

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 1

100 Household Composition

- 100.1 Purpose**
- 100.2 General Food Supplement Program Household Definition**
- 100.3 Required Household Combinations**
- 100.4 Borders**
- 100.5 Individuals in Foster Care/Kinship Care Subsidized Guardianship Program**
- 100.6 Ineligible Individuals and Households**
 - 100.61 Ineligible Immigrants**
 - 100.62 Disqualified Individuals**
 - 100.63 Residents of Institutions**
 - 100.64 ABAWDS**
 - 100.65 Fleeing Felons**
- 100.7 Special Eligibility Situations**
- 100.8 Non-Household Members**
- 100.9 Verification**
- 100.10 Designating the Head of Household**

101 Strikers

- 101.1 Purpose**
- 101.2 Definition of a Striker**
- 101.3 Determining Striker Status and Eligibility**
- 101.4 Verification and Reporting**
- 101.5 Work Registration**

102 Students

- 102.1 Purpose**
- 102.2 Student Status**
- 102.3 Definition of Work Study**
- 102.4 Work Registration**
- 102.5 Eligibility Requirements**
- 102.6 Enrollment Status**
- 102.7 Income and Resources**

103 Residents of Shelters for Battered Women and Children

- 103.1 Purpose**
- 103.2 Definition of Shelter**
- 103.3 Residency and Separate Household Status**
- 103.4 Income and Resources**
- 103.5 Expedited Service**
- 103.6 Action on Changes to Former Households**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 2

104 Self-employed Households

- 104.1 Purpose**
- 104.2 General Information**
- 104.3 Work Registration**
- 104.4 Resources**
- 104.5 Special Income Considerations**
- 104.6 Income Computation**
- 104.7 Self Employment Earned Income Deduction**
- 104.8 Self Employed Farmer**
 - 104.81 Definition of Self Employed Farmer**
 - 104.82 Basic Standards**
 - 104.83 Computing Income and Farm Expenses**
 - 104.84 Shelter Portion of the Farm**
 - 104.85 Tobacco “Pounds” (Rights)**
 - 104.86 Garnishments and Bankruptcy**
 - 104.87 Specific Types of Payments**
 - 104.88 Farm Losses Offset Against Other Income**
 - 104.89 Earned Income Deduction**
 - 104.891 Verification**
 - 104.892 Making Changes**

105 Households with Boarders

- 105.1 Purpose**
- 105.2 General Information**
- 105.3 Income from Boarders**
- 105.4 Allowable Costs of Doing Business**
- 105.5 Computing Income**

106 Able Bodied Adults Without Dependents (ABAWDS)

- 106.1 Purpose**
- 106.2 General Information**
- 106.3 Screening**
- 106.4 Counting Three Free Months**
- 106.5 Meeting Work Requirements**
- 106.6 Regaining Eligibility**
- 106.7 Reporting Changes**
- 106.8 Good Cause**

107 ESAP and MSNAP

- 107.1 Purpose**
- 107.2 General Information**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 3

107 ESAP and MSNAP (continued)

- 107.3 MSNAP Policy and Procedures**
 - 107.31 MSNAP Household Composition**
 - 107.32 Operating Procedures**
 - 107.33 Application Procedures**
 - 107.34 Allotment**
 - 107.35 Verification Process**
 - 107.36 Recertification and Change Reporting**
 - 107.37 Administrative Hearings**
 - 107.38 Quality Control**
 - 107.39 CARES**
- 107.4 ESAP Policy and Procedures**

108 Households Containing Non-members

- 108.1 Purpose**
- 108.2 General Information**
- 108.3 Nonmembers of a Household**
- 108.4 Ineligible Members**
- 108.5 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**
- 108.6 Treatment of Income and Resources of a Member who is Ineligible because of a Disqualification**
- 108.7 Other Ineligible Household Members**
- Chart – Counting Income, Resources and Deductions of Ineligible Household Members**

109 Other Special Households

- 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**
 - 109.25 Determining Eligibility and Benefits**
 - 109.26 Use of the FSP Allotment**
 - 109.27 Responsibilities of GLA Facility**
 - 109.28 GLA Center Responsibility and Liability**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 4

109 Other Special Households (continued)

- 109.3 109.29 Misuse of Food Supplement Program Funds**
- 109.31 Veterans and Surviving Spouses/Children**
- 109.32 Eligible Persons**
- 109.33 Permanent Disabilities under the Social Security Act**
- 109.4 Verification**
- 109.4 Elderly and Disabled Living with Others**
- 109.41 Definition**
- 109.42 Determining Individual Household Status**
- 109.43 Determining Disability**
- 109.5 Residents of Treatment Centers for Drug Addiction and Alcoholism**
- 109.51 Verification of Facility Status**
- 109.52 Eligible Persons**
- 109.53 Authorized Representatives**
- 109.54 Case Processing for Residents of Treatment Centers**
- 109.55 Resident Rights**
- 109.56 Budgeting**
- 109.57 Responsibilities of Treatment Centers**
- 109.58 Treatment Center Responsibility and Liability**
- 109.59 Misuse of Food Supplement Program Funds**
- 109.6 Residents of Homeless Shelters**
- 109.7 Maryland Senior Nutrition Assistance Program (MSNAP)**
- 109.71 MSNAP Household Composition**
- 109.72 Operating Procedures**
- 109.73 Application Procedures**
- 109.74 Allotment**
- 109.75 Verification Process**
- 109.76 Recertification**
- 109.77 Change Reporting**
- 109.78 Administrative Hearings**
- 109.79 Quality Control**
- 109.80 CARES**

110 Residency

- 110.1 Residency**
- 110.2 Residency Requirements**
- 110.3 Verification**

111 Minimum State Supplement

- 111.1 Purpose**
- 111.2 Process**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 5

111 Minimum State Supplement (continued)

- 111.3 Special Circumstances for Case Processing
Chart CARES Month End Dates**

115 Categorical Eligibility

- 115.1 Definition**
- 115.2 Categorically Eligible Individuals and Households**
- 115.3 Application Processing**

120 Citizenship and Immigrant Status

- 120.1 Determining Immigration Status**
- 120.2 U.S. Citizen or Noncitizen National**
- 120.3 Qualified Immigrants**
- 120.4 Immigrants who have lived in the United States for Five Years**
- 120.5 Immigrants Eligible during the 5-Year Ban on Immigrant Eligibility**
- 120.6 Immigrant Children**
- 120.7 Disabled Immigrants**
- 120.8 Elderly Immigrants Lawfully Residing in the U.S. on August 22, 1996**
- 120.9 Work Quarters**
- 120.10 Military Connection**
- 120.11 American Indians, Iraqi and Afghan Special Immigrants and Hmong or Highland Laotians**
- 120.12 Immigrants who are Victims of Severe Trafficking in Persons**
- 120.13 Immigrants who have been Battered or Subjected to Extreme Cruelty**
- 120.14 Verification of Immigration Status**
- 120.15 Responsibility of the Local DSS to Obtain Verification**
- 120.16 Status of Household while Awaiting Verification of Eligible Immigrant Status**
- 120.17 Ineligible Immigrants**
- 120.18 Reporting Illegal Immigrants**
- 120.19 Calculating the Countable Income and Resources from an Ineligible Immigrant**
- 120.12 Case Processing**
- 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**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 6

121 Sponsored Immigrants

- 121.1 Definitions**
- 121.2 Deeming of a Sponsor's Income and Resources for Immigrants Admitted under the Affidavit of Support**
- 121.3 Steps for Determining Eligibility**
- 121.4 Eligible Sponsored Immigrant's Responsibilities**
- 121.5 Awaiting Verification**
- 121.6 Overissuance Due to Incorrect Sponsor Information**

122 Migrants

- 122.1 Purpose**
- 122.2 General Information**
- 122.3 Definition of a Migrant Worker**
- 122.4 Applications**
- 122.5 Household Concept**
- 122.6 Residency and Identity**
- 122.7 Work Registration**
- 122.8 Resources**
- 122.9 Excluded Income**
- 122.10 Destitute households**
- 122.11 Income from a Terminated Source**
- 122.12 Income from a New Source**
- 122.13 Application for Destitute Households**
- 122.14 Certification Periods**
- 122.15 Recertification**

130 Work Requirements

- 130.1 Purpose**
- 130.2 General Policy**
- 130.3 Registration Procedure**
- 130.4 Determination of Exemption Status**
- 130.5 Statutory Exemptions from Work Registration**
- 130.6 Individual Exemptions**
- 130.7 Local Department Responsibility**
- 130.8 Food Supplement Program Employment and Training Program (FSPE&T) Voluntary Participants**
- 130.9 FSPE&T Requirements**
- 130.10 Loss of Exemption Status**
- 130.11 Failure to Comply**
- 130.12 Good Cause for Failure to Comply with FSPET**
- 130.13 Ending a Disqualification**
- 130.14 Suitable Employment**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 7

- 130.15 Registrant Proof of Unsuitability
- 130.16 Participation of Strikers
- 130.17 Voluntary Quit and Reduction of Work Effort
- 130.18 Determination of Voluntary Quit
- 130.19 Exemptions from Voluntary Quit Provisions
- 130.20 Good Cause for Voluntary Quit
- 130.21 Verification
- 130.22 Ending a Voluntary Quit Disqualification
- 130.23 Fair Hearings/Appeals
- 130.24 Able Bodied Adults Without Dependents (ABAWDs)
- 130.25 ABAWDS Eligibility

200 Resources

- 200.1 Purpose
- 200.2 General Information
- 200.3 Included Resources for Households That Are Not Categorically Eligible
 - 200.31 Countable Resources
 - 200.32 Jointly Owned Resources
 - 200.33 Resources of Non-Household Member
- 200.4 Excluded Resources
 - 200.41 Excluded Resources
 - 200.42 Handling Excluded Funds
 - 200.43 Verification
- 200.5 Transfer of Resources
 - 200.51 Acceptable Transfers
 - 200.52 Establishing a Disqualification
 - 200.53 Determining the Length of the Disqualification

201 Treatment of Licensed Vehicles

- 201.1 Purpose
- 201.2 General Information

210 Income (General Information)

- 210.1 Purpose
- 210.2 General Information
- 210.3 Included Income
 - 210.31 Earned Income
 - 210.32 Self-employment Income
 - 210.33 Unearned Income
 - 210.34 Income of an Ineligible or Disqualified Individual
 - 210.35 Third Party Payments

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 8

210 Income (General Information) (continued)

- 210.36 Failure to Comply with a Federal, State, or Local Means-Tested Assistance Program**
- 210.4 Verification**

211 Excluded Income

- 211.1 Purpose**
- 211.2 General Information**
- 211.3 Excluded Income**
- 211.4 Verification**

212 Deductions

- 212.1 Purpose**
- 212.2 General Information**
- 212.3 Allowable Deductions for Households with Aged/Disabled Members**
- 212.4 Allowable Deductions for All Other Households**
- 212.5 Standard Deductions**
- 212.6 Earned Income Deduction**
- 212.7 Dependent Care Deduction**
- 212.8 Excess Medical Expense Deduction**
- 212.9 Excess Shelter Deduction**
- 212.10 Homeless Shelter Allowance**
- 212.11 Child Support Deduction**
- 212.12 Action While Awaiting Verification**

213 Determining Monthly Income/Expenses

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

214 Utility Allowances

- 214.1 Eligibility for Utility Allowances**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 9

214 Utility Allowances (continued)

- 214.2 Shared Utility Costs**
- 214.3 Telephone Allowance**
- 214.4 Actual Utility Costs**
- 214.5 Examples of Utility Allowance Policy**

400 Filing an Application

- 400.1 Purpose**
- 400.2 General Policy**
- 400.3 Filing an Application**
- 400.4 Initial Contact with Potentially Eligible Households**
 - 400.41 In-Person Contact**
 - 400.42 Telephone Contact**
 - 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**

401 Screening for Expedited Service

- 401.1 Purpose**
- 401.2 Expedited Service Criteria**
- 401.3 Identifying Households Requiring Service**
- 401.4 Screening for Expedited Service**
- 401.5 Expedited Service Standard**
- 401.6 Interviews**
 - 401.7 Telephone Interview**
 - 401.8 Special Procedures for Expediting**
 - 401.9 Expedited FSP – Questions and Answers**

402 Interviews

- 402.1 Purpose**
- 402.2 Interview**
- 402.3 Home Visits**
- 402.4 Waiver of Face to Face Interview**
- 402.5 Content of the Interview**
- 402.6 Scheduling Interviews and Notice of Missed Interview**
- 402.7 Felony Drug Conviction and Substance Abuse**
 - 402.71 Background**
 - 402.72 The Role of the Case Manager**
 - 402.73 Compliance**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 10

403 Customer Rights and Responsibilities

- 403.1 Purpose**
- 403.2 Rights under the Privacy Act of 1974**
- 403.3 Confidentiality**
- 403.4 Household Access to Case File**
- 403.5 Right to Apply**
- 403.6 Right to Nondiscrimination**
- 403.7 Discrimination Complaints**
- 403.8 General Complaints**
- 403.9 Supervisory Conference/Fair Hearing**
- 403.10 Responsibility of the Household to Cooperate**
- 403.11 Responsibility to Report Changes**

404 Head of Household/Authorized Representative

- 404.1 Purpose**
- 404.2 Head of Household**
- 404.3 Authorized Representative**
- 404.4 Drug/Alcohol Treatment Centers**
- 404.5 Group Living Arrangement (GLA) Facilities**
- 404.6 Restrictions on Authorized Representatives**
- 404.7 Disqualification of an Authorized Representative**

405 Social Security Numbers

- 405.1 Purpose**
- 405.2 Participation Requirement**
- 405.3 Obtaining Social Security Numbers**
- 405.4 Special Processing for Expedited Services**
- 405.5 Failure to Comply**
- 405.6 Good Cause for Failure to Comply**
- 405.7 Ending Disqualification**
- 405.8 Verification at Application**
- 405.9 Verification at Recertification**

406 Normal Processing Standards

- 406.1 Purpose**
- 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**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 11

- 406.6 Delays Caused by the Household
- 406.7 Delays Caused by the Agency
- 406.8 Delays Beyond 60 Days
 - 406.81 Agency at Fault, Case Information Complete
 - 406.82 Agency at Fault, Case Incomplete
 - 406.83 Household at Fault
- 406.9 Joint Application Processing Procedures between Social Security Administration and Local Departments of Social Services

408 Verification

- 408.1 Purpose
- 408.2 Definition
- 408.3 Mandatory Verification at Application, Normal Processing
- 408.4 Mandatory Verification at Application, Expedited Processing
- 408.5 Verification of Questionable Information
- 408.6 Mandatory Verification of an Expense or Verification of a Questionable Expense
- 408.7 Verification at Recertification
- 408.8 Verification at Interim Change
- 408.9 Types of Verifications
 - 408.91 Documentary Evidence
 - 408.92 Collateral Contact
- 408.10 Discrepancies
- 408.11 Narration
- 408.12 Public Assistance (PA) and Supplemental Security Income (SSI) Households

409 Income Eligibility

- 409.1 Purpose
- 409.2 General Policy
- 409.3 Calculation of Net Monthly Income
- 409.4 Determining Benefit Level
- 409.5 Change of Eligibility Standard

410 Certification Periods

- 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

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 12

410 Certification Periods (continued)

- 410.34 Public Assistance Households (TCA, RCA, TDAP, PAA)
- 410.4 Certification Notices to Households
- 410.5 Application for Recertification

411 Proration Tables - OBSOLETE

- 411.0 OBSOLETE

412 Prorating Initial Allotment

- 412.1 Purpose
- 412.2 Definition of Initial Allotment
- 412.3 Determining Eligibility
- 412.4 Determining Initial Allotment
- 412.5 Rounding
- 412.6 Prorating \$10 Minimum Benefit
- 412.7 Expedited Service
- 412.8 Public Assistance (PA) or Supplemental Security Income (SSI) Households (Categorical eligibility)

420 Reporting Changes

- 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
 - 420.52 Expedited Changes
- 420.6 Verification-Increase in Benefits
- 420.7 Decrease in Benefits
- 420.8 Unclear Information
- 420.9 Failure to Report a Change
- 420.10 Mass Changes
 - 420.101 Federal Adjustments to Eligibility Standards, Allotments and Deductions; State Adjustments to Utility Standards

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 13

- 420.102 Mass Changes in Public Assistance
- 420.103 Mass Changes in Federal Benefits
- 420.104 Administrative Hearings and Continuation of Benefits
- 420.11 Cash Assistance Households (TCA, RCA, TDAP, PAA)
- 420.12 Transitional Food Supplement Program Benefits
Food Supplement Program Reporting Guide

430 Notice of Adverse Action

- 430.1 Notice of Adverse Action
- 430.2 Timely Advance Notice
- 430.3 Adequate Advance Notice
- 430.4 Exemptions from Notice Requirements
- 430.5 Cash Assistance (CA) or Supplemental Security Income (SSI)
Households (Categorical Eligibility)
- 430.6 Optional Adequate Notice

440 Recertification

- 440.1 Purpose
- 440.2 General Policy
- 440.3 Notice of Expiration
- 440.4 Interview
- 440.5 Verification
- 440.6 Timely Application for Recertification
- 440.7 Action on Timely Re-Applications
- 440.8 Delayed Processing

460 Administrative Hearings

- 460.1 Purpose
- 460.2 Availability of Hearings
- 460.3 Notification of the Right to Request an Administrative Hearing
- 460.4 Time Period for Requesting an Administrative Hearing
- 460.5 Request for an Administrative Hearing
- 460.6 Agency Responsibilities on Administrative Hearing Requests
- 460.7 Pre-hearing Conferences
- 460.8 Notification of Time and Place of Hearing
- 460.9 Household request for Postponement
- 460.10 Attendance at Hearing
- 460.11 Consolidated Hearings
- 460.12 Denial or Dismissal of a Request for an Administrative Hearing
- 460.13 Household Rights during the Hearing
- 460.14 Designation of the Hearings Official

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 14

460 Administrative Hearings (continued)

- 460.15 Powers and Duties**
- 460.16 Hearing Decisions**
- 460.17 Timely Action on Hearings**
- 460.18 Implementation of Hearing Decisions**
- 460.19 Continuation of FSP Benefits**

470 Restoration of Benefits

- 470.1 Entitlement**
- 470.2 Errors Discovered by the Local Department**
- 470.3 Disputed FSP Benefits**
- 470.4 Computing the Amount to be Restored**
- 470.5 Lost Benefits to individuals Disqualified for an IPV**
- 470.6 Method of Restoration**
- 470.7 Change in Household Composition**
- 470.8 Replacement of FSP Benefits for Food Lost in a Household Misfortune**

480 Intentional Program Violation (IPV)

- 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**

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL
TABLE OF CONTENTS	PAGE 15

480.22 Reporting on Disqualified Individuals

490 Claims Against Households

- 490.1 Purpose**
- 490.2 Establishing Claims Against a Household**
- 490.3 Types of Overpayment Claims**
- 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 Failure to Comply with a Payment Schedule and Determining Delinquency**
- 490.14 Hearings and Claims**
- 490.15 Criteria for terminating Collection Action**
- 490.16 Household Repayment Responsibility**
- 490.17 Claim Compromise**
 - 490.17-1 Compromise Procedure**
- 490.18 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 FSP Allotment**

APPENDIX Basis of Issuance Tables