

# Operations Memorandum - Food Stamps

## OPS081204

December 26, 2008

**SUBJECT:** Reviewing Food Stamp (FS) Households with Dependent Care Expenses  
**TO:** Executive Directors  
**FROM:** Joanne Glover, Director, Bureau of Operations

### **PURPOSE**

To inform County Assistance Offices (CAOs) of the process for reviewing current FS recipients with dependent care expenses that may have a match with PELICAN (formerly known as CCMIS). This process is to be implemented upon posting of this Operations Memorandum.

### **BACKGROUND**

The Food Stamp Program (FSP) was recently reauthorized as part of The Food, Conservation, and Energy Act of 2008 (FCEA) (P.L. 110-246). The law contains various provisions that affect FS eligibility.

Operations Memorandum 080908 informed CAOs about the removal of the dependent care deduction cap. This provision allows households to receive the actual amount of dependent care expenses paid by the household. The Ops Memo also indicated that additional information will be provided for current FS recipients with dependent care expenses.

### **DISCUSSION**

A match was completed between CIS and PELICAN that shows FS cases that have dependent care expenses listed in CIS and a co-payment listed in PELICAN. The CAO must review the cases listed in the two files below to ensure the amount of dependent care expenses actually paid by the household is correctly entered into CIS. The files are located at: <ftp://oimweb/>. File #1 is high priority, as these cases have the highest dependent care expenses in CIS but are also active in PELICAN.

To access PELICAN, the CAO should click on the desktop icon marked "PELICAN" and enter the CWOPA user name and password to access the system.

For details on viewing PELICAN screens, refer to the Child Care Unification e-learning module under the section titled CCMIS screens. The CAO can reach this e-learning module through the Staff Development website.

**File #1: FS budgets with dependent care expenses of \$175 or greater on CIS and receiving subsidized dependent care through PELICAN:** Cases contained in this file must be reviewed first. These FS cases have dependent care expenses of \$175 or more on CIS, and are also on PELICAN as receiving subsidized child care. After reviewing the case, if the household is to receive a lower dependent care expense amount, the CAO must enter the correct amount, run EDBC and issue the appropriate notice to affect the next FS allotment. This must be completed no later than the next SAR review or renewal.

**File #2: FS budgets showing dependent care expenses of \$174 or less on CIS and receiving subsidized dependent care through PELICAN:** Cases contained in this file have dependent care expenses under \$175 on CIS and are also on PELICAN as receiving subsidized child care. After reviewing the case, if the household is to receive a lower dependent care expense amount, the CAO must enter the correct amount, run EDBC and issue the appropriate notice to affect the next FS allotment. This must be completed no later than the next SAR review or renewal.

**NOTE: Regardless of when the subsidized child care began, the Food and Nutrition Service (FNS) has stated that CAOs DO NOT need to do an overpayment on those cases that had incorrect dependent care expenses listed in CIS prior to the next SAR review or renewal.**

This process was developed to prioritize the review of dependent care expenses for FS cases.

CAOs must review all reported dependent care expenses against PELICAN at application, reapplication, SAR review, and at any reported change for child care expenses to see if there is a match.

**NEXT STEPS:**

1. Review this information with your staff.
2. Direct Questions to your Area Manager.
3. This Operations Memorandum will become obsolete when the information contained herein is incorporated into the FS handbook