




MARYLAND DEPARTMENT OF
HUMAN SERVICES
Department of Human Services
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: 19-17	Effective Date: Immediately
	Issuance Date: July 1, 2019

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

FROM: NETSANET KIBRET, EXECUTIVE DIRECTOR 

RE: ALIGNING CERTIFICATION PERIODS

PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE (TCA),
SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM (SNAP), AND MEDICAL ASSISTANCE
(MA)

ORIGINATING OFFICE: OFFICE OF PROGRAMS

Summary:

FIA recently received Food and Nutrition Service's approval to continue to align TCA, SNAP and MA certification periods by initiating the SNAP recertification early. As in the past, this policy waiver is allowed at application and recertification only and only pertains to TCA, MA, and SNAP certification periods.

Case managers *must* continue to review all programs in which customers participate and make every effort to align MA, TCA, and SNAP eligibility end dates. Of note, a SNAP recertification should *not* be initiated early to align with a Temporary Disability Assistance Program (TDAP) certification period.

Action Required:

- When a SNAP household applies for a new program (TCA or MA), do *not* assign a new SNAP certification period unless you have approved the other program first.
- Do not suppress the SNAP notice of approval. It must go out for cases that have been

assigned a new certification period. The notice will include the new certification period, the new benefit amount and appeal rights. We must also notify these households of the availability of continued benefits if they request a hearing and of their liability for any overpayment while awaiting a hearing if the hearing decision is adverse to the household.

- Transitional SNAP (TFS) cases have a 5-month certification period that cannot be adjusted without recertification. Do not break the TFS just because the household applies for another program. The household must grant permission to a case manager before TFS can be broken and the certification period updated.
- Except under the conditions of the waiver, the case manager cannot end a household's certification period earlier than its assigned termination date unless:
 - a. The local department receives information that the household is ineligible;
OR
 - b. The household has not complied with a request for clarification of unclear information.

CARES Action Required:

When the SNAP certification period is shortened in order to align with the TCA or MA certification period, the case manager must press PF13 to add free form text to the SNAP eligibility notice as follows:

“You were assigned a new SNAP certification period when we approved your *(Name Program)*. You have the right to request a fair hearing if you disagree with our action.”

Inquiries

For policy-related questions, please complete the FIA Policy Information Request Form found on Knowledge Base as shown in the screenshot below. For CARES/systems questions, please contact fia.bdsm@maryland.gov.

The screenshot shows the DHS Knowledge Base website. The top navigation bar includes 'Administrations', 'Tools', 'Resources', 'Links', and 'Local Offices'. A search bar is present. The left sidebar lists various categories, with 'Family Investment Administration' and 'Contact us with your FIA Program Eligibility Policy Question' circled in red. The main content area features a 'Contact us with your FIA Program Eligibility Policy Question' heading and a 'FIA Policy Information Request' section. This section includes instructions on how to submit a request and provides contact information for Carrie A. Durham, JD (Director, Office of Policy and Training) and Candice A. Roberts (FIA Executive Assistant). A 'Tools' button is visible at the bottom right of the content area.

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