

CASEWORKER DESK REFERENCE

(Effective April 1, 2009)

FNSU SIZE	MAXIMUM INCOME LIMITS		MAXIMUM ALLOTMENT	FOOD AND NUTRITION SERVICES DEDUCTIONS			
	Gross	Net		SUA	BUA	TUA	STANDARD DEDUCTION
1	\$1127	\$867	\$200	\$266	\$164	\$22	\$144
2	\$1517	\$1167	\$367	\$292	\$180	\$22	\$144
3	\$1907	\$1467	\$526	\$321	\$198	\$22	\$144
4	\$2297	\$1767	\$668	\$321	\$198	\$22	\$147
5	\$2687	\$2067	\$793	\$350	\$216	\$22	\$172
6	\$3077	\$2367	\$952	\$350	\$216	\$22	\$197
7	\$3467	\$2667	\$1052	\$350	\$216	\$22	\$197
8	\$3857	\$2967	\$1202	\$350	\$216	\$22	\$197
Each Additional Member	(+390)	(+300)	(+150)				

ADDITIONAL FOOD AND NUTRITION SERVICES DEDUCTIONS

Earned Income Deduction	20%
Dependent Care Deduction	Actual incurred expense
Excess Shelter Deduction Cap	\$446 for FNSU's without a Specified Person

FOOD AND NUTRITION SERVICES RESOURCE LIMITS		Max. SSI or SSI & SSA/Other Income		
Categorically Eligible FNSU	NONE	Single Person	\$674	\$694
FNSU's with a member age 60 or older or disabled	\$3000	Couple	\$1011	\$1031
All Other FNSU's	\$2000	Medicare Premium	\$96.40	

FNS CONVERSION OF INCOME/EXPENSES TO A MONTHLY AMOUNT

Weekly	x 4.3
Biweekly (every two weeks)	x 2.15
Semi-monthly (twice per month)	x 2

WFFA

Assistance Unit	Max. Payment	Assistance Unit	Max. Payment	Assistance Unit	Max. Payment
1	\$181	5	\$324	9	\$406
2	\$236	6	\$349	10	\$430
3	\$272	7	\$373	11	\$448
4	\$297	8	\$386	12	\$473

FOOD AND NUTRITION SERVICES TIME STANDARDS

APPLICATIONS *Recipient must receive Food and Nutrition Services benefits no later than:*

Emergency Service 7th calendar day

Normal Processing 30th calendar day

Application can be reopened if verifications are provided by the 60th day from the date of application.

Do not deny an application before the 30th day for failure to provide verification. If the 30th day falls on a weekend or a holiday, deny the application on the next work day.

APPLICATIONS FOR RECERTIFICATION

Case must be completed by:

Timely Recerts Last workday of the month

Untimely Recerts 30th calendar day

Late Recerts 30th / 7th calendar day

(Late Recert is an application that is filed in the month after the last month of the certification period)

Timely / Untimely Recerts:

- *If an application for recertification (timely and untimely) is denied for failure to provide required verification, it may be reopened if all verifications are provided by the 60th day following the date of application.*
- *If the FNSU provides the required verifications by the 30th day, process the case using the original date of application.*
- *If the FNSU provides the required verifications from the 31st to the 60th day then the case may be reopened. Use the date the required verification is received as the date of application and prorate the benefits.*

Late Recerts:

- *Do not deny late recertification before the 30th day for failure to provide verification. If the 30th day falls on a weekend or a holiday, deny the application on the next work day.*
- *Do not reopen / approve a late recert if the required verifications are provided after the 30th day.*

NOTICES

DSS-8650 (Request for Information) 10 calendar days to return info

Notice of Adverse Action 10 workdays before action taken

HEARING REQUESTS

To receive continued benefits 10 workdays

NO continued benefits 90 calendar days