible Households** |
| **400.41** | **In-Person Contact** |
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| **400.43** | **Mail Contact** |
| **400.44** | **Filing an Electronic Application** |
| **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**

# Normal Processing Standards

|  |  |
| --- | --- |
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| **406.2** | **Month of Application** |
| **406.3** | **30-Day Standard** |
| **406.31** | **Approval** |
| **406.32** | **Denial** |
| **406.4** | **Delays in Processing** |
| **406.5** | **Determining Fault** |
| **406.6** | **Delays Caused by the Household** |
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| **406.8** | **Delays Beyond 60 Days** |
| **406.81** | **Agency at Fault, Case Information Complete** |
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| **406.83** | **Household at Fault** |
| **406.9** | **Joint Application Processing Procedures between Social Security** |

Administration and Local Departments of Social Services

# Verification

* 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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| --- | --- |
| **410.1** | **General Policy** |
| **410.2** | **Length of Certification Periods** |
| **410.3** | **Change in Length of Certification Periods** |
| **410.31** | **Shortening a Certification Periods** |
| **410.32** | **Lengthening a Certification Period** |
| **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**
  4. **Public Assistance (PA) or Supplemental Security Income (SSI) Households (Categorical eligibility)**

# 420 Reporting Changes

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| **420.1** | **Purpose** |
| **420.2** | **Household Responsibility to Report Changes** |
| **420.21** | **Simplified Reporting Requirements** |
| **420.22** | **Customer Notification of Simplified Reporting Requirements** |
| **420.23** | **Certification Periods for Simplified Reporting Households** |
| **420.3** | **Change Report Form** |
| **420.4** | **Local Department Action on Changes** |
| **420.5** | **Increase in Benefits** |
| **420.51** | **Normal Changes** |
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| **420.6** | **Verification-Increase in Benefits** |
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| **420.8** | **Unclear Information** |
| **420.9** | **Failure to Report a Change** |
| **420.10** | **Mass Changes** |
| **420.11** | **Federal Adjustments to Eligibility Standards, Allotments, and** |

Deductions; State Adjustments to Utility Standards

1. **Mass Changes in Public Assistance**
2. **Mass Changes in Federal Benefits**
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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| **430.1** | **Notice of Adverse Action** |
| **430.2** | **Timely Advance Notice** |
| **4303** | **Adequate Advance Notice** |
| **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** |
| **480.9** | **Disqualification Consent Agreement** |
| **480.10** | **Advance Notice for a Disqualification Consent Agreement** |
| **480.11** | **Administrative Disqualification Hearings** |
| **480.12** | **Waiver of an Administrative Disqualification Hearing** |
| **480.13** | **Referral for a Disqualification Hearing** |
| **480.14** | **Scheduling of Hearings** |
| **480.15** | **Pre-Hearing Procedures** |
| **480.16** | **Hearings Procedures** |
| **480.17** | **Hearing the Case** |
| **480.18** | **Failure to Appear (“No-Show”) Hearings** |
| **480.19** | **Hearings Decision** |
| **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)

|  |  |  |
| --- | --- | --- |
|  | **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** |
| **490.9** | **Failure to Respond to a Demand Letter** |
| **490.10** | **Acceptable Forms of Payment** |
| **490.11** | **Methods of Collecting Payment** |
| **490.12** | **Collection of Multiple Claims** |
| **490.13**  **Delinquency 490.14** | **Failure to Comply with a Payment Schedule and Determining**  **Hearings and Claims** |
| **490.15** | **Criteria for terminating Collection Action** |
| **490.16** | **Household Repayment Responsibility** |
| **490.17**  **490.17a**  **490.18** | **Claim Compromise Compromise Procedure**  **Re-applicants and Unpaid Claims** |
| **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** |  |
|  | **600.1** | **Standards for Eligibility and Maximum Allotments** |
|  | **600.2** | **Formula Calculation** |
|  | **600.3** | **Deduction Standards** |
|  | **600.4** | **Determining the SNAP Allotment** |

**APPENDIX Basis of Issuance Tables**