

Policy Clarifications - Food Stamp

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Agency: CAOs

Citations:

Subject: Expedited Entitlement and Issuance: Actual vs. Converted Income

Regarding food stamp expedited entitlement and issuance: we agree that if the first month is a 5-pay month, actual income is used to determine the allotment. However, we can find no policy in FHB [506](#) to specifically state that. We see two different views per FHB [567](#). Per FHB 567.22, "At application and for ongoing benefits, the CAO will convert income and expenses to a monthly amount if the income is received or the expense is billed on either a weekly or bi-weekly basis and is expected to continue for the whole month. Use either the 4.0 multiplier..." However, FSH 567.2 states, "Income actually received or anticipated to be received during the initial month of application and/or subsequent month, must be counted."

How should expedited entitlement and issuance be determined? Should actual income be used, or is income converted using the 4.0 multiplier?

Response By: Barbara Hummel

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This is a two-step process.

To determine entitlement to expedited processing, use actual income already received and expected to be received in the month. If the first month is a five-pay month, use the actual income received; do not convert.

However, to determine the household's benefit amount, income procedures outlined at FSH 567.2 apply. Average weekly income is converted to a monthly figure using the 4.0 multiplier. New or terminated income that is not received for a full month will not be converted; the anticipated actual amount will be used.