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Informational Letter

Section 1

Transmittal:	02 INF 21
To:	Local District Commissioners
Issuing Division/Office:	Division of Temporary Assistance (TA)
Date:	July 22, 2002
Subject:	Temporary Assistance Procedures: Certification Periods of TA Cases With Earned Income
Suggested Distribution:	Temporary Assistance Directors Medical Assistance Directors Food Stamps Directors Staff Development Coordinators
Contact Person(s):	TA Questions: Central Team at 1-800-343-8859 extension 4-9344 FS Questions: Eastern Team at 1-800-343-8859 extension 3-1469
Attachments:	None
Attachment Available On – Line:	<input type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
01 ADM-8 93 ADM-9					

Section 2

I. Purpose

This is to advise districts of a change in Temporary Assistance procedures regarding cases with earned income.

II. Background

Districts were previously advised in 93 ADM-9 that waivers that this Office had granted districts for TA allowing them to substitute a mail-in recertification form for one of the required semi-annual face-to-

face recertifications and providing for the assignment of an annual certification period, would no longer apply to TA cases with earnings.

All TA and TA/FS cases with earnings were to be assigned six-month certification periods regardless of whether the district possessed a waiver to the semi-annual face-to-face recertification requirements. Furthermore, districts were instructed that both the TA and TA/Food Stamps (FS) certification period must be shortened to six months and a face-to-face recertification scheduled in the sixth month when a TA and TA/FS case began receiving earnings prior to the sixth month of a twelve-month certification period. This would then allow the district to set the case up for regular semi-annual face-to-face recertifications and six-month certification periods.

In 2001, the federal government filed final regulations that prohibited States from shortening Food Stamp certifications periods except under limited specified circumstances. At that time, this Office instructed districts in 01 ADM-8 (page 6) that it was no longer permissible to shorten FS certification periods except when it received information that the household was ineligible or the household failed to cooperate in clarifying its circumstances.

III. Program Implications

Since it is no longer permissible to shorten FS certification periods, districts must not shorten the TA certification period when a TA case that has a 12-month certification period (in accordance with an Office approved waiver) begins employment during the first five months of the certification period. However, districts must continue to complete the mail-in recertification process for TA for these cases. In addition, when the 12-month certification period expires, and the normal face-to-face recertification is conducted districts must assign to these cases a six-month certification period for TA.

It is expected that this change will result in more consistency between FS and TA and some limited administrative savings.

Issued By

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