

Operations Memorandum - Food Stamps OPS080802

August 14, 2008

SUBJECT: Renewal Periods for Elderly/Disabled Households With Earned Income
and When a Food Stamp Household is Enrolled or Removed From
Semiannual Reporting (SAR)

TO: Executive Directors

FROM: Joanne Glover, Director, Bureau of Operations

Purpose

To inform County Assistance Offices (CAOs) of:

1. The renewal periods for households where all adult members are elderly/disabled and have earned income is changed from 12 months to 24 months; and
2. When a food stamp (FS) household is enrolled and removed from SAR to non-SAR, or non-SAR to SAR.

This policy is effective June 16, 2008.

Background

The Food and Nutrition Service requires that households in which all adult members are elderly/disabled with earned income must have either a six-month renewal period or be enrolled in SAR.

When the Department of Public Welfare enrolled these households in SAR they were assigned a 12-month renewal period to align with all other households enrolled in SAR. However, federal regulations related to renewal periods for households with elderly/disabled members do not preclude assigning a 24-month renewal period regardless of income.

Discussion

What is the renewal period for an Elderly/Disabled household with earned or unearned income?

Old Policy:
The CAO assigns a 12-month renewal period to an FS household in which all adult members are elderly/disabled and have earned income.

Elderly/disabled households with no earned income will have a 24-month renewal period, as per [Ops 060106](#).

New Policy:

Households with all adult members who are elderly/disabled and have earned income will receive a 24-month renewal period. These households will receive a review form at the 6th, 12th and 18th month due to SAR enrollment.

- Households not enrolled in SAR will receive a 24-month renewal period with a telephone contact in the 12th month.

When does a change in SAR or non-SAR status take effect?

Old Policy:

When a household reports a change that affects reporting status, the household is enrolled or removed from SAR when the change is reported.

New Policy:

When a household reports a change that requires removal from SAR, the household will be removed from SAR at the next renewal interview. The CAO must advise the household of the new non-SAR reporting requirements.

When a household reports a change that requires enrollment in SAR, the household will be enrolled in SAR at the time the household reports the change. The CAO must advise the household of the new SAR reporting requirements.

Examples:

- A husband and wife, ages 64 and 62, began receiving FS benefits in March 2008 and received a 24-month renewal period. At the time of the application, the only income in the household was from Social Security. In August 2008, the husband reports that he started a part-time job earning \$150 per week. All employment information is provided and entered into CIS. The household is enrolled into SAR when the wage information is entered in CIS. The household will receive a SAR form every six months until a full renewal is completed at the end of the 24-month renewal period. Once the renewal is completed and the household remains in SAR, the household continues to receive a 24-month renewal period. The household will receive a SAR form every six months.

- A husband and wife, ages 62 and 59, began receiving FS benefits in June 2007 and received a 12-month renewal period. The wife turns age 60 in January 2008. At the next renewal, which is May 2008, the household will be removed from SAR and continue as a non-SAR household as long as the household does not meet SAR requirements. The non-SAR household will receive a 24-month renewal period with a 12-month telephone contact.
- A mother with a disability and her two children receive FS benefits. The mother has earned income and the two children receive child support. The household would be enrolled in SAR and receive a 24-month renewal period with reporting forms received in the 6th, 12th and 18th month.
- A husband age 63, and a wife age 58, who is permanently disabled, receive FS benefits. The husband and wife both have unearned income. The household would be a non-SAR household and receive a 24-month renewal period with a 12-month telephone contact.

NOTE: At the renewal, the household **must** be informed of its new reporting requirement and provided with any forms that explain the reporting requirement (i.e., client message 430).

CONVERSION: Cases will be converted to 24-month renewal when a full renewal is completed by the worker.

Next Steps

1. Review this information with your staff.
2. Direct questions to your Area Manager.

This Operations Memorandum will become obsolete when the information contained herein is incorporated into the Food Stamp Handbook.