**412.1 Purpose**

In the initial month of certification Supplemental Nutrition Assistance Program (SNAP) benefits are reduced in proportion to the date the application is filed. This section provides the policy for determining the initial month’s Supplemental Nutrition Assistance Program (SNAP) benefit.

**412.2 Definition of Initial Allotment**

1. *The initial month is the first month an allotment is issued. The initial month* follows any period during which the household is not certified for participation. This definition does not apply to migrant and seasonal farm workers.
2. The initial month for migrant and seasonal farm workers is the first month for which the household is certified for participation following any period of more than 30 days during which the household was not certified for participation.
3. If the household causes an application processing delay beyond 30 days, the first allotment is prorated from the date the household took the required action.
4. NOTE: Since the household’s initial month’s SNAP benefits depend on the date the application is filed, local departments must ensure that:
5. An application is provided upon request
6. The household’s right to same-day-filing is explained
7. The application is accepted the same day it is filed

**412.3 Determining Eligibility**

1. Base a household’s initial month’s allotment on its circumstances for the application month.
2. The local department will determine the household’s normal allotment and then use that amount to prorate SNAP benefits for the initial month.
3. Do not issue an allotment if the prorated amount is less than $10. (This applies to all households including one and two-person households.)

# For subsequent months in the certification period, one and two-person households are eligible to receive the minimum $16 benefit.

# All eligible households with three or more members that are entitled to $1, $3 or $5 allotments shall receive allotments of $2, $4 or $6.

# Maryland Human Services Article §5–501 requires that if a household includes an individual who is at least 62 years old and receives a federally funded Supplemental Nutrition Assistance Program benefit in an amount less than $40 per month, the State shall provide a supplement to increase the total benefit to $40 per month.

**412.4 Determining Initial Allotment**

When the full monthly allotment is determined, use one of the following two methods to determine the initial allotment:

1. Consult the Basis of Issuance Tables in the Appendix.
2. The monthly net income is listed in the left-most column. The family size is listed across the top.
3. Find the net income and follow the row to the family size. The benefit allotment is the number at the intersection of the income and size.
4. A family of three with a net monthly income of $100 would be eligible for an allotment of $740.
5. To determine the prorated benefit for the first (partial) month, consult the Multiplication Factors provided in Section 411.4.
6. The left column of the multiplication factors is the day of the month that the application was filed.
7. The second column is the factor by which to multiply the benefit for the applicant’s family size..

## A family of three with $100 net income that applies on the 12th of the month would receive an allotment of $469 ($481 x 0.6333) for the first month and $740 for subsequent months.

NOTE: E&E automatically prorates SNAP benefits using the application filing date and the appropriate income and deductions

* 1. **Rounding**

1. Round the amount when using the formula to determine the initial month’s allotment.
2. Round down cents from 1 – 99.
3. A household whose prorated allotment is $10 or less receives no allotment in the initial month.
   1. **Prorating $23 Minimum Supplemental Nutrition Assistance Program Benefit**

The initial month’s benefit is prorated to one and two-person households normally guaranteed a $23 minimum benefit for the regular allotment. Do not issue an allotment if the pro-rated amount is less than $10.

**NOTE**: Households that include a person who is age 62 or older may receive a state-funded supplemental benefit of the difference between $40 and the household’s current SNAP benefit amount between $23 and $40

* 1. **Expedited Service**

E&E will prorate the initial month’s SNAP benefits for expedited service households in the same way as for all other households.

**412.8 Categorically Eligible or Supplemental Security Income (SSI) Households**

Follow the proration procedure listed below when a household that files a joint public assistance/SNAP benefit application or obtains categorical eligibility in accordance with section 115 of this manual (Categorical Eligibility):

* Prorate SNAP benefits for the initial month from the date from which the public assistance is payable, or
* The date of the original SNAP benefit application, whichever is later.

**412.9 Multiplication Factors**

# Date of Application Multiplication Factor

1. 1.0000
2. .9666
3. .9333
4. .9000
5. .8666
6. .8333
7. .8000
8. .7666

9 .7333

10 .7000

11 .6666

12 .6333

1. .6000
2. .5666
3. .5333
4. .5000
5. .4666
6. .4333
7. .4000
8. .3666
9. .3333
10. .3000
11. .2666
12. .2333
13. .2000
14. .1666
15. .1333
16. .1000
17. .0666
18. .0333
19. .0333