



**FIA ACTION TRANSMITTAL**

**Control Number: 19-19**

**Effective Date: July 1, 2019**

**Issuance Date: July 1, 2019**

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

**FROM: NETSANET KIBRET, EXECUTIVE DIRECTOR**

**RE: CHILD SUPPORT PASS-THROUGH INITIATIVE**

**PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE (TCA) AND  
SUPPLEMENTAL NUTRITION ASSISTANCE  
PROGRAM (SNAP)**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**Summary**

As mandated by state law, Family Investment Administration (FIA) is implementing the Child Support (CS) Pass-Through initiative beginning July 1, 2019. Human Services Article 5-310(a)(2) requires the first \$100 of child support collected in a month for one child and the first \$200 of child support collected for two or more children to pass through to the family. This benefit will be disregarded towards the household’s TCA calculation. This benefit will, however, be counted towards the household’s SNAP benefit.

**Program Overview**

Beginning July 1, 2019, all or a portion of child support payments received through Department of Human Services’ (DHS’s) Child Support Administration will be passed through to eligible TCA household’s Electronic Benefits Transfer (EBT) card. If the TCA household has one child, up to \$100 of the monthly child support payment received will be passed-through to the TCA household. If the TCA household has two or more children, up to \$200 of the monthly child support payment received will be passed-through to the TCA household.

The maximum \$100 for one-child households and \$200 for two or more children households remains, regardless of the number of non-custodial parents and the total amount of child support payments received.

The first child support pass-through amount will be issued to eligible TCA households in August 2019 and placed on the customer's EBT card. The CS Pass-Through amount will be added to the customer's TCA benefit - this means that the customer will not see the CS Pass-Through differentiated from his or her TCA benefit.

The Child Support Pass-Through policy is the same for all TCA households. Neither the relationship of the child(ren) to the head of household, nor the relationship of the children to one another impacts the way the policy is applied.

For SNAP, the amount of CS Pass-Through is countable as unearned income and may impact SNAP benefits. CARES has been modified to average three consecutive months of child support payments and determine the unearned income amount that will be counted toward the household's SNAP benefit calculation. Should the non-custodial parent miss a child support monthly payment, CARES will stop counting the CS Pass-Through toward the SNAP benefits. There must be at least three consecutive months of child support payments received before CARES can recalculate the unearned income and begin counting it toward SNAP benefits again.

### **Action Required**

#### **Customer Inquiries**

This initiative involves two DHS administrations: Child Support Administration (CSA) and FIA. Follow the directions below for customer inquiries.

- If the customer has questions about child support after the case manager has explained the benefit program to them, direct the customer to DHS's Call Center at 1-800-332-6347.
- If the customer has a question about the reduction in the SNAP benefit amount, the case manager should directly assist the customer. If the SNAP reduction is a result of the CS Pass-Through, the case manager may need to reach out to the child support worker regarding the child support amounts.
- If the customer questions the increase in his or her TCA benefit amount, the case managers should directly assist the customer. If the increase is due to the household receiving a CS Pass-Through benefit amount, the case manager should explain how the CS Pass-Through calculation is determined. The case manager should also explain that anything above the TCA grant amount is not guaranteed and may change from month to

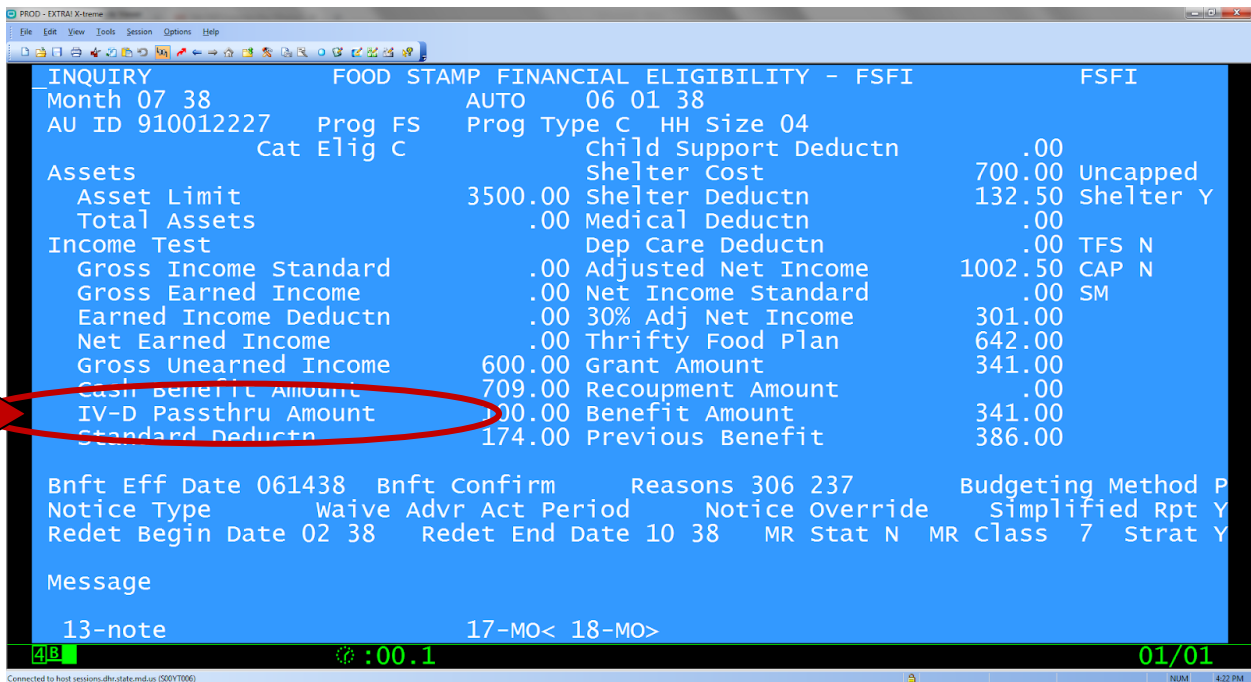
month depending on three factors: 1) whether child support has been paid, 2) the amount of the child support paid, and 3) the number of children in the TCA household.

### Best Practices Recommendation

It is a best practice for case managers to explain this initiative to customers during the TCA interview.

### CARES

- The CS Pass-Through amount counted toward the SNAP case will be shown on the CARES FSFI screen.
- Below is a screenshot of the CARES FSFI screen with an arrow to indicate where the CS Pass-Through amount can be found.



INQUIRY FOOD STAMP FINANCIAL ELIGIBILITY - FSFI FSFI  
Month 07 38 AUTO 06 01 38  
AU ID 910012227 Prog FS Prog Type C HH Size 04  
Cat Elig C Child Support Deductn .00  
Assets Shelter Cost 700.00 Uncapped  
Asset Limit 3500.00 Shelter Deductn 132.50 Shelter Y  
Total Assets .00 Medical Deductn .00  
Income Test Dep Care Deductn .00 TFS N  
Gross Income Standard .00 Adjusted Net Income 1002.50 CAP N  
Gross Earned Income .00 Net Income Standard .00 SM  
Earned Income Deductn .00 30% Adj Net Income 301.00  
Net Earned Income .00 Thrifty Food Plan 642.00  
Gross Unearned Income 600.00 Grant Amount 341.00  
Cash Benefit Amount 709.00 Recoupment Amount .00  
IV-D Passthru Amount 100.00 Benefit Amount 341.00  
Standard Deductn 174.00 Previous Benefit 386.00

Bnft Eff Date 061438 Bnft Confirm Reasons 306 237 Budgeting Method P  
Notice Type Waive Advr Act Period Notice Override Simplified Rpt Y  
Redet Begin Date 02 38 Redet End Date 10 38 MR Stat N MR Class 7 Strat Y

Message  
13-note 17-MO< 18-MO>

4B :00.1 01/01

Connected to host sessions@hcs.state.md.us (200Y000) NUM 4:22 PM

### Attachments

TCA Manual Section 1312  
SNAP Manual Section 210

### Training

A training webinar will be available on The HUB by Monday, June 24, 2019.



## 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 related inquiries, please contact [fia.bsdm@maryland.gov](mailto:fia.bsdm@maryland.gov).

The screenshot displays the DHS Knowledge Base website. The left sidebar contains a navigation menu with the following items: Family Investment Administration (circled in red), Action Transmittals, Ad Hoc Reporting Information, Bulletins, Contact us with your FIA Program Eligibility Policy Question (circled in red), Data at a Glance, FIA Training on The Hub, Forms, Manuals, Medical Assistance Information, National Directory of State Contacts, Office of Home Energy Programs, Plans, and Policy And Training Alerts. The main content area is titled "Contact us with your FIA Program Eligibility Policy Question" and features a "FIA Policy Information Request" form. The form includes instructions: "Have a FIA policy question? Click on the link to complete a Policy Information Request. Your question will be routed directly to the Bureau of Policy." It also states: "Questions will be answered within 48 business hours. If a question requires further research, you will be notified that there will be a delay and kept apprised of the status. Remember to review the policy manuals, Action Transmittals, and forms found on Knowledge Base (<http://kb.dhs.maryland.gov/family-investment-administration/>) prior to submitting a request; many times the answer to your question can be found through our online resources." Technical questions regarding CARES functions should be directed to the Bureau of Systems Development and Management at [fia.bsdm@maryland.gov](mailto:fia.bsdm@maryland.gov). The form has a red asterisk indicating a required field: "\* Required" and "Email address \*". Below this is a text input field labeled "Your email". The right sidebar contains contact information for Carrie A. Durham, JD, Director, Office of Policy and Training, and Candice A. Roberts, FIA Executive Assistant. Both contact cards include the DHS logo, address (311 W. Saratoga Street, Baltimore, MD 21201-3500), phone number (410-767-7328), and email address (carrie.durham@maryland.gov and candice.roberts@maryland.gov). A "Tools" button is visible at the bottom right of the sidebar.

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