



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

FIA ACTION TRANSMITTAL

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.

REQUIRED 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 <https://2020census.gov/en/jobs>.

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):

think
Member Total Training Services Integrated Platform

E&E
Eligibility & Enrollment

Set System Date

Go to Case

Application Process | Case Management | Benefit Issuance | Benefit Recovery | Interfaces

WORK ITEM CATEGORIES

APPLICATIONS

My Dashboard

WEB ID SOURCE CASE ID STATUS LDSS PROGRAMS HOI

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

think
Member Total Training Services Integrated Platform

E&E
Eligibility & Enrollment

Set System Date

Go to Case

Application Process | Case Management | Benefit Issuance | Benefit Recovery

Intake: Case Home HOH: Howard Hogart

Eligibility Determination

Case Home

Member Details

Contact Information

Citizenship Details

Member Verification

Authorized Representative

Program Request

Individual Details

Education Details

Pregnancy Information

Assets

Income

Expenses

Additional Info

Pending Work Item

Type	Subtype	Assigned
Applications	Elig Det	Training Egwkr454

Name Relationship
Howard Hogart HOH

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

Income

Member Choose Member
Howard Hogart (50) (1/1)

Earned Income Unearned Income Unearned Income Applications Potential Income

Beacon Inquiry + Add Earned Income

Income Type	Employer Name	Frequency	Employment Start Date	Employment End Date	Amount	Actions
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Items per page: 5 0 of 0

Upload Files

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

EARNED INCOME

James Gilbert (42)

Earned Income Type: Md. Service Corp. Volunteer

Employer: Name, Federal ID

Employer's Address: Line 1, Line 2, City, ZIP Code, State

Employer's Phone: Number, Ext., Type

Employment Details: Employment Start Date, Employment End Date, Employer Insurance, Employment Verification

Voluntary Quit Information: Voluntary Quit, Voluntary Quit Good Cause

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	Last Update Date
		\$	

Earned Income Details

Representative Month: Amount Start Date, Amount End Date, Frequency

Report Information: Late Report

Earned Income Expenses: **+ Add Expense**

Add Pay Hours
Add Pay Amount
Add Verification Type

Amount	Start Date	End Date	Last Update Date
\$750.00	02/05/2021		

Earned Income Details

Representative Month: 2/5/2021
Frequency: Bi-Weekly - Every 2 Weeks

Pay	Hours	Amount	Verification
Pay 1	40	\$250.00	Wage Stub
Pay 2	40	\$250.00	Wage Stub
Pay 3	40	\$250.00	Wage Stub

Report Information: Late Report

Earned Income Expenses

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.

INQUIRIES:

Please direct policy questions to the Office of Statewide Policy Compliance and Customer Service Performance by completing the [FIA Policy Information Request 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