

# FIA ACTION TRANSMITTAL

Debby Ruggert

Control Number: # Revised #20-05

Effective Date: April 1, 2021

**Issuance Date: April 1, 2021** 

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES,

DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT, FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF,

ELIGIBILITY DETERMINATION DIVISION, OFFICE OF ELIGIBILITY SERVICES, MARYLAND DEPARTMENT OF HEALTH DIRECTORS,

MANAGERS, SUPERVISORS, AND ELIGIBILITY STAFF

FROM: LA SHERRA AYALA, EXECUTIVE DIRECTOR

DEBBIE RUPPERT, EXECUTIVE DIRECTOR, MDH/OES

RE: 2020 CENSUS WORKERS AND EARNINGS FROM

TEMPORARY CENSUS EMPLOYMENT (EXTENSION)

PROGRAM AFFECTED: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

(SNAP), TEMPORARY CASH ASSISTANCE (TCA) AND

**NON-MAGI MEDICAID** 

ORIGINATING OFFICE: OFFICE OF OPERATIONS

#### **SUMMARY**

The Census 2020 Demonstration Project was scheduled to end last year. However, the Food and Nutrition Service (FNS) is extending this project to align with the Census Bureau's Post-Enumeration Survey (PES) operations. States that participated in the original demonstration should continue to exclude temporary income earned from Census employment due to PES operations from February 1, 2021, through October 31, 2021. Maryland received federal approval to continue to exclude census earnings for temporary census workers for the following programs:

- 1. TCA;
- 2. SNAP; and,
- 3. Non-MAGI MA

Temporary census workers' earnings are countable for MAGI coverage groups, and changes in the Maryland Health Connection (MHC) in January 2020 accommodated this type of income and allowed the income to be entered as a "reasonably predictable change" (RPC) during affected months. This Action Transmittal addresses the treatment of temporary Census Workers' income for other benefit programs, allowing it to be disregarded so that recipients can gain valuable work experience without a reduction to SNAP or TCA benefits or the loss of Non-MAGI MA coverage.

### **REOUIRED ACTION:**

#### **Customer Service**

These temporary positions are an opportunity for customers who are looking for employment and/or more work experience. Please promote this opportunity and refer customers who are interested, to the U.S. Census website <a href="https://2020census.gov/en/jobs">https://2020census.gov/en/jobs</a>.

### Case Management

FIA is required to submit to the Food and Nutrition Service (FNS) the following data points for this demonstration project:

- 1. # of SNAP households with excluded earnings
- 2. # of months income was excluded (average)
- 3. Average monthly benefit for these households
- 4. Average amount of excluded income per household

In order for us to report out on these numbers, it is important to code CARES correctly.

#### **CARES Instructions**

Income earned from temporary employment with the Census should be entered on the ERN1 & ERN2 screens as follows:

#### On ERN1

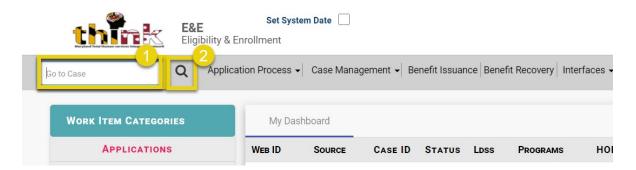
- 1. In the Employer Name field enter U.S. Census
- 2. Enter the Federal ID number (if available) and complete the Address fields
- 3. In the Type field enter 'MS'
- 4. In the Begin Date field enter the date employment began
- 5. Complete all other applicable fields

### On ERN2

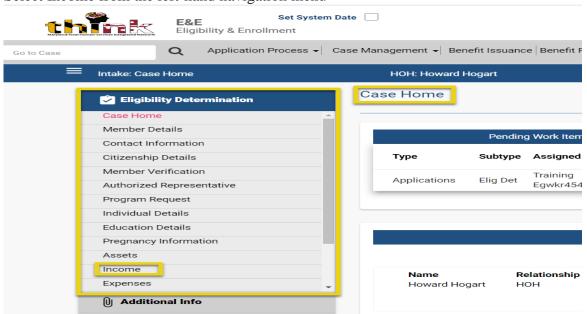
- 1. Complete the following fields:
  - a. Amount (Amt)
  - b. Hours (Hrs)
  - c. Verification (V)
  - d. Frequency (Freq)
- 2. Narrate your action

#### **E&E** Instructions

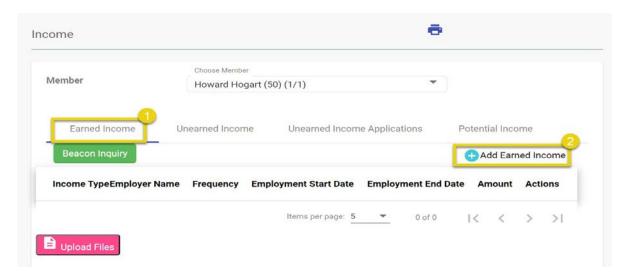
Enter the Case ID (1) and click search (2):



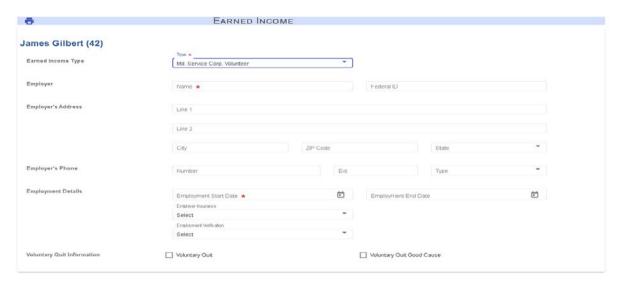
From Case Home under the Eligibility Determination Select Income from the left-hand navigation menu



Under the Earned Income Tab (1) select the (+) Add Earned Income (2) to add income



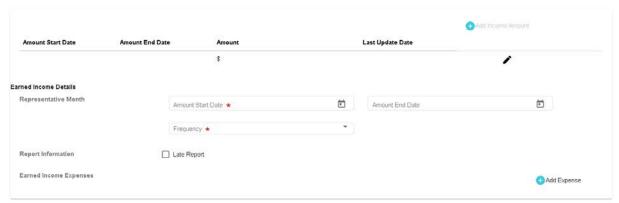
# Select Md. Service Corp from the "Type" drop-down menu



Enter the Employer Name "US Census" Federal ID (if applicable) (Add all Employment Information that you have) Add the Employment Details add the Start Date

## Complete Earned Income Details

Scroll down to (+) Add Income Amount Add Start Date Add Frequency



				Add Income Amount				
Amount Start Date	Amount End Date	Amount	Amount		Last Update Date			
02/05/2021		\$750.00					•	
arned Income Details								
Representative Month		Amount Start Date * 2/5/2021					<b>—</b>	
					Amount End Date		Ē	
		Frequency *						
	Bi-Weekly	- Every 2 Weeks		*				
Pay 1	Hours *		Amount *			Verification •		
	40				\$250.00	Wage Stub	*	
Pay 2	Hours		Amount			Verification		
	40				\$250.00	Wage Stub	~	
	Hours		Amount			Verification		
Pay 3	40				\$250.00	Wage Stub	~	
Report Information  Earned Income Expenses	☐ Late Repo	rt					4 Add Expense	
Discard							Save & C	

Save & Close

From Case Home under the Eligibility Determination
Select Income from the left-hand navigation menu
Under the Earned Income Tab select the (+) Earned Income to add income
Select Md. Service Corp
Enter the Employer Name "US Census" Federal ID (if applicable)
(Add all Employment Information that you have)
Add the Employment Details add the Start Date

Complete Earned Income Details
Scroll down to (+) Add Income Amount
Add Start Date
Add Frequency
Add Pay Hours
Add Pay Amount
Add Verification Type

Save & Close

#### **RE: TCA and Work Programs**

- The Census Bureau is attempting to hire recipients of Temporary Assistance for Needy Families (TCA in Maryland) for the temporary census worker positions around the country. The workers will work for four to eight weeks for approximately 20 to 35 hours. The jobs will provide work experience for TCA customers.
- Although the temporary census earnings will be disregarded, customers must still report that they are working and verify their hours worked.

- The hours worked will count toward the work participation rate, and the case manager must enter the hours into WORKS as WEJ, unsubsidized employment.
- Except for customers who are exempt from TCA work requirements, any customer who quits a census job without good cause is out of compliance and the conciliation and sanction policies must be applied as appropriate.

**TDAP Reminder:** Individuals receiving Temporary Disability Assistance Program (TDAP) benefits who are found to have temporary census employment are ineligible for TDAP.

### **INOUIRIES:**

Please direct policy questions to the Office of Statewide Policy Compliance and Customer Service Performance by completing the <u>FIA Policy Information Request</u> Form found on Knowledge Base as shown in the screenshot below.



For systems questions, please email fia.bsdm@maryland.gov.

c: DHS Executive Staff
 Constituent Services
 DHS Help Desk
 FIA Management Staff
 Office of Administrative Hearings
 MDH Executive Staff