

Operations Memorandum - SNAP OPS091203

December 17, 2009

SUBJECT: Treatment of Income from Temporary Employment with the United States Census Bureau
TO: Executive Directors
FROM: Joanne Glover, Director, Bureau of Operations

Purpose

1. To inform County Assistance Offices (CAOs) that income from Temporary Census Employment is now excluded for the Supplemental Nutrition Assistance Program (SNAP).
2. This change is effective immediately.

Background/Discussion

[Operations Memorandum 090504](#) provided that income from temporary employment with the United States (US) Census Bureau is excluded when computing eligibility for the Temporary Assistance for Needy Families (TANF), extended TANF, General Assistance and Medical Assistance Programs, but must be counted for SNAP.

On September 8, 2009, the Food and Nutrition Service (FNS) announced that states could participate in a demonstration project to exclude earned income from temporary employment in the 2010 Census, provided the state reports certain data. Pennsylvania is approved to participate in the demonstration project. Therefore, income from the US Census Bureau is now excluded for SNAP.

The Department of Public Welfare will collect the following information from the Client Information System (CIS) and provide a report to FNS by November 1, 2010:

- The number of SNAP households that had the temporary earnings excluded;
- The number of months the income was excluded; and
- The amount of benefits that were issued.

For the reports, the CAO **must** take the following actions in CIS for affected households:

Non-Financial:

1. On the CAINDA screen, enter a “Y” under employment so that the CQEMPL screen will be queued.
2. On the CAEMPL screen, list the employer as “Census Bureau-Temp Income.”
3. For consistency, the CAO will enter this employer name for all programs.
4. On the CAEMPL screen, list the start date of the employment.

Income (CAWAGE):

1. On the CAWAGE screen, list the income as 001 (Full Time Employment) or 002 (Part Time Employment).
2. On the CAWAGE screen, provide the date of first pay.
3. On the CAWAGE screen, enter the exemption code of 04 (Exempt for All Programs).

The CAO will make the changes to the Non-Financial and Income screens at application, renewal, Semiannual Reporting review or at any reported change. Instructions regarding whether to issue any supplemental benefits will be provided to CAOs when additional guidance is received from FNS.

SEMIANNUAL REPORTING (SAR)

A SAR form is not considered incomplete for SNAP when income from temporary census income is not verified.

Next Steps

1. Exclude temporary census income when determining eligibility for SNAP.
2. Inform applicants and recipients of the availability of 2010 census jobs and the special exclusion of this temporary income.
3. This Operations Memorandum will become obsolete when incorporated into the SNAP Handbook.