

**CASEWORKER DESK REFERENCE (Effective January 1, 2016)**

FNSU SIZE	130% MAXIMUM INCOME LIMIT		200% CATEGORICAL ELIGIBILITY MAXIMUM INCOME LIMIT	MAXIMUM ALLOTMENT	FOOD AND NUTRITION SERVICES DEDUCTIONS			
	Gross	Net	Gross	Effective 10/1/15	SUA	BUA	TUA	STANDARD DEDUCTION
1	\$1276	\$981	\$1962	\$194	\$357	\$216	\$29	\$155
2	\$1726	\$1328	\$2656	\$357	\$392	\$237		
3	\$2177	\$1675	\$3350	\$511	\$431	\$260		
4	\$2628	\$2021	\$4042	\$649	\$470	\$283		\$168
5	\$3078	\$2368	\$4736	\$771	\$512	\$308		\$197
6	\$3529	\$2715	\$5430	\$925				\$226
7	\$3980	\$3061	\$6122	\$1022				
8	\$4430	\$3408	\$6816	\$1169				
Each Additional Member	(+451)	(+347)	(+694)	(+146)				

**THE FOLLOWING HOUSEHOLDS ARE NOT ELIGIBLE FOR CATEGORICAL ELIGIBILITY:**

- Any member is disqualified for an intentional program violation (IPV) or
- Any member is disqualified for a conviction of a drug felony since August 23, 1996, for an act committed on or after August 23, 1996 or
- The head of household is ineligible for failing to comply with work requirements as required in Section 240, Work Requirements

Categorically eligible households are not subject to the resource, gross and net income limits. Non-categorically eligible households are subject to resource, gross and net income limits. Non-categorically eligible households that contain specified individuals are only subject to the resource and net income limits.

ADDITIONAL FOOD AND NUTRITION SERVICES DEDUCTIONS				
Earned Income Deduction	20%			
Dependent Care Deduction	Actual incurred expense			
Excess Shelter Deduction Cap	\$504 for FNSU's without a Specified Person			
FNS RESOURCE LIMITS		Max. SSI or SSI & SSA/Other Income		
			October-2014	January-2015
Categorically Eligible FNSU	NONE	Single Person	\$721	\$733
Non-categorically eligible FNSU's with a member age 60 or older or disabled	\$3250	Couple	\$1082	\$1100
All other non-categorically eligible FNSU's	\$2250	Medicare Premium	\$104.90 enrolled prior to 2016 \$121.80 enrolled in 2016	
FNS CONVERSION OF INCOME/EXPENSES TO A MONTHLY AMOUNT				
Weekly x 4.3	Biweekly (every two weeks) x 2.15	Semi-monthly (twice per month) X 2		

## **FOOD AND NUTRITION SERVICES TIME STANDARDS**

### **APPLICATIONS** *Recipient must receive Food and Nutrition Services benefits no later than:*

<b>Emergency Service</b>	<b>7<sup>th</sup> calendar day</b>
<b>Normal Processing</b>	<b>30<sup>th</sup> calendar day</b>

*Application can be reopened if verifications are provided by the 60<sup>th</sup> day from the date of application.*

*Do not deny an application before the 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> day falls on a weekend or a holiday, deny the application on the next work day.*

### **APPLICATIONS FOR RECERTIFICATION** *Case must be completed by:*

<b>Timely Recerts</b>	<b>Last workday of the month</b>
<b>Untimely Recerts</b>	<b>30<sup>th</sup> calendar day</b>
<b>Late Recerts</b>	<b>30<sup>th</sup> / 7<sup>th</sup> calendar day</b>

*(Late Recert is an application that is filed in the month after the last month of the certification period)*

### **Timely / Untimely Recerts:**

- If an application for recertification (timely and untimely) is denied for failure to provide required verification, it may be reopened if all verifications are provided by the 60<sup>th</sup> day following the date of application.
  - If the FNSU provides the required verifications by the 30<sup>th</sup> day, process the case using the original date of application.
  - If the FNSU provides the required verifications from the 31<sup>st</sup> to the 60<sup>th</sup> day then the case may be reopened. Use the date the required verification is received as the date of application and prorate the benefits.

### **Late Recerts:**

- Do not deny late recertification before the 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> day falls on a weekend or a holiday, deny the application on the next work day.
- Do not reopen / approve a late recert if the required verifications are provided after the 30<sup>th</sup> day.

### **NOTICES**

<b>DSS-8650 (Request for Information)</b>	<b>10 calendar days to return info</b>
<b>Notice of Adverse Action</b>	<b>10 workdays before action taken</b>

### **HEARING REQUESTS**

<b>To receive continued benefits</b>	<b>10 workdays</b>
<b><u>NO</u> continued benefits</b>	<b>90 calendar days</b>