



State of New Jersey
Department of Human Services
Division of Public Welfare
Trenton 08625

July 15, 1983

Food Stamp Manual
Transmittal Letter #34

TO: Holders of the Manual
Subject: Revisions to the Food Stamp Manual

Attached are revisions to the Food Stamp Manual regarding mandatory penalties for acts of intentional program violation and improved methods of recovery of food stamp overpayments. These regulations were previously issued with Circular Letter No. 83-3-12.

NOTE:

The dates (April 1981 or later only) at the bottom of revised pages denote either the latest adoption, readoption, or effective operational date of the material, pursuant to publication/~~publication~~ in the New Jersey Register.

INSTRUCTIONS FOR FILING:

Remove and Destroy:

Subchapter 11 ✓
Table of Contents
pages 1-18

Insert in Place Thereof:

Subchapter 11
Table of Contents
pages 1-10 dated 4/1/83
page 11 dated 3/79 ✓
pages 12-23 dated 4/1/83
page 24 dated 3/79

Sincerely,

Audrey Harris

Audrey Harris, Acting Director
Division of Public Welfare

JM
5/24/83

AH:RD:MMp

cc: Larry J. Lockhart
Special Assistant to the Commissioner

THE NEW JERSEY
FOOD STAMP MANUAL

MARCH 1, 1979

New Jersey Department of Human Services

-

Division of Public Welfare

THE NEW JERSEY FOOD STAMP MANUAL

GENERAL TABLE OF CONTENTS

SECTION I	GENERAL PROVISIONS
SECTION II	APPLICATION PROCESS
SECTION III	ELIGIBILITY FACTORS OTHER THAN NEED
SECTION IV	FINANCIAL ELIGIBILITY: RESOURCES
SECTION V	FINANCIAL ELIGIBILITY: INCOME
SECTION VI	CERTIFICATION PROCEDURES
SECTION VII	SPECIAL INCOME CIRCUMSTANCES
SECTION VIII	FAIR HEARINGS
SECTION IX	OTHER CERTIFICATION RELATED PROCEDURES
SECTION X	FISCAL OPERATIONAL PROCEDURES
SECTION XI	FRAUD AND INCORRECT ISSUANCE

GENERAL PROVISIONS

Table of ContentsSUBCHAPTER 1. GENERAL PROVISIONS

- 10:87-1.1 Purpose of the Food Stamp Program
- 10:87-1.2 Administration of the Program
- 10:87-1.3 Legal basis of the Program
- 10:87-1.4 Program informational activities
- 10:87-1.5 Purpose of the New Jersey Food Stamp Manual
- 10:87-1.6 The concept of reasonable certainty; situations not covered by the Manual
- 10:87-1.7 Assignment of Manual
- 10:87-1.8 Responsibility of Manual holders
- 10:87-1.9 Retention of obsolete material
- 10:87-1.10(a) Public access to the Manual
 - (a)1 Fair hearings
 - 2 Libraries
 - 3 Legal services
 - 4 Service organizations
 - 5 Individuals
 - 6 Public Examination
- 10:87-1.11 Policy of nondiscrimination
- 10:87-1.12(a) Complaint procedures
 - (b) Time limit for filing a complaint
 - (c) CWA responsibility
 - (d) Information needed from complainant
 - (e) Incomplete complaints
- 10:87-1.13(a) Public Notification Plan
 - (a)1 Minority group contacts
 - 2 Nondiscrimination poster
 - 3 Nondiscrimination statement on application
 - 4 Nondiscrimination statement on informational literature
 - 5 Access to information
- 10:87-1.14(a) Confidentiality and disclosure of information
 - (a) Confidentiality of information
 - (b) Disclosure of information
 - (b)1 Law enforcement agencies
 - 2 Judicial summons
 - 3 Waiver of confidentiality
 - 4 Client review
 - 5 Fair hearings
 - 6 Release of lists of names and addresses
 - 7 Quality control reviews
- 10:87-1.15 Public access to information
- 10:87-1.16 Appeals
- 10:87-1.17(a) Suits against county
 - (b) Failure to comply

GENERAL PROVISIONS

SUBCHAPTER 1. GENERAL PROVISIONS10:87-1.1 Purpose of the Food Stamp Program

The Food Stamp Program is designed to promote the general welfare and to safeguard the health and well being of the population by raising the levels of nutrition among low-income households.

10:87-1.2 Administration of the Program

- (a) The Program is authorized by the U.S. Congress and regulated by the U.S. Department of Agriculture (USDA). In New Jersey, the county welfare agencies are responsible for certifying eligible households and arranging for coupon issuance outlets. Only persons employed by a county welfare agency are legally empowered to enroll applicants in the program.
- (b) Although the counties directly administer the program, the State is ultimately responsible for insuring that program operations conform completely with federal law and regulation.
- (c) The county administration of the Food Stamp Program is supported by a centralized system as a means of complying with the requirement of a uniform system of records and accounts throughout the State. Through Central Operation for Data Exchange and Services (CODES), county welfare agencies have access to a management information system that performs routine clerical tasks, determines eligibility status, calculates the coupon allotment, produces food stamp ATPs, and management and fiscal reports. CODES expedites the implementation of changes in policy, eliminates duplication of effort, and allows for efficient updating of information.

10:87-1.3 Legal basis of the Program

Policies and procedures for the administration of the program are derived from the Food Stamp Act and current USDA regulations and instructions (which are uniform nationwide). The New Jersey Food Stamp Manual is a compilation of these rules.

10:87-1.4 Program informational activities

County welfare agencies shall be required to display posters and make available pamphlets and other printed material supplied by the Division of Public Welfare. Applicants shall be informed of the availability of this material at the time of initial application and recertification.

10:87-1.5 Purpose of the New Jersey Food Stamp Manual

The purpose of this manual is to outline the policies and procedures applicable to the certification and/or recertification of those who apply for food stamps. The policies and procedures of this manual shall be used to determine eligibility and issuance for food stamp benefits for all households regardless of eligibility requirements of other assistance programs.

GENERAL PROVISIONS

10:87-1.6 The concept of reasonable certainty; situations not covered by the Manual

- (a) While this manual attempts to minimize discretionary action on the part of the certification worker, there will be situations which are only generally covered by existing policy guidelines. In cases of this nature, the certification worker shall be expected to make a judgment, based on his/her experience and/or knowledge of the Program, which can be defended as both reasonable and prudent.
- (b) Situations not covered by the Manual: In cases where the treatment of a situation is neither specifically nor generally addressed in this Manual, the matter shall be referred to Division of Public Welfare (DPW) for resolution.

10:87-1.7 Assignment of Manual

Copies of this manual shall be assigned to administrative staff and to other staff working with applicants and recipients. Each staff member is expected to be thoroughly familiar with its contents in order that policy and procedures may be consistently applied.

10:87-1.8 Responsibility of Manual holders

Each holder of the Manual shall be responsible for maintaining a current and up-to-date Manual. The Division of Public Welfare shall issue revisions and changes as necessary; the Manual holder shall insert new material and remove obsolete pages promptly.

10:87-1.9 Retention of obsolete material

The county welfare agency shall retain one copy of obsolete manual material for administrative purposes.

10:87-1.10 Public access to the Manual

- (a) This Manual is a public document and shall be made accessible in the following manner:
1. Fair hearings: Specific policy material necessary for an applicant, recipient, or his/her representative to determine whether or not a hearing should be requested, or to prepare for a hearing, shall be provided to such persons without charge.
 2. Libraries: All public and university libraries which have agreed to keep the Manual up-to-date shall have a copy available under their regulations.
 3. Legal services: Each legal services office shall be furnished with a copy of this Manual.

GENERAL PROVISIONS

10:87-1.10(a) (continued)

4. Service organizations: Welfare, social service and other non-profit organizations shall be furnished with a copy of this Manual, at no cost, upon receipt by the Division of Public Welfare of an official, written request.
5. Individuals: A current up-to-date copy of the Manual, or any part of it, shall be available from the Division of Public Welfare, at the cost of printing and mailing, to anyone who requests such in writing.
6. Public examination: A current up-to-date copy of the manual will be maintained in each CWA for examination by members of the public on regular work days during regular working hours.

- (b) All supplementary State policy directives (Circular Letters) shall be routinely sent to those who have been supplied with the Manual. A mailing list shall be maintained by the New Jersey Division of Public Welfare.

10:87-1.11 Policy of nondiscrimination

County welfare agencies shall not discriminate against any applicant or participant in any aspect of program administration, including but not limited to the certification of households, the issuance of coupons, the conduct of fair hearings, or the conduct of any other program service, for reasons of age, race, color, sex, handicap, religious creed, national origin or political beliefs.

10:87-1.12 Complaint procedures

- (a) People who believe that they have been subject to discrimination as described in section 11 of this subchapter may complain directly to the U.S. Department of Agriculture or to the Division of Public Welfare. The CWA shall explain the complaint procedure and advise the individual of the right to file a complaint.
- (b) Time limit for filing a complaint: A complaint must be filed no later than 180 days from the date of alleged discrimination unless such period is extended by the Secretary of the U.S. Department of Agriculture.
- (c) CWA responsibility: The CWA shall accept all complaints of discrimination, written or oral and forward them promptly to the Director, Division of Public Welfare, who will in turn forward them to the U.S. Department of Agriculture.
- (d) In the event an individual orally alleges that a discriminatory act has been committed but the individual does not put it in writing, the CWA worker receiving the complaint shall do so. If possible, the following information shall be solicited from the complainant:
 1. Identity of complainant: Name, address and telephone number or other means of contacting the persons alleging discrimination;

GENERAL PROVISIONS

10:87-1.12(d) (continued)

2. Identity of the sources of discrimination: Location and name of the organization or office which is accused of discriminatory practices;
 3. Nature of incident: The nature of the incident, action, or aspect of the program administration that led the person to allege discrimination;
 4. Reason: The reasons for the alleged discrimination (i.e. age, race, color, sex, handicap, religious creed, national origin or political belief);
 5. Identity of others having knowledge of discrimination: Names, titles (if appropriate), and addresses of persons who may have knowledge of the discriminatory acts;
 6. Date: The date or dates on which the alleged discriminatory actions occurred.
- (e) Incomplete complaints: Written complaints shall be forwarded to the Director, Division of Public Welfare, even if the information above is not complete. Persons who file complaints shall be encouraged to provide this information to facilitate the investigation of the alleged discrimination. The complainant shall be advised that investigations by the U.S. Department of Agriculture will be conducted only if information specified in paragraphs 2, 3, and 4 of subsection (d) of this section is provided.

10:87-1.13 Public Notification Plan

- (a) The county welfare agency shall institute a Public Notification Plan comprised of the following elements:
1. Minority group contacts: At least once every fiscal year, the county welfare agency shall advise local minority group organizations, in writing, that the Food Stamp Program is available to all eligible households on a nondiscriminatory basis and of the complaint procedures. If there are no minority group organizations in the county, the county welfare agency shall contact minority ministers, teachers, and/or other community leaders in the county, informing them of this nondiscrimination policy.
 - i. Records relating to the Public Notification Plan: The county welfare agency shall maintain file copies of correspondence concerning public notification of nondiscrimination. These documents shall be available for inspection during audits and compliance reviews conducted by State and Federal offices.
 2. Nondiscrimination poster: A nondiscrimination poster supplied by FNS, shall be prominently displayed in all local food stamp certification offices. Copies shall be available, without charge, from the State office.

GENERAL PROVISIONS

10:87-1.13(a) (continued)

3. Nondiscrimination statement on application: An applicant for program participation will be advised that his/her application shall be processed without discrimination. The statement on the application form which advises the applicant of his/her rights may be construed as fulfilling the county welfare agency's obligation with regard to this provision.
4. Nondiscrimination statement on informational literature: All publications informing the public of program benefits shall include the following statement: "Standards for participation in the Food Stamp Program are the same for everyone without regard to age, race, sex, handicap, color, religious creed, national origin or political beliefs." The county welfare agency may exhaust present supplies of forms and publications; however, all new literature shall include the nondiscriminatory statement cited above.
5. Access to information: Each CWA shall ensure that participants and other low income households have access, within ten days of the date of such request, to information regarding nondiscrimination statutes and policies, complaint procedures, and the rights of participants.

10:87-1.14 Confidentiality and disclosure of information

- (a) Confidentiality of information: The county welfare agency shall restrict the use or disclosure of information obtained from applicant households to persons directly connected with the administration or enforcement of the Food Stamp Program, AFDC, SSI, Medicaid, or with any other federally aided, means-tested assistance programs.
- (b) Disclosure of information: The county welfare agency may release information concerning an applicant household in the following situations only:
 1. Law enforcement agencies: The county welfare agency shall cooperate in furnishing information to law enforcement agencies in any investigation which concerns a household fraudulently obtaining coupons or otherwise violating the statutory provisions of the Food Stamp Act or FNS regulations. (See subsection (a) of this section.)
 2. Judicial summons: Staff members shall provide such testimony as may be mandated by a court of competent jurisdiction in connection with administration and enforcement of the Food Stamp Program (see subsection (a) of this section).
 3. Waiver of confidentiality: Upon request by the household, in writing, the household may waive its right to confidentiality of information, the county welfare agency shall make disclosure of information but only to the extent specifically authorized by the waiver.
 4. Client review: If there is a request by the household, its authorized representative, or a person acting in its behalf to review materials in its case file, the material and information contained in the case file shall be made available during normal business hours.

GENERAL PROVISIONS

10:87-1.14(b)4 (continued)

- i. Confidential information: The CWA may withhold confidential information such as the names of individuals who have disclosed information about the household without the household's knowledge, or the nature or status of pending criminal prosecutions.
5. Fair hearings: Information and records shall be released to parties directly involved in a fair hearing procedure (see N.J.A.C. 10:87-8.6 (a)lii and 10:87-8.15(a)1).
6. Release of lists of names and addresses: The furnishing of any lists of names or addresses or both for purposes not directly related provisions of subsection (a) of this section is specifically prohibited.
7. Quality control reviews: The disclosure of information in connection with the performance of a quality control review or State audit shall be permitted.

10:87-1.15 Public access to information

- (a) Copies of the New Jersey Food Stamp Manual, supplementary directives (Circular Letters) issued for use in certifying applicant households, and food stamp fair hearing reports shall be readily available for public inspection in the central Food Stamp Office of the county welfare agency.
- (b) In addition, Federal food stamp statutes, regulations, instructions, and the State Plan of Operation shall be readily available for public inspection in the State Food Stamp Office.

10:87-1.16 Appeals

An applicant or recipient shall have the right to appeal any action or inaction, on the part of the county welfare agency, which affects his/her household. (See subchapter 8 of this chapter, Fair Hearings.)

10:87-1.17 Suits against county

- (a) The county welfare agency shall notify the Division of Public Welfare of suits filed by any person/organization against the county which involves its administration of the Food Stamp Program and shall furnish the Division with copies of the original pleadings and all subsequently filed pleadings.

GENERAL PROVISIONS

10:87-1.17 (continued)

- (b) Failure to comply: If the county welfare agency fails to comply with the provisions of subsection (a) of this section and is ordered by a court to take actions which are determined by USDA to be inconsistent with the Food Stamp Act and its regulations or instructions, the county welfare agency may be liable for the amount of coupons issued pursuant to the court order.

THE APPLICATION PROCESS

Table of ContentsSUBCHAPTER 2. THE APPLICATION PROCESS

10:87-2.1	The household concept
10:87-2.2	Household defined
(a)1	Individual living alone
2	Individual living with others
3	Group of individuals living together
10:87-2.3	Nonhousehold members
(a)1	Roomers
2	Boarders
3	Live-in-attendants
4	Ineligible aliens
5	Ineligible student of an institution of higher education
6	Disqualified individuals
7	Other individuals
10:87-2.4	Residents of institutions
(a)1	Federal subsidized housing for the elderly
2	Narcotic addicts or alcoholics
10:87-2.5(a)	Boarding home/house
(b)	Boarding home/house proprietor
10:87-2.6	Head of household
10:87-2.7	Authorized representatives
(a)1	Making application for the program
2	Obtaining the coupons
3	Use of coupons
4	Drug or alcoholic treatment centers as authorized representatives
10:87-2.8	Nonhousehold member as authorized representative
10:87-2.9	Documentation of authorized representative
10:87-2.10	Restrictions on authorized representatives
(a)1	Welfare employees and retailers
2	Disqualified household members
3	Multihousehold representatives
10:87-2.11	Application for food stamps
10:87-2.12	Food stamp application form
(a)1	PA households
2	NPA households
3	SSI jointly processed households
10:87-2.13(a)	Filing an application
(b)	Right to file
(c)	Contacting the food stamp office
(d)	Availability of application forms
(e)	Notice of right to file
(f)	Withdrawing application
10:87-2.14	Household cooperation
10:87-2.15	Denial of eligibility for noncooperation
10:87-2.16	Subsequent refusal to cooperate
10:87-2.17	Subsequent application
10:87-2.18	Interviews

THE APPLICATION PROCESS

Table of Contents (continued)

THE APPLICATION PROCESS

SUBCHAPTER 2. THE APPLICATION PROCESS10:87-2.1 The household concept

Every food stamp application shall be made on behalf of a household. It is critically important to determine exactly who constitutes the household for food stamp purposes since all considerations of eligibility will follow from this initial determination.

10:87-2.2 Household defined

(a) A household may be composed of any of the following individuals or groups of individuals:

1. Individual living alone:
2. Individual living with others: An individual living with others, but who customarily purchases food and prepares meals for home consumption separate and apart from the others;
3. Group of individuals living together: A group of individuals living together for whom food is purchased in common and for whom meals are prepared together for home consumption;
4. Elderly and disabled individual living with others: An individual who is 60 years of age or older (and the spouse of such individual) living with others who is unable to purchase and prepare meals because he or she suffers from a disability considered permanent under the Social Security Act or suffers from some other physical or mental nondisease-related, severe, permanent disability (see definition of elderly or disabled in N.J.A.C. 10:87-2.33 and verification requirements in N.J.A.C. 10:87-2.21(a)8ii). However, the gross monthly income of the household with which the individual resides cannot exceed the gross monthly income eligibility standard for the appropriate household size in N.J.A.C. 10:87-12.7. This income determination shall be made in accordance with the following procedures:
 - i. The gross monthly income of the others with whom the elderly, disabled person resides shall be determined as if they were applying for participation in the program. The income of the elderly, disabled person and his or her spouse is not included in the calculation. The elderly, disabled person and his or her spouse are not to be considered household members for this purpose;
 - ii. The gross monthly income of the others shall then be compared to the monthly income eligibility standard for the appropriate household size in N.J.A.C. 10:87-12.7 (Appendix A, Table VII) to determine if the income is within the prescribed limit. The elderly, disabled person and his or her spouse would not be considered as household members for this comparison.

THE APPLICATION PROCESS

10:87-2.2 (continued)

- (b) Individuals or groups of individuals who are residents of an institution (except as otherwise specified in N.J.A.C. 10:87-2.4) or commercial boarding home, or boarders (except as specified in N.J.A.C. 10:87-2.3(b)) may not participate in the program.
- (c) In no event shall nonhousehold member status or separate household status be granted to:
1. Parents living with their natural, adopted, or step children or such children living with such parents, unless at least one parent is elderly or disabled as defined in N.J.A.C. 10:87-2.38;
 2. Children under 18 years of age under the parental control of an adult member of the household;
 3. A spouse of a member of the household. For the purposes of this program the term "spouse" shall include persons recognized by applicable State law as such and persons representing themselves as husband and wife to the community, relatives, friends, neighbors or trades people; or
 4. Siblings (natural, adopted, half or step brothers and sisters), unless at least one sibling is elderly or disabled as defined in N.J.A.C. 10:87-2.38.

10:87-2.3 Nonhousehold members, boarders and excluded household members

- (a) Nonhousehold members: The individuals in (a)1 and 2 below residing with a household shall not be considered household members in determining a household's eligibility or allotment.
1. The following nonhousehold members who are otherwise eligible may participate in the program as separate households.
 - i. Roomers: Individuals to whom a household furnishes lodging, but not meals, for compensation.
 - ii. Live-in-attendants: Individuals who reside in a household to provide medical, housekeeping, child care or other similar personal services.
 - iii. Other individuals: Other individuals who share living quarters with the household but who do not customarily purchase and prepare meals with the household. For example, if the applicant household shares living quarters with another family to save on rent but does not purchase and prepare food together with that family, the members of the other family are not members of the applicant household.

10:87-2.3(a) (continued)

2. The following nonhousehold members are ineligible to participate in the program as separate households.
 1. Ineligible student of an institution of higher education: Persons enrolled in an institution of higher education who are ineligible because they fail to meet the eligibility criteria in N.J.A.C. 10:87-3.23(a).
- (b) Boarders: Boarders are defined as individuals or groups of individuals residing with a household and paying reasonable compensation to the household for lodging and meals.
 1. Program participation: Boarders are ineligible to participate in the program independent of the household providing boarder services to them. Boarders may only participate in the program as members of the household providing the boarder services to them, at such household's request. Boarders who are included in the household shall have all income and resources counted in determining the household's eligibility.
 2. Parents, children, spouse or sibling: In no event shall boarder status be granted to those individuals or groups of individuals described in N.J.A.C. 10:87-2.2(c).
 3. Paying reasonable compensation and boarder status: To determine if an individual qualifies for boarder status, it is necessary to determine if the individual is paying reasonable compensation for meals and lodging. Only that amount paid for meals shall be used in determining reasonable payment provided that the amount paid for meals is distinguishable from the amount paid for lodging. A reasonable monthly payment shall be either of the following:
 1. Boarders whose board arrangement is for more than two meals per day shall pay an amount which equals or exceeds the maximum coupon allotment (MCA) for the appropriate size of the boarder household; or
 11. Boarders whose board arrangement is for two meals or less per day shall pay an amount which equals or exceeds two-thirds the MCA for the appropriate size of the boarder household.

10:87-2.3(b) (continued)

4. Paying less than reasonable compensation: Boarder status shall not be extended to an individual who is furnished both meals and lodging by a household but is paying compensation of less than a reasonable amount (as specified in (b)3 above). Such individual shall be considered a member of the household which provides the meals and lodging and shall have his or her income and resources counted in determining the eligibility and benefits of the household with whom the individual boards.
 5. Income and resources of persons having boarder status: None of the income and resources of individuals determined to be boarders and who are not members of the household providing boarder services shall be considered available to such household. However, the amount of the payment that a boarder gives to a household shall be treated as self-employment income to the household in accordance with N.J.A.C. 10:87-5.4(a)2.
- (c) Excluded household members: The following individuals residing with a household shall be excluded from the household when determining the household's size for the purposes of assigning a benefit level to the household or of comparing the household's monthly income with the income eligibility standards. However, the income and resources of an excluded household member shall be considered available to the remaining household members in accordance with N.J.A.C. 10:87-7.14. Excluded household members may not participate in the program as separate households.
1. Intentional program violation: Individuals disqualified for intentional program violation (see N.J.A.C. 10:87-11.1);
 2. Social Security number: Individuals disqualified for failure to obtain or refusal to provide a Social Security number (see N.J.A.C. 10:87-3.24(a)3);
 3. Ineligible alien status: Individuals who do not meet criteria for eligible alien status (see N.J.A.C. 10:87-3.8 for listing of eligible aliens); or
 4. Questionable citizenship status: Individuals whose citizenship is questionable (see N.J.A.C. 10:87-2.21(a)8iii regarding verification of questionable citizenship).

THE APPLICATION PROCESS10:87-2.4 Residents of institutions

(a) Individuals shall be considered residents of an institution when the institution provides them with the majority of their meals (over 50 percent of three meals daily) as part of the institution's normal services and the institution has not been authorized to accept coupons. Residents of institutions are not eligible for participation in the Food Stamp Program, with the following exceptions:

1. Federal subsidized housing for the elderly: Residents of federally subsidized housing for the elderly, built under either Section 202 of the Housing Act of 1959 or Section 236 of the National Housing Act.
2. Narcotic addicts or alcoholics: Narcotic addicts or alcoholics who, for the purpose of regular participation in a drug or an alcohol treatment and rehabilitation program, reside at a facility or treatment center as described in N.J.A.C. 10:87-2.7(a)4;
3. Group living arrangements: Blind and/or disabled individuals who receive benefits under Title II (Retirement, Survivors, Disability Insurance benefits) or Title XVI (SSI) of the Social Security Act and who reside in a public or private nonprofit group living arrangement that serves no more than sixteen residents (see N.J.A.C. 10:87-2.7(a)5); and
4. Shelters for battered women and children: Women or women with their children temporarily residing in a shelter for battered women and children shall be considered individual household units for the purpose of applying for and participating in the program.
 1. Shelters for battered women and children defined: A shelter for battered women and children shall be defined as a public or private nonprofit residential facility that serves battered women and their children and which may be authorized by FNS to accept and redeem food coupons. If such a facility serves other individuals, a portion of the facility must be set aside on a long term basis to serve only battered women and children.
 - ii. The CWA shall maintain a list of shelters which meet the definition in (a)4i above and document the basis of this determination. Shelters having FNS authorization to redeem coupons through wholesalers shall be deemed as meeting the above definition.

THE APPLICATION PROCESS

10:87-2.5 Boarding home/house

- (a) Residents of commercial boarding homes/houses are not eligible for program benefits. For program purposes, a boarding home/house shall be defined as an establishment which is licensed as a commercial enterprise which offers meals and lodging for compensation. In areas without licensing requirements, a boarding home/house shall be defined as a commercial establishment which offers meals and lodging for compensation with the intention of making a profit. The number of boarders shall not be used to determine if a boarding home/house is a commercial enterprise.
- (b) Boarding home/house proprietor: The household of the proprietor of a boarding home/house may participate in the program separate and apart from the residents of the boarding home if that household meets all of the eligibility requirements for program participation.

THE APPLICATION PROCESS

10:87-2.6 Head of household

The household shall designate an adult member to be head of household.

10:37-2.7 Authorized representatives

(a) The head of the household, spouse, or any other responsible member of the household may designate an authorized representative to act on behalf of the household in one or all of the following capacities:

1. Making application for the program: When the head of the household or the spouse cannot make application, another household member may apply, or an adult nonhousehold member may be designated as the authorized representative for that purpose. The head of the household or the spouse should prepare or review the application whenever possible even though another household member or the authorized representative will actually be interviewed. In conjunction with these provisions, another household member or the household's authorized representative may complete work registration forms for those household members required to register for work. The CVA shall inform the household that it will be held liable for any overissuance which results from erroneous information given by the authorized representative, except as provided in N.J.A.C. 10:37-7.16(f). Adults who are nonhousehold members may be designated as authorized representatives for certification purposes only under the following conditions:
 - i. The authorized representative has been designated in writing by the head of the household or the spouse, or another responsible member of the household; and
 - ii. The authorized representative is an adult (age 18 or older) who is sufficiently aware of relevant household circumstances.
2. Obtaining the coupons: An authorized representative may be designated to obtain coupons. The authorized representative for coupon issuance may be the same individual designated to make application for the household or may be another individual. This designation shall be made at the time the application is completed and an authorized representative shall be named on the ID card. Even if a household member is able to make application and obtain coupons, it should be encouraged to name an authorized representative in case of illness or other circumstances which might result in an inability to obtain coupons.

THE APPLICATION PROCESS

10:87-2.7(a)2 (continued)

1. Emergency authorized representative: The household may also designate an emergency authorized representative at a later date. An emergency authorized representative is someone not already listed on the ID card who obtains coupons when neither a household member nor the authorized representative is able to obtain them because of unforeseen circumstances. The designation of an emergency authorized representative will be made by the household on the ATP by authorizing in writing a proxy (emergency authorized representative) to negotiate the household's ATP. The emergency representative must present the household's ID card to the coupon issuer to obtain the household's allotment.
3. Use of coupons: Any authorized representative may use coupons to purchase food for the household's consumption, with the full knowledge and consent of the household, provided that individual has the household's ID card.
4. Drug or alcoholic treatment centers as authorized representatives

Narcotics addicts or alcoholics who regularly participate in a drug or alcoholic treatment program on a resident basis may elect to participate in the Food Stamp Program. The resident shall apply and be certified for program participation through the use of an authorized representative who shall be an employee of and designated by the private nonprofit organization or institution which is administering the treatment and rehabilitation program. The organization or institution shall apply on behalf of each addict or alcoholic and shall receive and spend the coupon allotment for food prepared by and/or served to the addict or alcoholic. The organization or institution shall also be responsible for complying with the requirements set forth in N.J.A.C. 10:87-7.16.

 - i. Center defined: For the purpose of this Manual, a center shall be defined as any drug addiction or alcoholic treatment and rehabilitation facility which has been certified as such by the New Jersey Department of Health.
 - ii. Prior to certifying any residents for food stamps, the CWA shall verify that the treatment center is authorized by FNS as a retailer or is certified as an approved center, including the basis for the CWA determination that the center is a nonprofit organization.
 - (1) Evidence of authorization (Form FNS-254): A center or facility which is in possession of a current Food Stamp Program Authorization Card (Form FNS-254) shall be construed as an authorized center.
 - (2) State list of authorized facilities: The Division of Public Welfare, Bureau of Food Stamps, shall keep a list of currently certified facilities which may be obtained by the CWA upon request.

10:87-2.7(a) (continued)

5. Group living arrangement facility as authorized representative: Residents of group living arrangements shall either apply and be certified through use of an authorized representative employed and designated by the group living facility or apply and be certified on their own behalf or through an authorized representative of their own choice. Prior to certifying any residents for food stamps, the CWA shall verify that the facility is authorized by FNS or certified by the Department of Human Services (see (a)5i below).
- i. Group living arrangement defined: A group living arrangement shall be defined as a public or private nonprofit residential setting which serves no more than sixteen residents, which is certified by the New Jersey Department of Human Services and which may elect to be authorized by FNS to accept food coupons.
- (1) Evidence of authorization (Form FNS-254): A center or facility which is in possession of a current Food Stamp Program Authorization Card (FNS-254) shall be construed as an authorized center.
- (2) State list of authorized centers and facilities: The Division of Public Welfare, Bureau of Food Stamps, shall keep a list of currently approved centers and facilities, which may be obtained by the CWA upon request.
- ii. Staff of the group living arrangement facility has the responsibility to determine if any individual or group of individuals residing at the facility is competent to comprehend the application process and be responsible for his/her statements in order to apply on his/her own behalf.
- iii. If the group living arrangement facility acts as the authorized representative, the facility shall decide if application should be made for an individual resident as a one-person household or if some residents should make application together as a household.
- iv. If the resident applies through the facility as the authorized representative, the facility may either receive and spend the coupon allotment for food prepared by and/or served to the eligible residents or allow the eligible resident to use all or any portion of the allotment on his/her own behalf.

THE APPLICATION PROCESS

10:87-2.7(a)5 (continued)

- v. If the residents are certified on their own behalf, the coupon allotment may either be returned to the facility to be used to purchase food for meals served, whether communally or individually to eligible residents; or the coupon allotment may be used by eligible residents to purchase and prepare food for their own consumption; and/or to purchase meals prepared and served by the group living arrangement.
- vi. The group living arrangement facility is responsible for complying with the requirements set forth in N.J.A.C. 10:87-7.16.

10:87-2.8 Nonhousehold member as authorized representative

In the event the only adult living with a household is classified as a non-household member as defined in N.J.A.C. 10:87-2.3, that individual may be the authorized representative for the minor household members.

10:87-2.9 Documentation of authorized representative

The CWA shall bear the responsibility of recording in the case record the name of the authorized representative.

THE APPLICATION PROCESS

10:87-2.10 Restrictions on authorized representatives

(a) The following restrictions apply to authorized representatives:

1. Welfare employees and retailers: Public welfare agency employees who are involved in the certification and/or issuance process and retailers that are authorized to accept food coupons may not act as authorized representatives without the specific written approval of the CWA Director, and only if the Director determines that no one else is available to serve as an authorized representative. The CWA Director shall personally approve any appointments of this nature.
2. Disqualified household members: Individuals disqualified for fraud shall not act as authorized representatives during the period of disqualification, unless the disqualified individual is the only adult member of the household able to act on its behalf and the CWA has determined that no one else is available to serve as an authorized representative. The CWA shall separately determine whether or not these individuals are needed to apply on behalf of the household, to obtain coupons, and to use coupons for food for the household. For example, the household may have an authorized representative to obtain its coupons each month but not be able to find anyone to purchase food regularly with the coupons. If the CWA also is unable to find anyone to serve as authorized representative to purchase food regularly with the coupons, the disqualified member shall be allowed to do so.
3. Multihousehold representatives: Limits shall not be placed on the number of households an authorized representative may represent. In the event that employers such as those that employ migrant or seasonal farmworkers are designated as authorized representatives or that a single authorized representative has access to a large number of ATPs or coupons, the CWA will exercise caution to assure that: the household has freely requested the assistance of the authorized representative; the household's circumstances are correctly represented and the household is receiving the correct amount of benefits; and the authorized representative is properly using the coupons. When a CWA which suspects an authorized representative of not properly using coupons, it should report the circumstances to the Director, Division of Public Welfare, who will in turn forward the report to the Food and Nutrition Service.

THE APPLICATION PROCESS10:87-2.11 Application for food stamps

The application process includes filing and completion of an application form, interview of the applicant, and verification of certain information. The CWA shall act promptly (see sections 30 and 31 of this subchapter) on all applications and provide food stamp benefits retroactive to the month of application to those households which have completed the application process and have been determined eligible. Expedited service shall be available to households in immediate need (see sections 32 through 35 of this subchapter).

10:87-2.12 Food stamp application form

- (a) The composition of the applicant household will determine the appropriate food stamp application to be used:
1. PA households: Public Assistance (PA) households are those food stamp households (as determined in section 2 of this subchapter) in which any or all members are also applying for AFDC. For such households the appropriate application form is the Form PA-1J, "Application and Affidavit for AFDC, MA, CRA, IRP, and Food Stamps", which will serve as a joint application for one or more of those programs.
 2. NPA households: Non-public Assistance (NPA) households are those households (as determined in section 2 of this subchapter) in which none of the members are also applying for AFDC, MA, CRA or IRP. For such households, the appropriate application form is the Form FSP-901, "Application for Participation in the Food Stamp Program (NPA)".
 3. SSI jointly processed households: SSI jointly processed households are those households in which all members are applicants for, or recipients of, SSI and are neither certified for, nor have an application for food stamps pending and have applied for food stamps at a Social Security Administration district office (SSA/DO). For such households, the appropriate application form is the Form FSP-901A, "Jointly Processed Application and Recertification for Participation in the Food Stamp Program" (see N.J.A.C. 10:87-2.37).

THE APPLICATION PROCESS10:87-2.13 Filing an application

- (a) Households must file a food stamp application by submitting the appropriate form to the food stamp office in person, through an authorized representative, or by mail. The amount of time for the CWA to deliver benefits is calculated from the date the application is filed in the food stamp office designated to accept the household's application (see sections 30 and 31 of this subchapter). Households subject to SSI joint processing (see N.J.A.C. 10:87-2.12(a)3) must file a food stamp application by submitting the appropriate form to the SSA/DO in person, through an authorized representative, or by mail. The amount of time for the CWA to deliver benefits is calculated from the date the application is filed in the SSA/DO designated to accept the household's application. (See N.J.A.C. 10:87-2.30.)
- (b) Right to file: Each household has the right to file an application during office hours of the same day it contacts the food stamp office within the county of its residence. The household shall be advised that it does not have to be interviewed before filing the application and may file an incomplete application.
1. Minimum requirements for application: In order to be considered an application for food stamp purposes, the application must contain, at a minimum, the applicant's name and address, and must be signed by a responsible member of the household or the household's authorized representative (see section 7 of this subchapter).
 2. Documentation by the CWA: The CWA shall document the date the application was filed by recording on the application the date it was received by the CWA.
 3. Filing during a period of Federal reduction, suspension, or cancellation of food stamp benefits: CWAs shall accept and process applications during a month(s) in which a reduction, suspension, or cancellation is in effect in accordance with the requirements in this subchapter. Benefits shall be issued in accordance with the requirements in N.J.A.C. 10:87-2.30(c).
- (c) Contacting the food stamp office: The CWA shall encourage households to file an application the same day the household or its representative contacts the certification office, in person or by telephone, and expresses interest in obtaining food stamp assistance.

THE APPLICATION PROCESS

10:87-2.13(c) (continued)

1. Contacting the designated office: If the household has contacted the certification office by telephone designated to accept that household's application but does not wish to come to the office to file the application that same day and instead prefers receiving an application through the mail, the CWA shall mail an application form to the household on the same day the telephone request is received. If the household has requested food assistance in writing, the CWA shall mail an application form to the household on the same day the written request is received.

 2. Contacting the wrong office: If a household contacts the wrong certification office within the county, either in person or by telephone, that certification office shall, in addition to meeting the requirements in paragraph 1 of this subsection, give the household the address and telephone number of the appropriate office, explain how to file an application, and encourage the household to file its application in person or by mail at the appropriate office that same day. The certification office shall also offer to mail the household's application to the appropriate office that same day if the household has completed enough information to file. The household shall be informed that its application will not be considered filed and the processing standards shall not begin until the application is received by the appropriate office. If the household has mailed its request or application for food assistance to the wrong office, the certification office shall mail the request or application to the appropriate office on the same day.
- (d) Availability of application forms: The CWA shall make application forms readily accessible to potentially eligible households and those groups and organizations involved in outreach efforts. The CWA shall also provide an application form to anyone who requests this form.
- (e) Notice of right to file: The CWA shall post signs in each certification office which explain the application processing standards and the right to file an application on the day of initial contact. The CWA shall include similar information about same day filing in outreach materials.
- (f) Withdrawing application: The household may voluntarily withdraw its application at any time during the certification process. The CWA shall document in the case record the reason for withdrawal, if any was stated by the household, and that contact was made with the household to confirm the withdrawal. The household shall be advised of its right to reapply at any time subsequent to the withdrawal.

THE APPLICATION PROCESS

10:87-2.14 Household cooperation

To determine eligibility for program benefits, the application must be completed and signed, the household (or its authorized representative) interviewed, and certain information (see section 20 of this subchapter) must be verified. If the household refuses to cooperate with the CWA in completing this process, the application shall be denied at the time of refusal.

10:87-2.15 Denial of eligibility for noncooperation

For a determination of refusal to be made by the CWA, the household must be able to cooperate but clearly demonstrate that it will not take actions that it can take, to do what is required to complete the application process. For example, to be denied for refusal to cooperate, a household must refuse to be interviewed, not merely fail to appear for the interview. If there is any question as to whether the household has merely failed to cooperate as opposed to refused to cooperate, the household shall not be denied.

10:87-2.16 Subsequent refusal to cooperate

The household shall also be determined ineligible if it refuses to cooperate in any subsequent review of its eligibility, including reviews generated by reported changes, recertifications, or as part of a Quality Control review.

10:87-2.17 Subsequent application

Once denied or terminated for refusal to cooperate, the household may reapply but shall not be determined eligible until it cooperates.

10:87-2.18 Interviews

All applicant households, including those submitting applications by mail, shall have a face-to-face interview with a qualified eligibility worker, prior to initial certification and all recertifications.

10:87-2.19 Interview process

(a) All interviews for food stamp benefits shall meet the requirements below.

1. Person interviewed: The individual interviewed may be the head of household, spouse, any other responsible member of the household or an authorized representative.
2. Responsibilities of interviewer: The interviewer shall not simply review the information which appears on the application but shall explore and resolve with the household any unclear and incomplete information. Households shall be advised of their rights and responsibilities during the interview, including an explanation of the processing standards and the household's responsibility to report changes.

THE APPLICATION PROCESS

10:87-2.19(a) (continued)

3. Confidential nature of the interview: The interview shall be conducted as an official and confidential discussion of household circumstances. The applicant's right to privacy shall be protected during the interview. Facilities shall be of adequate size and layout to preserve the privacy and confidentiality of the interview.
4. Waiver of office interview: The office interview shall be waived for any household which is unable to appoint an authorized representative (see section 7 of this subchapter) and which has no household members able to come to the food stamp office because they are 65 years of age or older, or are mentally or physically handicapped. The CWA shall waive the office interview on a case by case basis for any household which reports it is unable to appoint an authorized representative and has no members able to come to the Food Stamp office because of transportation difficulties or similar hardships.
 - i. Hardships: For the purpose of this Item, hardship conditions include but are not limited to: illness, care of a household member, prolonged severe weather, or work hours which preclude in-office certification. If a waiver is granted, the CWA shall document the reason for the determination in the case record.
 - ii. Telephone interview or home visit: The CWA has the option of conducting a telephone interview or a home visit for those households for whom the office interview is waived. Home visits shall be made only if the date and time of the interview is scheduled in advance with the household.
 - iii. Verification requirements: Waiver of the face-to-face interview does not exempt the household from the verification requirements, although special procedures may be used to permit the household to provide verification and thus obtain its benefits in a timely manner, such as substituting a collateral contact in cases where documentary evidence would normally be provided.
 - iv. Certification period: Waiver of the face-to-face interview shall not affect the length of the household's certification period.

THE APPLICATION PROCESS

10:87-2.19(a) (continued)

5. Scheduling of interviews: The CWA shall schedule all interviews as promptly as possible to ensure that eligible households receive an opportunity to participate within 30 days after the application is filed. Initial applicants and recipients applying for recertification who cannot obtain certification services without missing time from work must be given appointments for such services. While appointments outside normal business hours are not required, CWAs are encouraged to offer them.
- i. Failure to appear: If a household fails to appear for the first interview, the CWA shall initiate action to schedule another interview. The interview shall be rescheduled without requiring the household to provide good cause for failing to appear. However, if the household does not appear for the rescheduled interview, the CWA need not initiate action to schedule any further interviews unless the household requests that another interview be scheduled.
6. PA households: For public assistance households as defined in N.J.A.C. 10:87-2.12(a)1 the CWA shall conduct a single interview at initial certification for both AFDC and food stamps. Such PA households shall not be required to see different eligibility workers or otherwise be subjected to two interview requirements in order to obtain benefits from both programs.
7. SSI jointly processed households: For SSI jointly processed households as defined in N.J.A.C. 10:87-2.12(a)3, the SSA/DO shall conduct a single interview for both food stamps and SSI. Jointly processed households shall not be required to see a CWA eligibility worker or otherwise be subjected to an additional interview by the CWA in order to obtain food stamps (see N.J.A.C. 10:87-2.22).

10:87-2.20 Verification

Verification is the use of third party information or documentation to establish the accuracy of statements on the application.

10:87-2.21 Mandatory verification

- (a) The CWA shall verify the following information prior to certification for households initially applying for food stamp benefits.
1. Gross nonexempt income: Gross nonexempt income shall be verified for all households prior to certification. However, where all attempts to verify the income have been unsuccessful because the person or organization providing the income has failed to cooperate with the household and the CWA, and all other sources of verification are unavailable, the eligibility worker shall determine the amount to be used for certification purposes based on the best available information.
 2. Alien status: For each household member identified on the application as an alien, the CWA shall determine if that member is an eligible alien (see N.J.A.C. 10:87-3.8) by requiring that the household present verification for each alien member.
 1. Verification of immigrant status and continuous residence: Aliens lawfully admitted as immigrants (see N.J.A.C. 10:87-3.8(a)1) and aliens in continuous residence (see N.J.A.C. 10:87-3.8(a)2) shall present INS Form I-151 or Form I-551 "Alien Registration Receipt Card" or the "Re-entry Permit", a passport booklet for lawful permanent resident aliens.
 - ii. INS Form I-94: Aliens in the categories specified in N.J.A.C. 10:87-3.8(a)3 through 5 shall present an INS Form I-94, "Arrival - Departure Record". The CWA shall accept the INS Form I-94 only if it is annotated with Section 203(a)(7), Section 212(d)(5), or Section 243(h) of the Immigration and Nationality Act; or if the form is annotated with one of the following terms or combination of terms: refugee, parolee, paroled, conditional entry or entrant, or asylum.
 - (1) An INS Form I-94 annotated with the letters (A) through (L) shall be considered verification of ineligible status unless the alien can provide other documentation from INS which indicates the alien is eligible.
 - (2) If the INS Form I-94 does not bear any acceptable annotations and the alien has no other verification of alien classification in his/her possession, the CWA shall advise the alien that classification under Sections 203(a)(7), 212(d)(5) or 243(h) of the Immigration and Nationality Act shall result in eligible status. The alien shall also be advised that he/she may be eligible if acceptable verification is obtained and that the alien may contact INS or otherwise obtain the necessary verification. If the alien so wishes and signs a written consent, the CWA will contact INS to obtain clarification of the alien's status.

THE APPLICATION PROCESS

10:87-2.21(a)2 (continued)

- iii. Aliens unable to provide documentation: If an alien is unable to provide any INS document at all (not even an INS Form I-94), the CWA has no responsibility to offer to contact the INS on the alien's behalf. The CWA's responsibility exists only when the alien has an INS document that does not clearly indicate eligible or ineligible alien status. In any event, the CWA shall not contact INS to obtain information about the alien's correct status without the alien's written consent.
 - iv. Other documentation of alien status: If the proper INS documentation is not available, the alien may state the reason and submit other conclusive verification. The CWA shall accept other forms of documentation or corroboration from INS that the alien is classified pursuant to Section 101(a)(15), 101(a)(20), 203(a)(7), 212(d)(5), 243 or 249 of the Immigration and Nationality Act, or other conclusive evidence such as a court order stating that deportation has been withheld pursuant to Section 243(h) of the Immigration and Nationality Act.
 - v. Awaiting verification of alien status: While awaiting acceptable verification, the alien whose status is questionable shall be ineligible. If the alien does not wish to contact INS or give permission for the CWA to contact INS, the household shall be given the option of withdrawing its application or participating without that member. The income and resources of the ineligible alien shall be treated in the same manner as an excluded individual as set forth in N.J.A.C. 10:87-7.14(c) and shall be considered available in determining the eligibility of any remaining household members.
3. Utility expenses: The CWA shall verify a household's utility expenses if the household wishes to claim expenses in excess of the appropriate utility allowance and the expense would actually result in a deduction. If the household's actual utility expenses cannot be verified before the 30 days allowed to process the application expire, the CWA shall use the appropriate utility allowance, provided the household is entitled to use one of the utility allowances as specified in N.J.A.C. 10:87-5.10(a)5iv.
 1. Unoccupied home: If a household wishes to claim expenses for an unoccupied home, the CWA shall verify the household's actual utility expenses for the unoccupied home in every case and shall not use either of the utility allowances.
 4. Medical expenses: The amount of any medical expenses (including the amount of reimbursements) deductible under N.J.A.C. 10:87-5.10(a)3 shall be verified prior to initial certification. Verification of other factors including whether or not the services provided are allowable under N.J.A.C. 10:87-5.10(a)3i or the eligibility of the person incurring the cost, shall be required if questionable.

THE APPLICATION PROCESS

10:87-2.21(a) (continued)

5. Residency: Residency (see N.J.A.C. 10:87-3.2) shall be verified except in unusual cases (such as some migrant farmworker households or households newly arrived in the county) when verification of residency cannot reasonably be accomplished. Acceptable verification of residency should be accomplished, to the extent possible, in conjunction with the verification of other information such as but not limited to rent and mortgage payments, utility expenses and identity. If verification cannot be accomplished in conjunction with the verification of other information, the CWA shall use a collateral contact or other readily available documentary evidence. Any documents or collateral contacts which reasonably establish the household's residency shall be accepted and no requirement for a specific type may be imposed.
6. Identity: The identity of the person making application shall be verified. If an authorized representative applies on behalf of a household, the identity of both the authorized representative and the head of household shall be verified. Identity may be verified through readily available documentary evidence, or if that is unavailable, through collateral contact.
 1. Acceptable verification: Examples of acceptable documentary evidence which the applicant may provide include, but are not limited to, a driver's license, a work, or school identification card, an identification for health benefits or for another assistance or social service program, a voter registration card, wage stubs, or a birth certificate. Any documents which reasonably establish the applicant's identity must be accepted, and no requirement for a specific type of document may be imposed.
7. Verification of Social Security numbers: Social Security numbers (SSN) (see N.J.A.C. 10:87-3.24) provided to the CWA by household members shall be verified by observing the household member's Social Security card or other official document containing the Social Security number, through use of information supplied by the Social Security Administration (SSA) such as the BENDEX or SDX or by the CWA submitting or having the individual submit Form SS-5, Application for a Social Security Number, to SSA. If the household member does not have a SSN or the SSN appears questionable, the CWA shall verify the SSN only through information supplied by SSA.
 1. Documentation of Social Security numbers: Once a SSN has been verified, the CWA shall document the number in the case record accordingly to preclude the necessity of subsequent reverification of the SSN. The CWA shall accept as verified a SSN which has already been validated for AFDC, Medicaid, or other similar programs.

THE APPLICATION PROCESS

10:87-2.21(a)7 (continued)

- ii. Delays in verification of Social Security numbers: Although the CWA must verify SSNs provided by the household, the agency shall not delay certification of an otherwise eligible household solely to validate any member's SSN, even if the 30 day processing period has not expired. If verification of a previously reported SSN is not completed at initial certification, it shall be completed at the time of, or prior to the household's next recertification.
 - iii. Subsequent verification of Social Security numbers: A verified SSN shall be reverified only if the identity of the individual or the SSN becomes questionable. If the CWA determines that an individual's SSN is questionable, the CWA shall verify the SSN only through information provided by the SSA, such as the BENDEX, SDX, or by submitting Form SS-5 to the SSA.
8. Verification of questionable information: With the exception of liquid resources and loans, the CWA shall verify all other factors of eligibility prior to certification only if they are questionable and affect the household's eligibility or benefit level. Procedures for verifying loans and liquid resources are described in (a)8v below.
- i. Questionable information defined: To be considered questionable, the information on the application must be inconsistent with statements made by the applicant, inconsistent with other information on the application or previous applications, or inconsistent with information received by the CWA prior to certification. When determining if information is questionable, the CWA shall base the decision on each household's individual circumstances. The fact that a household's expenses exceed its income may be grounds for a determination that further verification may be required. However, this fact shall not, in and of itself, be grounds for a denial. The CWA shall instead explore with the household how it is managing, whether or not the household receives excluded income or has resources, and how long the household has managed under these circumstances. Certain special procedures described below shall be followed when information concerning one of the following eligibility requirements is questionable.
- ii. Household Composition: The CWA shall verify any factors affecting the composition of a household if questionable.
- (1) Individuals who wish to be a separate household from those with whom they reside shall be responsible for proving a claim that they are a separate household to the satisfaction of the CWA.

THE APPLICATION PROCESS

10:87-2.21(a)811 (continued)

- (2) Elderly and disabled individuals as described in N.J.A.C. 10:87-2.2(a)4 who wish to be a separate household, shall be responsible for obtaining the cooperation of the individuals with whom they reside in providing necessary income information to the CWA and for providing (at the CWA's request) a physician's statement that they cannot purchase and prepare their own meals.
 - (3) For any surviving spouse or child of a veteran claiming a permanent disability that is questionable (not apparent) to the CWA, under N.J.A.C. 10:87-2.38(a)7 of the definition of "elderly or disabled member", the household shall provide (at the CWA's request) a statement from a physician or licensed or certified psychologist which substantiates the applicant's claim of disability.
- iii. Citizenship: When a household's statement that one or more of its members is a U.S. citizen is questionable, the household shall be asked to provide acceptable verification. Acceptable forms of verification include birth certificates, religious records, voter registration cards, or certificates of citizenship or naturalization provided by INS, such as Identification Cards for Use of Resident Citizens in the U.S. (INS Form I-179 or INS Form I-197) or U.S. Passports.
- (1) Participation in the AFDC program shall be considered acceptable verification of citizenship if verification was obtained for that household for eligibility in that program.
 - (2) If the above forms of verification cannot be obtained and the household can provide a reasonable explanation as to why verification is not available, the CWA shall accept a signed "Affidavit of Citizenship" from someone who is a U.S. citizen who declares, under penalty of perjury that the member in question is a U.S. citizen.
 - (3) The member whose citizenship is in question shall be ineligible to participate until proof of United States citizenship is obtained. Until proof of U.S. citizenship is obtained, the member whose citizenship is in question shall have his or her income, less a pro rata share, and all of his or her resources considered available to any remaining household members as set forth in N.J.A.C. 10:87-7.14(c).

THE APPLICATION PROCESS

10:87-2.21(a)8 (continued)

- iv. Deductible expenses: Deductible expenses other than utility costs which exceed the standard (see paragraph 3 of this subsection) shall be verified only if questionable and if allowing the expense would actually result in a deduction. For example, rent, even if questionable, would not be verified if the household's child care expenses exceed the limit on the combined dependent care/shelter deduction since the amount of the rent can not alter the amount of the deductions.
- (1) Shelter costs of unoccupied homes: Households which wish to claim shelter costs for a home that is unoccupied because of employment or training away from home, illness or abandonment caused by a natural disaster or casualty loss must provide verification of actual utility costs if the costs would result in a deduction. These households are also responsible for providing verification of any other shelter costs of the unoccupied home if the cost is questionable and it would result in a deduction. The CWA is not required to assist the household in obtaining verification of this expense if the verification would have to be obtained from a source outside the county.
- (2) Delays in verification: If a deductible expense must be verified and obtaining the verification may delay the household's certification, the CWA shall advise the household that the household's eligibility and benefit level may be determined without providing a deduction for a claimed but unverified expense. Shelter costs would be computed without including the questionable and unverified components. The standard utility allowance shall be used if the household is entitled to claim it and has not verified higher actual costs. If the expense cannot be verified within 30 days of the date of application, the CWA shall determine the household's eligibility and benefit level without providing a deduction for the unverified expense.
- (3) Subsequent verification: If the household subsequently provides the missing verification, the CWA shall redetermine the household's benefits, and provide increased benefits, if any in accordance with the timeliness standards in Section IX on reported changes. The household shall be entitled to the restoration of any benefits lost as a result of the disallowance of the expense only if the expense could not be verified within the 30-day processing standard because the CWA failed to allow the household sufficient time (as defined in N.J.A.C. 10:87-2.31(a)2) to verify the expense. If the household would be ineligible unless the expense is allowed, the household's application shall be handled as provided in section 30 and 31 of this subchapter.

THE APPLICATION PROCESS

10:87-2.21(a)8 (continued)

v. Liquid resources and loans: The CWA shall verify liquid resources and whether or not moneys received by the household are loans whenever such items are questionable (See subparagraph i of this paragraph).

(1) When verifying that income is exempt as a loan, a legally binding agreement is not required. A simple statement signed by both parties which indicates that the payment is a loan and must be repaid shall be sufficient verification.

(2) If the household receives payments on a recurrent or regular basis from the same source but claims the payments are loans, the CWA may also require that the provider of the loan sign an affidavit which states that repayments are being made or that payments will be made in accordance with an established repayment schedule.

9. Verification for PA households (as defined in N.J.A.C. 10:81-2.12(a)1): These verification procedures shall be followed for those factors of eligibility which are needed solely for purposes of determining the household's eligibility for food stamps. For those factors of eligibility which are needed to determine both AFDC eligibility and food stamp eligibility, the CWA may use the AFDC verification rules. However, the CWA shall not delay the household's food stamp benefits if, at the end of 30 days following the date the application was filed, the CWA has sufficient verification to meet food stamp verification requirements but does not have sufficient verification to meet the AFDC verification rules.

10:87-2.22 Verification for SSI jointly processed households

The CWA shall ensure that the required verifications are obtained prior to certification. The CWA may verify information (except for wage information) through the SDX/BENDEX (see N.J.A.C. 10:87-2.27), and such information shall not be reverified unless it is questionable. Any further contact by the CWA must be done by home visit (with the permission of the SSI household), telephone or letter only, and shall not constitute a second food stamp certification interview.

10:87-2.23 Sources of verification

(a) Documentary evidence: The CWA shall use documentary evidence as the primary source of verification. Documentary evidence is written confirmation of a household's circumstances. Examples of documentary evidence include wage stubs, rent receipts and utility bills. Acceptable verification shall not be limited to any single type of document and may be obtained through the household or other source. Where information from another source contradicts statements made by the household, the household shall be immediately afforded the opportunity to resolve the discrepancy. Whenever documentary evidence cannot be obtained, the CWA shall use alternate sources of verification such as collateral contacts and home visits.

THE APPLICATION PROCESS

10:87-2.23 (continued)

(b) Collateral contacts:

1. A collateral contact is a verbal confirmation of a household's circumstances by a person outside of the household. The collateral contact may be made either in person or over the telephone. The acceptability of a collateral contact shall not be restricted to a particular individual but may be anyone who can be expected to provide an accurate third party verification of the household's statements. Examples of acceptable collateral contacts are employers, social service groups, migrant service agencies and neighbors of the household. Systems of records such as, but not limited to, the SDX/BENDEX to which the CWA has routine access are not considered collateral contacts and, therefore, need not be designated by the household.

i. Home visits: Home visits shall be used as verification only if documentary evidence cannot be obtained and the visit is scheduled in advance with the household.

(c) Discrepancies: When information from another source contradicts statements made by the household, the household shall be afforded a reasonable opportunity to resolve the discrepancy prior to an eligibility determination.

(d) Responsibility for obtaining verification:

1. The household has primary responsibility for providing documentary evidence to support its income statements and to resolve any questionable information. Households may supply documentary evidence in person, through the mail or through an authorized representative. However, the CWA shall not require the household to personally present verification at the food stamp office. The CWA shall accept any reasonable documentary evidence provided by the household and shall be primarily concerned with how adequately the verification proves the statements on the application. If it would be difficult or impossible for the household to obtain the documentary evidence in a timely manner, the CWA shall offer assistance in obtaining the evidence, except as otherwise stated in this section.

2. Inability to obtain documentary evidence: Whenever documentary evidence cannot be obtained, the CWA shall substitute a collateral contact or a home visit. The CWA shall rely on the household to provide the name of any collateral contact. The household may request assistance in designating a collateral contact. The CWA is not required to use a collateral contact designated by the household if the collateral contact cannot be expected to provide an accurate third party verification. When the collateral contact designated by the household is unacceptable, the CWA shall ask the household to designate another collateral contact. The CWA is responsible for obtaining verification from acceptable collateral contacts.

THE APPLICATION PROCESS

10:87-2.24 (Reserved)

10:87-2.25 (Reserved)

10:87-2.26 Documentation:

Case records must be documented to support eligibility, ineligibility, and benefit level determinations. Documentation shall be in sufficient detail to permit a reviewer to determine the reasonableness and accuracy of the determination. Where verification was required to resolve questionable information, the CWA shall document why the information was considered questionable and what documentation was used to resolve the questionable information. The CWA shall also document (except when a collateral contact is used to verify residency or household size) the reason why an alternate source of verification, such as a collateral contact or home visit, was needed and the reason a collateral contact was rejected and an alternate source requested.

10:87-2.27 BENDEX/SDX

If documentary evidence of Social Security and/or SSI benefits is not readily available from the applicant, the CWA may verify the income through the Beneficiary Data Exchange (BENDEX) and/or the State Data Exchange (SDX). The CWA shall not verify wages through use of the BENDEX. The CWA may use the BENDEX/SDX data to verify other food stamp eligibility criteria provided the household is given an opportunity to verify the information from another source if the BENDEX/SDX information is contradictory to the household's information or is unavailable. However, determination of a household's eligibility and benefit level shall not be delayed beyond the application processing time standards (see N.J.A.C. 10:87-2.30) if the BENDEX/SDX data are unavailable.

10:87-2.28 Verification subsequent to initial certification

- (a) At recertification, the CWA shall verify a change in income, medical expenses or actual utility expenses claimed by a household if the source has changed or the amount has changed by more than \$25.00 since the last time they were verified.
1. Questionable information: The CWA may verify income, actual utility expenses or medical expenses claimed by households which are unchanged or have changed by \$25.00 or less, only if the information is questionable as defined in N.J.A.C. 10:87-2.21(a)8i. All other changes reported at the time of recertification shall be subject to the same verification procedures that apply at initial certification.
 - i. Unchanged information: Unchanged information, other than income and medical or utility expenses, shall not be verified at recertification unless the information is questionable as defined in N.J.A.C. 10:87-2.21(a)8i.

THE APPLICATION PROCESS

10:87-2.28(a) (continued)

2. Changes: Changes reported during the certification period shall be subject to the same verification procedures that apply at initial certification, except that the CWA is not required to verify income, medical expenses or actual utility expenses if the source has not changed and the amount has changed by \$25.00 or less since the last time they were verified.
3. Social Security numbers: Newly obtained Social Security numbers shall be verified at recertification in accordance with verification procedures in N.J.A.C. 10:87-2.21(a)7.

10:87-2.29 (Reserved)

10:87-2.30 Normal processing standard

- (a) The CWA shall provide eligible households that complete the initial application process an opportunity to participate as soon as possible, but not later than 30 calendar days after the application was filed. An application is considered filed the day the appropriate food stamp office receives the application containing the applicant's name and address and signed by either a responsible member of the household or the household's authorized representative. For SSI jointly processed households, the application shall be considered filed for normal processing purposes when the signed application is received by the Social Security Administration district office. Households entitled to expedited processing are specified in N.J.A.C. 10:87-2.32, et seq.
- (b) Opportunity to participate: An opportunity to participate consists of providing households with an ATP and having an issuance facility open and available for the household to obtain its allotment. If the ATP is mailed, two days shall be allowed for delivery before determining if the household has been provided an opportunity to participate. A household has not been provided an opportunity to participate within 30 days of application if the ATP is mailed on the 29th or 30th day. Neither has an opportunity to participate been provided if the ATP is mailed on the 28th day but no issuance facility is open on the 30th day where the household can obtain coupons. The CWA must mail the ATP at least two days in advance of the 30th day and assure that the ATP can be transacted after it is received but before the 30th day expires.
 1. ATP issued after the 24th day of the month: Any ATP issued after the 24th day of the month shall not expire until the end of the following month.
- (c) Processing standards during a period of Federal reduction, suspension or cancellation of food stamp benefits: Determinations of eligibility shall be made in accordance with normal processing standards. For a household entitled to expedited processing as specified in N.J.A.C. 10:87-2.35, issuance of benefits shall be made in accordance with the following provisions:

THE APPLICATION PROCESS

10:87-2.30(c) (continued)

1. Reduction: If a household is found to be eligible for benefits and a reduction is in effect, the amount of benefits shall be calculated based on the reduction formula provided by DPW.
2. Suspension or cancellation: If a household is found to be eligible for benefits while a suspension or cancellation is in effect, no benefits shall be issued to the household until issuance is again authorized by DPW.

10:87-2.31 Delays in processing

(a) If the CWA does not determine a household's eligibility and provide an opportunity to participate within 30 days of the date the application was filed, the CWA shall take action as indicated below.

1. Failure to appear for two interviews: If the household has failed to appear for two scheduled interviews and has made no subsequent contact with the CWA to express interest in pursuing the application, the CWA shall send the household a notice of denial on the 30th day following the date of application. The household must file a new application if it wishes to participate in the program. (See paragraph 2iv of this subsection) for households which express interest in pursuing the application after failing to appear for two scheduled interviews.
2. Determining cause: The CWA shall determine the cause of the delay. A delay shall be considered the fault of the household if the household has failed to complete the application process even though the CWA has taken all the action required to assist the household. The CWA must have taken the following actions before a delay can be considered the fault of the household:
 - i. Failure to complete the application: For households which have failed to complete the application form, the CWA must have offered, or attempted to offer, assistance in its completion.
 - ii. Failure to register for work: If one or more members of the household have failed to register for work (as required in N.J.A.C. 10:87-3.15), the CWA must have informed the household of the need to register for work and given the household at least 10 days from the date of notification to register those members.
 - iii. Incomplete verification: In cases where verification is incomplete, the CWA must have provided assistance when required, as specified in N.J.A.C. 10:87-2.23(d), and allowed the household sufficient time to provide the missing verification.

THE APPLICATION PROCESS

10:87-2.31(a)2iii (continued)

- (1) Sufficient time shall be at least 10 days from the date of the CWA's initial request for the particular verification which was missing.
- iv. Failure to appear for an interview: For households which have failed to appear for an interview, the CWA must have attempted to reschedule the initial interview within 30 days of the date the application was filed.
- (1) If the household has failed to appear for the first interview and a subsequent interview is postponed at the household's request or cannot otherwise be rescheduled until after the 20th day but before the 30th day following the date the application was filed, the household must appear for the interview, bring verification and register members for work by the 30th day. Otherwise, the delay shall be the fault of the household.
 - (2) If the household has failed to appear for the first interview and a subsequent interview is postponed until after the 30th day following the date the application was filed, the delay shall be the fault of the household.
 - (3) If the household has missed both scheduled interviews and requests another interview, any delay shall be the fault of the household.
3. Fault of the CWA: Delays that are the fault of the CWA include, but are not limited to those cases in which the CWA failed to take one or more of the actions described in paragraph 2 of this subsection.
4. Delays caused by the household: If, by the 30th day, the CWA cannot take any further action on the application due to the fault of the household, the household shall lose its entitlement to benefits for the month of application.
- i. Pending status: When the household has failed to take action by the 30th day, an "Adverse Action Notice" shall be sent on the 30th day advising the household of action still required to determine eligibility and that their case is being placed in pending status. The household will have an additional 30 days to take the required action. If the household has not taken the required action within 60 days of the date the application was filed, the household will be required to file a new application to determine eligibility for benefits.

THE APPLICATION PROCESS

10:87-2.31(a)4 (continued)

- ii. Households found eligible in second 30-day period: If the household was at fault for the delay in the first 30-day period but is found to be eligible during the second 30-day period, the CWA shall provide benefits only from the month following the month of application. The household is not entitled to benefits for the month of application when the delay was the fault of the household.
5. Delays caused by the CWA: Whenever a delay in the initial 30-day period is the fault of the CWA, the CWA shall take immediate corrective action. The CWA shall not deny the application if it caused the delay but shall instead notify the household by the 30th day after the application was filed that the application is being held pending. The CWA shall also notify the household of any action it must take to complete the application process.
 1. Household found eligible in second 30-day period: If the household is found to be eligible during the second 30-day period, the household shall be entitled to benefits retroactive to the month of application. If, however, the household is found to be ineligible, the CWA shall deny the application.
 6. Delays beyond 60 days: The following procedures apply as appropriate when a delay occurs in the second 30-day period.
 1. Complete case record: If the CWA is at fault for not completing the application process by the end of the second 30-day period, and the case record is otherwise complete, the CWA shall continue to process the original application until an eligibility determination is reached.
 - (1) CWA fault in initial delay: If the household is determined eligible, and the CWA was at fault for the delay in initial 30-day period, the household shall receive benefits retroactive to the month of application.
 - (2) Household fault in initial delay: If the initial delay was the household's fault, the household shall receive benefits retroactive only to the month following the month of application. The CWA shall use the original application to determine the household's eligibility in months following the 60 day period.
 - ii. Incomplete case record: If the CWA is at fault for not completing the application process by the end of the second 30-day period, but the case record is not sufficiently complete to reach an eligibility determination, the CWA shall continue to process the original application. If the household is subsequently determined eligible, the procedure in subparagraph 1 above shall be used to determine entitlement for retroactive benefits.

THE APPLICATION PROCESS

10:87-2.31(a)6 (continued)

- iii. Household fault in second delay: If the household is at fault for not completing the application process by the end of the second 30-day period, the CWA shall deny the application and require the household to file a new application if it wishes to participate. The household shall not be entitled to any lost benefits even if the delay in the initial 30 days was the fault of the CWA.

10:87-2.32 Expedited service

- (a) The following households are entitled to expedited service provided that the household's liquid resources (for example, cash on hand, checking or savings accounts, savings certificates and lump sum payments as described in N.J.A.C. 10:87-5.9(a)10) do not exceed \$100.00:
1. Households with less than \$150.00 in monthly gross income, as computed in N.J.A.C. 10:87-6.15; or
 2. Migrant or seasonal farmworker households who are destitute as defined in N.J.A.C. 10:87-6.16.

10:87-2.33 Identifying households needing expedited service

At the time of a request for food assistance, the household shall be pre-screened for entitlement to expedited service. For example, a receptionist, volunteer or other agency employee shall screen applications as they are filed or as individuals come in to apply.

10:87-2.34 Processing standards

- (a) Except as specified in subsections (b), (c) and (e) below, for households entitled to expedited service, the ATP shall be mailed or be available for pickup by the household no later than the close of business on the fifth calendar day following the day the application was filed.
- (b) Drug addicts and alcoholics, and residents of group living arrangement facilities: For residents of drug addiction or alcoholic treatment and rehabilitation centers and residents of group living arrangements (see N.J.A.C. 10:87-7.16(c)1) who are entitled to expedited service, the CWA shall mail an ATP, or have the ATP available to be picked up no later than 7 working days following the date the application was filed.

THE APPLICATION PROCESS

10:87-2.34 (continued)

- (c) Out-of-office interviews: If a household is entitled to expedited service and is also entitled to a waiver of office interview (see N.J.A.C. 10:87-2.19(a)4), the CWA shall conduct the interview (unless the household cannot be reached) and complete the application process within the expedited service standards. The first day of this count is the calendar day following application filing.
1. Incomplete applications: If the application is not complete, and the CWA conducts a telephone interview and must mail the application to the household for signature, the mailing time involved will not be counted toward the expedited service standards. Mailing time shall only include the days the application is in the mail to and from the household and the days the application is in the household's possession pending signature and mailing.
- (d) Late determinations: If the prescreening required in this section fails to identify a household as being entitled to expedited service and the CWA subsequently discovers that the household is entitled to expedited service, the CWA shall provide such service within the processing standards above except that the processing standard shall be calculated from the date the CWA discovers the household is eligible for expedited service.
- (e) SSI jointly processed households: The CWA shall act on the application for these households within the standards specified in N.J.A.C. 10:87-2.34 except that the processing standards shall be calculated from the date the food stamp application is received at the correct CWA. The CWA shall prescreen all applications received from the SSA/DO for entitlement to expedited service on the day the application is received at the correct food stamp office.
- (f) Negotiating the ATP: The CWA shall ensure that any applicant who receives an ATP card under expedited service is able to negotiate that ATP card at a coupon issuance site within one calendar day of receiving it excluding weekends and holidays. Issuance services must be made available to participants Monday through Friday throughout the entire month. At a minimum, therefore, at least one site must be available for this purpose, provided that all participants reside within 30 miles of that site. (See N.J.A.C. 10:87-9.17(d).)

THE APPLICATION PROCESS10:87-2.35 Special procedures for expediting service

(a) The CWA shall use the following procedures when expediting certification and issuance.

1. Verification procedure: In order to expedite the certification process, the CWA shall use the following verification procedures:
 - i. In all cases the applicant's identity shall be verified through a collateral contact or readily available documentary evidence.
 - (1) Documentary evidence: Examples of acceptable documentary evidence which the household may provide include, but are not limited to, a driver's license, work or school I.D. card, voter registration card, or birth certificate;
 - ii. All reasonable efforts shall be made to verify, within the expedited processing standards, the household's residency, income statements (including a statement that the household has no income), liquid resources and all other verification factors required in N.J.A.C. 10:87-2.21 through collateral contacts or readily available documentary evidence;
 - (1) Benefits shall not be delayed beyond the delivery standards prescribed in N.J.A.C. 10:87-2.34 solely because these eligibility factors have not been verified;
 - iii. CWAs shall attempt to obtain as much additional verification as possible during the interview, but shall not delay the certification of households entitled to expedited service for the full time frame prescribed in N.J.A.C. 10:87-2.34 when the CWA has determined it is unlikely that other verification can be obtained within the expedited processing standards; and
 - iv. Households entitled to expedited service shall be asked to furnish or apply for a Social Security number for each household member before the first full month of participation. Those households unable to provide the required Social Security numbers or who do not have a SSN prior to their next issuance shall be allowed 30 days from the first day of the first full month of participation to obtain the SSN, in accordance with N.J.A.C. 10:87-3.24.
2. Contacting the collateral contact: Once the household has supplied the name of a collateral contact or has asked the CWA for assistance in locating one the CWA shall promptly contact the collateral contact or otherwise assist the household in obtaining the necessary verification.

10:87-2.35(a) (continued)

3. Certification period: Households which are certified on an expedited basis and have provided all necessary verification required in N.J.A.C. 10:87-2.20 prior to certification shall be assigned a normal certification period (see N.J.A.C. 10:87-6.19). If verification is postponed, the CWA shall certify these households for the month of application (the month of application and the subsequent month for those households applying after the 15th of the month) or, at the option of the CWA, shall assign the normal certification period warranted by the household's circumstances. However, in no event will benefits be continued past the month of application if verification is not obtained. Federally mandated reduction, suspension, or cancellation of allotments in a given month shall have no effect on the certification periods assigned to households.
- i. One month certification: If certified only for the month of application, the household must reapply and complete the verification requirements which were postponed.
- ii. Certification for longer than one month: If a certification period longer than one month is assigned, the CWA shall notify the household in writing that no further benefits will be issued until the postponed verification is completed and that if the postponed verification is not completed within 30 days of the date of application, the household's application will be denied. The notice shall also advise the household that if verification results in changes in the household's eligibility or level of benefits, the CWA shall act on those changes without an advance notice of adverse action. When households which applied for benefits after the 15th of the month provide the postponed verification, the CWA shall issue the second month's benefits within five working days from receipt of the verification or the first of the second month, whichever is later.

THE APPLICATION PROCESS

10:87-2.35(a)3 (continued)

- iii. Unlimited expedited certifications: There is no limit to the number of times a household can be certified under expedited procedures, so long as prior to each expedited certification the household either completes the verification requirements which were postponed at the last expedited certification or was certified under normal processing standards since the last expedited certification.
 - iv. Households not entitled to expedited service: Households requesting, but not entitled to, expedited service shall have their applications processed according to normal standards.
4. Expedited service during a period of Federal reduction, suspension or cancellation of food stamp benefits: Households eligible to receive expedited processing which apply for program benefits during a month in which a reduction, suspension, or cancellation is in effect, shall have their cases processed in accordance with the above procedures, subject to the following provisions:
- i. Reduction: Households which receive expedited service in a month in which a reduction is in effect and which are determined to be eligible, shall be issued allotments that are reduced in accordance with the reduction in effect. The reduced allotments shall be made available to the households within the time frame specified in N.J.A.C. 10:87-2.34.
 - ii. Suspension: Households which receive expedited service in a month in which a suspension is in effect and that are determined to be eligible, shall have benefits issued within the time frame specified in N.J.A.C. 10:87-2.34 unless the suspension is still in effect at the time issuance is to be made.
 - iii. Cancellation: Households eligible to receive expedited processing which apply for benefits during a month in which cancellation is in effect shall receive expedited service. However, the deadline for completing the processing of such cases shall be two days or the end of the month of application, whichever date is later. All other regulations pertaining to expedited service shall be applicable to these cases.
5. Work registration: The CWA shall at a minimum, require the applicant to register for work unless exempt or unless the household has designated an authorized representative to apply on its behalf.
- i. The CWA shall attempt to register other household members (including the head of household, if an authorized representative is making application) but shall postpone the registration of such household members if it cannot be accomplished within expedited processing standards. The CWA may attempt registration of other household members by:

THE APPLICATION PROCESS

10:87-2.35(a)5i (continued)

- (1) Requesting the applicant (or authorized representative) complete the work registration forms for other household members to the best of his/her ability; or
 - (2) Accomplishing work registration for other household members in a timely manner through other means, such as contacting the household.
- ii. The CWA may attempt to verify questionable work registration exemptions, but such verification shall be postponed if expedited processing standards cannot be met.

10:87-2.36 AFDC eligibility determination (PA households)

(a) Action on the food stamp portion of the application shall not be delayed nor the application denied on the grounds that AFDC eligibility determination has not been made.

1. Anticipating AFDC grant: If the CWA can anticipate the amount and date of the initial AFDC grant, but the grant will not be received until a subsequent month, the CWA shall vary the household's food stamp benefit level according to the anticipated receipt of payment and notify the household.
2. Retroactive AFDC payments: Portions of initial AFDC payments intended to retroactively cover a previous month shall be disregarded as lump-sum payments in accordance with N.J.A.C. 10:87-5.9(a)10.
3. Unable to anticipate receipt of AFDC: If the amount or date of receipt of the initial AFDC payment cannot be reasonably anticipated at the time of food stamp eligibility determination, the AFDC payments shall be treated as a change in circumstances.
4. Adverse action: The CWA is not required to send a notice of adverse action if the receipt of the AFDC grant reduces or terminates the household's food stamp benefits, provided the household is notified in advance that its benefits may be reduced or terminated when the grant is received.
5. Denial of AFDC: A household whose AFDC application is denied shall not be required to file new food stamp application but shall have its food stamp eligibility determined or continued on the basis of the original application and any other documented information obtained subsequent to the application which may have been used in the PA determination and which is relevant to food stamp eligibility or level of benefits.

10:87-2.37 Procedures for SSI jointly processed households

- (a) Initial application at the Social Security District Office (SSA/DO): The SSA/DO will inform households eligible for SSI joint processing (see N.J.A.C. 10:87-2.12(a)3) of their right to apply for food stamps at the SSA/DO without going to the food stamp office and will refer all other households to the appropriate food stamp office. The SSA/DO will accept and complete FSP-901A forms received from households eligible for SSI joint processing and forward them within one working day to the appropriate CWA. Along with the FSP-901A, the SSA/DO will forward a Social Security Administration Transmittal for Food Stamp Applications (Form SSA-4233) which documents all verification obtained by the SSA employee.
1. Telephone or mail contact by the SSA/DO: During a telephone interview, if the SSA/DO takes an initial or redetermination application for SSI, a food stamp application will also be completed. In these cases an FSP-901A will be mailed to the claimant for signature to be returned to the SSA/DO or CWA. The SSA/DO will then forward any food stamp application it receives to the appropriate food stamp office. The CWA may not require the household to be interviewed again in the food stamp office (see N.J.A.C. 10:87-2.22). SSI recipients who are redetermined for SSI by mail will be sent a notice informing them of their right to file a food stamp application at the SSA/DO or their local food stamp office and have an out-of-office interview performed by the CWA if the household is unable to appoint an authorized representative.
 2. Entitlement to expedited service: The SSA/DO will prescreen all applications for entitlement to expedited service on the day received, and will mark "Expedited Processing" on the SSA-4233 for all households which appear to be so entitled. The SSA/DO will inform such households that benefits may be issued a few days sooner if they apply directly at the food stamp office. The household may take the application from the SSA/DO to the food stamp office for screening and interview, and processing of the application.
- (b) Recertification at the SSA/DO: Jointly processed SSI households which have received a food stamp notice of expiration (Form FSP-907A) and who appear at an SSA/DO for an SSI redetermination shall be entitled to make a timely application for food stamp recertification at the SSA/DO office.
- (c) Denial of SSI: For jointly processed cases in which the SSI determination results in a denial and the CWA believes that food stamp eligibility or benefit levels may be affected, the CWA shall send the household a Notice of Expiration (Form FSP-907A) advising the household that its certification period will expire at the end of the month following the month in which the notice is sent.

THE APPLICATION PROCESS

10:87-2.38 Elderly or disabled defined

(a) Elderly or disabled member is defined as a member of a household who:

1. Is 60 years of age or older (or becomes 60 in the month of application);
2. Receives Supplemental Security Income (SSI) benefits under Title XVI of the Social Security Act (including emergency benefits based on presumptive eligibility);
3. Receives disability or blindness payments under Titles I, II, X, XIV or XVI of the Social Security Act;
4. Is a veteran with a service-connected disability rated or paid as total under Title 38 of the United States Code (USC) or is considered in need of regular aid and attendance or permanently housebound under Title 38 of the United States Code;
5. Is a surviving spouse of a veteran and considered in need of aid and attendance or permanently housebound under Title 38 of the United States Code;
6. Is a surviving child of a veteran and considered to be permanently incapable of self-support under Title 38 of the United States Code;
7. Is a surviving spouse or child of a veteran and entitled to (but not necessarily receiving) compensation for a service-connected death or pension benefits for a nonservice-connected death under Title 38 of the United States Code and has a disability considered permanent under Section 221(i) of the Social Security Act. Entitled as used in this definition refers to those veterans' surviving spouses and children who are receiving the compensation or benefits or have been approved for such payments, but are not receiving them.

ELIGIBILITY FACTORS OTHER THAN NEEDTable of ContentsSubchapter 3. ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.1	Applicability
10:87-3.2	Residency in the county
10:87-3.3(a)	Determination of residency
(b)	Vacationer excluded
10:87-3.4	Recording applicant's address
10:87-3.5	Citizenship or permanent alien status
10:87-3.6	U.S. citizen defined
10:87-3.7(a)	Eligible alien
(b)	Ineligible alien as a member of the household
(c)	Ineligible alien as applicant
10:87-3.8(a)	Eligible aliens; listing
(a)1	Immigrants
2	Continuous residence
3	Conditional entry
4	Emergent reasons
5	Deportation withheld
10:87-3.9	Ineligible aliens
10:87-3.10	Income and resources
10:87-3.11(a)	Awaiting verifications
(a)1	Subsequent verification
10:87-3.12(a)	Eligibility to use coupons for prepared meals
(a)1	Communal dining
2	Meal delivery service
3	Addicts and alcoholics
10:87-3.13	(Reserved)
10:87-3.14	(Reserved)
10:87-3.15	Work registration
10:87-3.16	Appropriate NJSES office defined
10:87-3.17(a)	Registration procedure
(b)	Frequency of registration
(c)	Completion of NJES-511B not required
10:87-3.18(a)	Exemptions from the work registration requirement
(b)1	Persons under 18 and over 60
2	Essential persons
3	Students
4	Incapacitated adults
5	Employed persons
6	Certain addicts and alcoholics
7	Persons subject to registration under other programs
8	Recipients of unemployment compensation
9	Jointly processed households
10:87-3.19(a)	Additional registration requirements
(a)1	NJSES interview
2	Response to request by NJSES for additional information
3	Voluntary quit
4	Reporting for job interview
5	Accepting suitable employment
6	Continuance of suitable employment
7	Strikers

ELIGIBILITY FACTORS OTHER THAN NEED

Table of Contents (continued)

- 10:87-3.20(a) Failure to comply
 - (b) CWA responsibilities
 - (c) Good cause for non-compliance
 - (d) Good cause defined
 - (e) Penalty for non-compliance
- 10:87-3.21(a) Reestablishment of eligibility
 - (a)1 Expiration of the suspension period
 - 2 Achievement of exempt status
 - 3 Compliance at a later date
- 10:87-3.22 (Reserved)
- 10:87-3.23 Procedures for students in an institution of higher education
 - (a) Student in an institution of higher education defined
 - 1 Student eligibility requirements
 - 2 Head of household concept
- 10:87-3.24(a) Social Security numbers
 - (a)1 Participation while awaiting a Social Security number
 - 2 Obtaining a SSN
 - 3 Failure to comply
 - 4 Determining good cause

SUBCHAPTER 3. ELIGIBILITY FACTORS OTHER THAN NEED10:87-3.1 Applicability

Nonfinancial eligibility factors in this section shall apply equally to all applicant households. (See N.J.A.C. 10:87-2.20 and 2.21 for verification requirements.)

10:87-3.2 Residency in the county

(a) A household must be a resident of the county in which it files an application for participation. No individual may participate as a member of more than one household, or in more than one county, in any month (for transfers between counties see N.J.A.C. 10:87-9.3) except as follows in (a)1 below.

1. Residents of shelters for battered women and children Residents of shelters for battered women and children may participate in the program as a member of more than one household or in more than one county as a separate household in any month if the previously certified household of which they were members also contains the person who subjected them to abuse.

1. Shelter residents who are included in such certified households may receive an additional allotment as a separate household only once a month.

10:87-3.3 Determination of residency

(a) For purposes of the Food Stamp Program, a person shall be considered a resident in the place in which he/she actually lives, without regard to legal residence or intent to remain permanently. There shall be no requirement that a person reside in the county for a specified period of time prior to application. A fixed residence is not required; for example, migrant campsites satisfy the residency requirement.

(b) Vacationer excluded. A person temporarily visiting the county solely on a vacation shall not be considered a resident.

10:87-3.4 Recording applicant's address

The county welfare agency shall be responsible for recording the applicant's correct address in the case record.

10:87-3.5 Citizenship or permanent alien status

To receive program benefits, the applicant shall be either a United States citizen or an eligible alien.

ELIGIBILITY FACTORS OTHER THAN NEED10:87-3.6 U.S. citizen defined

For the purposes of section 5 of this subchapter, the United States shall be defined as the 50 States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, Swain's Island, American Samoa, and the Northern Mariana Islands. (Citizenship shall be verified only if questionable in accordance with N.J.A.C. 10:87-2.21(a)8.)

10:87-3.7 Eligible alien

- (a) Aliens who have been lawfully admitted for permanent U.S. residence and/or who are permanently and lawfully residing in the U.S. shall be eligible for participation in the Food Stamp Program. (For a specific listing of aliens eligible for program benefits, see section C of this subchapter.)
- (b) Ineligible alien as a member of the household: The presence of a person in the household who is ineligible for participation in the program because of his/her alien status shall not prevent the remainder of the household from being certified for program benefits, if eligible. (See also N.J.A.C. 10:87-2.21(a)2v.)
- (c) Ineligible alien as applicant: If the household is comprised of minors (who are eligible for participation in the program) and an adult member who is ineligible for program benefits because of his/her alien status, such adult may make application on behalf of the remaining members of the household. However, if there is another adult in the household who is eligible for benefits, that person shall make application.

10:87-3.8 Eligible aliens: listing

- (a) With the provision that all other eligibility requirements are met, the following aliens shall be eligible for participation in the Food Stamp Program:
 1. Immigrants: An alien lawfully admitted for permanent residence as an immigrant to sections 101(a)(15) and 101(a)(20) of the Immigration and Nationality Act (see N.J.A.C. 10:87-2.21(a)2 for verification).
 2. Continuous residence: An alien who entered the United States prior to June 30, 1948, or some later date as required by law, and has continuously maintained residency in the United States since then, and is not ineligible for citizenship but is considered to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General pursuant to section 240 of the Immigration and Nationality Act (see N.J.A.C. 10:87-2.21(a)2 for verification).
 3. Conditional entry: An alien qualified for conditional entry because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic natural calamity pursuant to section 203(a)(7) of the Immigration and Nationality Act (see N.J.A.C. 10:87-2.21(a)2 for verification);

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.8(a) (continued)

4. Emergent reasons: An alien lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest pursuant to section 212(d)(5) of the Immigration and Nationality Act (see N.J.A.C. 10:87-2.21(a)2 for verification);
5. Deportation withheld: An alien living within the United States to whom the Attorney General has withheld deportation pursuant to section 243 of the Immigration and Nationality Act because of the judgement of the Attorney General that the alien would otherwise be subject to persecution on account of race, religion, or political opinion (see N.J.A.C. 10:87-2.21(a)2 for verification).

10:87-3.9 Ineligible aliens

No aliens other than those described in section 8 of this subchapter are eligible to participate in the program as a member of any household. Among those excluded are alien visitors, tourists, diplomats, and students, who enter the United States with no intention of abandoning their residence in a foreign country.

10:87-3.10 Income and resources of ineligible aliens and individuals whose citizenship is questionable

The income and resources of an ineligible alien, or individual whose citizenship is questionable, who would be considered a member of a household if he or she did not have ineligible alien status or questionable citizenship status shall be considered in determining eligibility and level of benefits of the household in the same manner as the income and resources of an excluded individual as specified in N.J.A.C. 10:87-7.14(c).

10:87-3.11 Awaiting verifications

- (a) If verification of eligible alien status or citizenship as required by N.J.A.C. 10:87-2.21(a)2 and (a)8, respectively, is not provided on a timely basis, the eligibility of the remaining household members shall be determined. The income and resources of the alien(s) whose status is unverified or individual whose citizenship is questionable shall be treated in the same manner as an excluded member as specified in N.J.A.C. 10:87-7.14(c) and considered available in determining the eligibility of the remaining household members.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.11(a) (continued)

1. Subsequent verification: If verification of eligible alien status or citizenship is subsequently received, the CWA shall act on the information as a reported change in household membership in accordance with timeliness standards in subchapter 9 of this chapter.

10:87-3.12 Eligibility to use coupons for prepared meals

- (a) The following individuals, if members of an eligible household, may use food coupons to purchase prepared meals from any communal dining facility, meal delivery service, alcoholic and/or drug treatment center, group living arrangement, or shelter for battered women and children which is currently authorized by FNS to accept food coupons.

1. Communal dining: Any member of an eligible household who is 60 years of age or older or members who receive SSI may use all or any part of his/her coupons to purchase meals prepared at a communal dining facility authorized by FNS for that purpose. In addition, if such household member lives with his/her spouse, the spouse may also use coupons to purchase meals from a communal dining facility.
2. Meal delivery service: Any member of an eligible household who is 60 years of age or older, or members who are housebound, feeble, physically handicapped or otherwise disabled to the extent that they are unable to adequately prepare all their meals, may use all or any part of their coupons to purchase meals from a nonprofit meal delivery service. The spouse of such an individual may also use coupons to purchase meals from a meal delivery service, regardless of age or disability.
3. Addicts and alcoholics: Members of eligible households who are narcotics addicts or alcoholics and who regularly participate in a drug or alcoholic treatment and rehabilitation program may use coupons to purchase food prepared for them during the course of such program by a private nonprofit organization or institution authorized by FNS.
4. Group living arrangements: Members of eligible households who are residents of a private or public nonprofit facility, authorized by FNS to use coupons to purchase food for meals served either communally or individually.
5. Residents of shelters for battered women and children may use their coupons to purchase meals prepared especially for them at a shelter which has been authorized by FNS to redeem coupons at wholesalers, or which redeems at retailers as the authorized representative of participating households.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.13 (Reserved)

10:87-3.14 (Reserved)

10:87-3.15 Work registration

- (a) All members of an eligible household shall register for work, comply with the job search requirements, and accept suitable employment, if offered, unless exempt under any of the provisions of N.J.A.C. 10:87-3.18. Upon reaching a determination that an applicant or a member of the applicant's household is required to register, the CWA shall explain to the applicant the work registration and job search requirements, his or her rights and responsibilities, and the consequences of failure to comply.
- (b) The CWA shall provide work registration forms to the applicant for each household member required to register for employment and permit the applicant to complete the form. Household members are considered to have registered when a completed work registration form is submitted to the CWA.
- (c) The work registration and job search functions of NJSES may be limited by the availability of administrative funds provided by USDA.

10:87-3.16 Appropriate NJSES office defined

For the purposes of N.J.A.C. 10:87-3.17, the "appropriate" NJSES office shall be defined as that office having jurisdiction in the area in which a registrant resides.

10:87-3.17 Registration procedure

- (a) Registration shall be accomplished through the execution of a work registration form. The certification worker shall review the registration form for completeness, retain a copy in the case record, and forward the original to the appropriate NJSES office in accordance with DPW instructions. The certification worker shall check "No" under the "job search" block on the work registration form for migrant or seasonal farm workers away from their usual place of residence, and following the work stream. Additionally, if the certification worker is aware that any registrant is exempt from the job search requirement, it shall be reflected in the "job search" block on the work registration form. The CWA shall not forward work registration forms to NJSES until the household is certified, but in no event, not later than five days after the date of certification.
- (b) Frequency of registration: Each nonexempt person shall be required to register at the time of application and at least once every six months thereafter. Re-registration shall be accomplished by the return of a completed information report form to the appropriate NJSES office.
- (c) Changes to be reported to NJSES: The CWA shall be responsible for notifying the appropriate NJSES office via an information report form of those work registrants who become exempt from the work registration requirement subsequent to registration, are no longer certified for participation in the program, or move from the area. Such notification shall be provided to the appropriate NJSES office within a reasonable time period but not to exceed 30 days from the date the change becomes known to CWA.
- (d) Determination of work registration in case of agency disagreement: In the event that NJSES disagrees with the CWA determination that an individual is required to register for work, NJSES may request a reconsideration of the individual's nonexempt status. The CWA must respond to the reconsideration request within 30 days and NJSES must accept the response as final. If, however, the CWA fails to respond within 30 days, NJSES shall deregister the household member.

ELIGIBILITY FACTORS OTHER THAN NEED10:87-3.18 Exemptions from the work registration requirement

- (a) Exemptions to the work registration requirement shall be determined when the household applies or reapplies for benefits, when there is a change in the employment status of any member of the household, and/or when the six month registration period is initiated or renewed. The applicant shall cooperate fully with regard to the establishment of his or her exemption from the work registration requirement. If an applicant fails to cooperate in the determination of his or her exempt status, the county welfare agency shall require the applicant to complete a work registration form.
- (b) The following persons shall be exempt from the work registration requirement:
1. Persons under 18 and over 60: Program participants or applicants who are under 18 years of age or aged 60 years or over shall be exempt. If a child has its 18th birthday within a certification period, the child shall fulfill the work registration requirement as part of the next scheduled recertification process, unless the child qualifies for another exemption.
 2. Essential persons: The following shall be exempt from work registration as essential persons:
 - i. Responsible for care of child under 12 or incapacitated person: One parent or other household member who has responsibility for the care of a dependent child under 12 years of age, or who cares for an incapacitated person, shall be exempt. If the child has its 12th birthday within a certification period, the individual responsible for the care of the child fulfill the work requirement as part of the next scheduled redetermination process, unless the individual qualified for another exemption.
 - ii. Responsible for care of child under 18: A parent or other caretaker relative of a child under the age of 18 in a household where another able-bodied parent is registered for work, or exempt as a result of employment in accordance with the provisions in paragraph 5 of this subsection, shall be exempt.
 - (1) If the child has its 18th birthday within a certification period, the parent or caretaker must fulfill the work registration requirement as part of the next scheduled recertification process, unless the parent or caretaker qualifies for another exemption.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.18(b) (continued)

3. Students: Persons enrolled at least half-time (as defined by the institution or program in which they are enrolled) in any school or training program or institution of higher education which is recognized by any Federal, State, or local government agency shall be exempt.
 - i. Semester breaks and vacations: Once a student enrolls in an institution of higher education, such enrollment shall be deemed to continue through normal periods of class attendance, vacation and recess unless the student graduates, is suspended or expelled, drops out, or does not intend to register for the next normal school term, excluding summer school.
 - ii. Correspondence courses: Persons enrolled in correspondence courses, where physical attendance is not regularly required, shall not be considered students for the purposes of (b)3 above.
4. Incapacitated adults: Adults who are physically or mentally unfit for employment shall be exempt. If a mental or physical disability is claimed and the disability is not evident, verification shall be required.
 - i. Evidence of incapacity: The following shall be considered evidence of incapacity:
 - (1) Certain SSI benefits: Current eligibility for SSI benefits for the blind or disabled, with the exception of "essential persons" (as defined by SSA);
 - (2) Disability benefits: Current receipt of temporary or permanent disability benefits issued by governmental or private sources;
 - (3) Medical verification: A statement from a physician or licensed or certified psychologist which substantiates the applicant's claim of disability; (the certification worker may obtain such medical verification in writing or by telephone).
 - (4) Report by the medical review team (MRT): In the case of applicants who are receiving public assistance, a report by the MRT substantiating the applicant's claim of disability.
 - ii. Documentation of incapacity: The certification worker shall document all facts relevant to, and verification methods utilized, in the determination of incapacity.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.18(b) (continued)

5. Employed persons: Persons who are employed or self-employed at least 30 hours per week or receiving weekly earnings equal to the Federal minimum wage multiplied by 30 hours shall be exempt. This shall include migrant and seasonal farm workers who are under contract or similar written agreement with an employer or crew chief to begin employment within 30 days, although this shall not prevent individuals from seeking additional services from NJSES.
- i. Non-painful employment: Persons engaged in hobbies or volunteer work or any other activity which cannot, because of the minimal amount of monies received from such activity, be considered painful employment, shall not be exempt from work registration, regardless of the amount of time spent in such activity.
6. Certain addicts and alcoholics: A narcotics addict or alcoholic who regularly participates, as a resident or nonresident, in a drug or alcoholic treatment and rehabilitation program, which has been certified as such by the New Jersey Department of Health, shall be exempt.
- i. Verification of program participation: Prior to certification, the regular participation of an addict or alcoholic in such a program shall be verified with the appropriate organization or center.
- ii. Verification of center certification: An approved center shall be in possession of a letter from the New Jersey Department of Health, verifying certification by that agency.
7. Persons subject to registration under other programs: Persons registered for work in accordance with program requirements of General Assistance are exempt.
- i. Persons exempt from registration under other programs: Persons exempt from work registration in accordance with program requirements of AFDC and General Assistance are not necessarily exempt from registration in the Food Stamp Program. Such individuals shall be exempt only if they meet the exemption criteria in this section.
- ii. Persons failing to comply with AFDC or GA work registration requirements: Persons who fail to comply with an AFDC or GA work registration requirement that is equivalent to a food stamp work registration requirement shall be disqualified in accordance with the provisions of N.J.A.C. 10:87-3.20.
- (1) Notification procedures for GA recipients who fail to comply with work registration requirements: Municipal welfare departments shall advise the CWA of each GA recipient who fails to comply with any work registration requirement and of the actual requirement with which the recipient failed to comply. If the GA recipient is participating in the food stamp program, the CWA shall determine if the failure to comply with the GA work requirement is equivalent to a food stamp work registration requirement.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.18(b) (continued)

8. Recipients of unemployment compensation: Persons in receipt of unemployment compensation and persons who have applied for, but have not yet begun receiving unemployment compensation shall be exempt.
 9. Jointly processed households: Household members who are entitled to joint processing shall be exempt from work registration until they are determined eligible for SSI and therefore exempt from work registration in accordance with N.J.A.C. 10:87-3.18(b)4. If ineligible for SSI and where applicable, a determination of such an individual's work registration status will then be made through recertification procedures.
 10. WIN registrant: A household member subject to and participating in WIN shall be exempt.
- (c) Persons losing exempt status: Persons losing exempt status due to any change in circumstance that is subject to the reporting requirements of N.J.A.C. 10:87-9.7(a)11 shall register for employment when the change is reported according to the following procedures:
1. If the change is reported in person by the household member required to register, the person shall complete a work registration form at the time the change is reported, unless this is not possible, in which case the household member shall return the work registration form to the CWA within 10 days.
 2. If the change is reported in person by a household member other than the member required to register, the person reporting the change may complete the work registration form at the time the change is being reported or deliver the work registration form to the household member.
 3. If the change is reported by phone or through the mail, the CWA shall be responsible for providing the participant with a work registration form.
 4. Participants shall be responsible for returning the work registration form to the CWA within 10 calendar days from either the date the form was handed to the household member reporting the change in person, or the date the CWA mailed the form.
 5. Persons who lose their exempt status due to a change in circumstances that is not subject to the reporting requirements of N.J.A.C. 10:87-9.7(a)11 shall register for employment at the household's next recertification.

ELIGIBILITY FACTORS OTHER THAN NEED10:87-3.19 Additional registration requirements

(a) For the purposes of retaining eligibility for Food Stamp benefits, a non-exempt member of the household, who is registered for work shall be required to comply with the following provisions:

1. NJSES interview: The registrant shall, upon reasonable request, report to the appropriate NJSES office for a personal interview. NJSES shall send the registrant a letter informing him or her about the interview. If the registrant fails to appear for the interview and has not contacted NJSES in advance to reschedule the interview, the NJSES office shall send a second letter scheduling another interview. If the registrant does not respond to the second interview request, the NJSES shall notify the CWA within five working days of the date the registrant failed to comply with the second interview request. The CWA shall take the appropriate action in accordance with the provisions of N.J.A.C. 10:87-3.20.
2. Response to request by NJSES for additional information: The registrant shall be required to respond, in a timely fashion, to any request by the appropriate NJSES office for supplemental information regarding past work experience or skills.
3. Voluntary quit: No applicant household whose primary wage earner voluntarily quits his/her most recent job without good cause shall be eligible for participation in the Food Stamp Program except as provided in subparagraph ii of this paragraph. Changes in employment status that result from reducing hours of employment while working for the same employer, terminating a self-employment enterprise or resigning from a job at the demand of the employer shall not be considered as a voluntary quit. (See N.J.A.C. 10:87-3.19(a)7 concerning strikers.)
 1. Application processing: When a household files an application, the CWA shall determine if any currently unemployed (i.e., employed less than 20 hours per week or receiving less than weekly earnings equivalent to the Federal minimum wage multiplied by 20 hours) household member who is required to register for full time work has quit his/her most recent job (i.e., employment involving 20 hours or more per week or having received weekly earnings equivalent to the Federal minimum wage multiplied by 20 hours) without good cause within the last 60 days.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.19(a)31 (continued)

- (1) Primary wage earner: If a determination of voluntary quit is established, the CWA shall then determine if that household member is the household's primary wage earner. The primary wage earner shall be that household member 18 years of age or over who was acquiring the greatest amount of earned financial support for the household at the time of the quit. The primary wage earner is determined by comparing the projected earnings of the member who quit employment in the month the voluntary quit occurred as if he/she had not ceased employment with the actual or, if not available, the projected earnings of the remaining household members.
 - (2) Denial of application: Upon a determination that the primary wage earner voluntarily quit employment, the CWA shall determine if the voluntary quit was with good cause as defined below. If the voluntary quit was not for good cause, the household's application for participation shall be denied for a period of two months beginning with the month of the quit. The household shall be advised of the reason for the denial and of its rights to reapply and/or request a fair hearing.
 - (3) Application in second month of disqualification period: If an application for participation in the Food Stamp Program is filed in the second month of disqualification, the CWA shall (in accordance with N.J.A.C. 10:87-6.5) use the same application for the denial of benefits in the remaining month of disqualification and certification for any subsequent months if all other eligibility criteria are met.
- ii. Exceptions from voluntary quit provisions: The following persons are exempt from the voluntary quit provisions:
- (1) Members of certified households: Primary wage earners in households certified for the Food Stamp Program at the time of the quit.
 - (2) Persons exempt from work registration: Persons exempt from the full time work registration provisions as stated in N.J.A.C. 10:87-3.13.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.19(a)3 (continued)

- iii. Good cause: Good cause for leaving employment includes the good cause provisions found in N.J.A.C. 10:87-3.20(d) and resigning from a job that does not meet the suitability criteria specified in paragraph 5 of this subsection. Good cause for leaving employment shall also include:
- (1) Discrimination: Discrimination by an employer based on age, race, sex, color, handicap, religious belief, national origin, or political belief;
 - (2) Working conditions: Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule;
 - (3) Employment or education: Acceptance by the primary wage earner of employment or enrollment of at least half-time in any recognized school, training program or institution of higher education, that requires the primary wage earner to leave employment;
 - (4) Employment or education of other household member: Acceptance by any other household member of employment or enrollment of at least half-time in any recognized school, training program or institution of higher education in another county which requires the household to move and thereby requires the primary wage earner to leave employment;
 - (5) Retirement: A resignation which is recognized by the employer as retirement;
 - (6) Employment becomes unsuitable: Employment which becomes unsuitable (see paragraph 5 of this subsection) after acceptance of such employment;
 - (7) Employment does not materialize: Acceptance of a bona fide offer of employment of more than 20 hours a week or in which the weekly earnings are equivalent to the Federal minimum wage multiplied by 20 hours which, because of circumstances beyond the control of the primary wage earner, subsequently does not materialize or results in employment of less than 20 hours a week or weekly earnings of less than the Federal minimum wage multiplied by 20 hours; and
 - (8) Patterns of employment: Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another such as migrant farm labor or construction work. There may be some circumstances where households will apply for food stamp benefits between jobs, particularly in cases where work may not yet be available at the new job site. Even though employment at the new site has not actually

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.19(a)3i1i (continued)

begun, the quitting of the previous employment shall be considered to be with good cause if such movement from employer to employer is part of the pattern of that type of employment.

- iv. Verification: To the extent that the information given by the household is questionable as defined in N.J.A.C. 10:87-2.21(a)3i, the CWA shall request verification of the household's statements.
- (1) Primary responsibility: The primary responsibility for providing verification (see N.J.A.C. 10:87-2.23(d)) rests with the household.
 - (2) CWA assistance: If it is difficult or impossible for the household to obtain documentary evidence in a timely manner, the CWA shall offer assistance to obtain the needed verification.
 - (3) Acceptable sources: Acceptable sources of verification include but are not limited to the previous employer, employee associations, union representatives, and grievance committees or organizations.
 - (4) Collateral contact: Whenever documentary evidence cannot be obtained from the household member, the CWA shall substitute a collateral contact. The CWA is responsible for obtaining verification from acceptable collateral contacts (see N.J.A.C. 10:87-2.23(b)) provided by the household.
 - (5) Unable to verify: If the household and the CWA are unable to obtain requested verification from the above or other sources because the cause for the quit resulted from circumstances which for good reason cannot be verified, such as a resignation from employment due to discriminatory practices, unreasonable demands by an employer, or because the employer cannot be located, the household shall not be denied access to the Food Stamp Program.
4. Reporting for job interview: The registrant shall be required to report to any employer to whom he/she has been referred by the appropriate NJSES office if the potential employment meets the suitability requirements in paragraph 5 of this subsection.
5. Accepting suitable employment: The registrant shall be required to accept any bona fide offer of suitable employment to which he/she has been referred by the appropriate NJSES office.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.19(a)5 (continued)

i. Unsuitable employment: Employment offered to a registrant shall not be considered suitable when any of the following conditions exist:

- (1) Earnings: The wages offered are less than the highest of; the applicable Federal minimum wage, the applicable State minimum wage, or, if neither the State or Federal minimum wage is applicable, 80% of the Federal minimum wage. If the employment offered is on a piece-rate basis, and the average hourly yield the employee can reasonably be expected to earn is less than the applicable hourly wages specified above.
- (2) The registrant, as a condition of employment, is required to join, resign from, or refrain from joining, any legitimate labor organization;
- (3) The work offered is at a site subject to a strike or a lock-out at the time of the offer unless the strike has been enjoined under Section 209 of the Labor-Management Relations Act (Taft-Hartley) or unless an injunction has been issued under Section 10 of the Railway Labor Act.

ii. Registrant proof of unsuitability: Any employment offered a registrant shall be considered suitable unless he/she can demonstrate or the county welfare agency becomes aware that;

- (1) The degree of risk to health and safety is unreasonable.
- (2) He/she is physically or mentally unfit to perform the employment, as established by documentary medical evidence or reliable information obtained from other sources or
- (3) The employment offered within the first 30 days of registration is not in his/her major field of experience;
- (4) The distance of the employment from his/her residence is unreasonable considering the expected wage and the time and cost of commuting. Employment shall not be considered suitable if daily commuting time exceeds 2 hours per day, not including the transportation of a child to and from a child care facility. Nor shall employment be considered suitable if the distance to the place of employment prohibits walking and neither public nor private transportation is available to transport the member to the job site;
- (5) The working hours or nature of the employment interferes with the individual's religious observances, convictions or beliefs; or

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.19(a)5ii (continued)

- (6) For students, the employment is offered during class hours or is more than 20 hours per week.
6. Continuance of suitable employment: The registrant shall be required to continue suitable employment to which he or she was referred, unless termination from such employment is due to circumstances beyond his or her control, the employment is no longer considered suitable in accordance (a)5 above, or the registrant becomes exempt from the work registration requirement (see N.J.A.C. 10:87-3.19).
7. Strikers: Households with striking member(s) shall be ineligible to participate in the Food Stamp Program unless the household was (or would have been) eligible for benefits the day prior to the strike and is otherwise eligible at the time of application. Pre-strike eligibility shall be determined by considering the day prior to the strike as the day of application and assuming the strike did not occur. Such households shall retain their eligibility but shall not receive an increased allotment as a result of a decrease in the income of the striking member(s) of the household.
- i. The CWA shall determine eligibility by comparing the striking member's income before the strike to the striker's current income and adding the higher of the two figures to the current income of nonstriking members during the month of application.
 - ii. To determine benefits (and eligibility for those households subject to the net income eligibility standard) deductions shall be calculated for the month of application as for any other household. Whether the striker's pre-strike earnings or current income is used, the earnings deduction shall be allowed, if appropriate.
 - iii. If other changes occur, such as but not limited to, a change in household size or non-strike related employment, the CWA shall take appropriate action and adjust the benefit level.
 - iv. Strikers shall be subject to work registration criteria.
 - v. Striker defined: For the purpose of the Food Stamp Program the term "striker" shall be defined as anyone involved in a strike or concerted stoppage of work by employees (including a stoppage by reason of the expiration of a collective bargaining agreement) and any concerted slowdown or other concerted interruption of operations by employees. Additionally, any individual exempt from the work registration requirement, other than those exempt solely on the grounds that they are employed, shall not be deemed to be a striker. Examples of non-strikers who are eligible to participate in the program include, but are not limited to:

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.19(a)7v (continued)

- (1) Employees whose workplace is closed by an employer in order to resist demands of employees (for example, lockout);
 - (2) Employees unable to work as a result of striking employees (for example, truckdrivers who are not working because striking pressmen prevent newspapers from being printed); or
 - (3) Employees who are not part of the bargaining unit on strike who do not want to cross the picket line due to fear of personal injury or death.
- (b) Job search: Persons required to register for work shall also be subject to a job search.
1. Job search assignment: During the initial assessment interview, NJSES shall determine the job search category of each work registrant. NJSES shall provide each registrant with written notification regarding his or her job search requirements, procedures to be followed and the consequences of failure to comply. Based on the capabilities and characteristics of the registrant, NJSES shall place each work registrant into one of the following categories:
 - i. Category I - Job Ready:
 - (1) Those registrants that have no apparent substantial barriers to employment shall be placed in Category I - Job Ready.
 - ii. Category II - Non-Job Ready:
 - (1) Those registrants with substantial barriers to employment such as, but not limited to, medical, transportation, language or family problems, that alone or in conjunction with adverse labor market conditions would make them difficult to place shall be placed in Category II - Non-Job Ready.
 - (2) Persons on temporary layoff or expecting to return to work within 60 days, shall be placed in Category II - Non-Job Ready for 60 days from the date of initial registration. At the end of the 60 day period, such persons, if still unemployed, may be re-categorized as appropriate.
 - iii. Category III - Exempt:
 - (1) The NJSES determination of exempt status shall be made at the time the work registration form is received from the CWA to preclude the need of such registrants to travel to the NJSES office for an interview, unless it is impossible for the NJSES office to determine exempt status from the information on the work registration form.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.19(b)1iii (continued)

- (2) Those work registrants for whom a job search is determined to be impractical, specifically including registrants residing an unreasonable distance from the appropriate NJSES office or potential employers shall be placed in Category III - Exempt.
 - (A) A distance shall be considered unreasonable if the round trip exceeds two hours by reasonably available public or private transportation.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.19(b)1111 (continued)

- (3) Migrant and seasonal farmworkers away from their usual place of residence and following the work stream shall also be placed in Category III - Exempt.

2. Job search requirements: Persons classified as Category I - Job Ready or persons losing exempt status or reentering the Food Stamp Program after a period of absence shall be subject to and must comply with a job search for a period of eight weeks each 12 months. The NJSES office may require that the eight week period be one continuous period, or that it be divided into two separate job search periods which total eight weeks.

i. Job contact: Registrants shall contact, as required by NJSES, up to 24 prospective employers during the eight week period. If the job search period is shortened, the number of required job contacts shall be reduced on a pro rata basis, to the maximum extent practicable.

- (1) A referral by NJSES to an employer shall be considered a job contact provided the registrant presents himself or herself to the employer as available for employment.
- (2) To be considered a job contact initiated by the registrant, the registrant must present himself or herself to the employer as available for work and the employer must ordinarily employ persons in areas of work that the registrant is reasonably qualified by means of experience, training or ability and is not considered unsuitable employment in accordance with N.J.A.C. 10:87-3.19(a)5.
- (3) Depending upon the position being sought, the job contact requirements may be fulfilled by either a personal visit to the prospective employer or another method of application which is considered by the NJSES office to be generally accepted practice.
- (4) The work registrant cannot contact the same employer in subsequent weeks unless the initial contact indicated that vacancies in suitable job positions may soon exist.

ii. Reporting job contacts to NJSES

- (1) Twice during the eight week job search period the work registrant shall report at a prescheduled time to NJSES, the result of all job search contacts. If the eight week job search activity is divided into two separate periods, NJSES may require the registrant to report once during each period of job search activity.

10:87-3.19(b)211 (continued)

- (2) Job contacts shall be reported in writing in a manner prescribed by NJSES. At the time of the initial interview with NJSES, the work registrant shall be informed about the manner of reporting. While such reporting will not require the employer's written confirmation of the job contact, the registrant shall be required to sign written documentation to attest to its validity. The registrant shall be responsible for providing NJSES, upon reasonable request, any additional information regarding job contacts.
3. NJSES review of job contacts: NJSES shall determine if the work registrant has completed the assigned number of job contacts.
- i. If the registrant was assigned a continuous job search period of less than eight weeks, the registrant shall have two additional weeks to complete any missed contacts.
 - ii. If the registrant was assigned a single continuous eight week job search period, no additional time shall be allowed unless NJSES fails to accept, for reasons such as suitability or manner of contact, a job contact(s) reported by the registrant. In such instances, the work registrant shall be allowed an additional two weeks to make up the disallowed contact(s).
 - iii. Persons failing to complete the required number of job contacts, with good cause, shall be excused from completion of the job search requirements.
 - iv. If a registrant believes that a NJSES determination is improper, review of the determination may be obtained from a designated NJSES official not involved in the original determination. For example, if the registrant believes he/she has been improperly assigned to a job search category or assigned an improper number of job search contacts, or that an action which should have been counted as a contact was not, a review may be obtained. This also applies to an NJSES determination that noncompliance was not for good cause.

ELIGIBILITY FACTORS OTHER THAN NEED10:87-3.20 Failure to comply

- (a) If the registrant fails to comply with any of the work registration or job search requirement provisions in this subchapter, without good cause, the appropriate NJSES office shall notify the county welfare agency within five working days of the date such information becomes known to the NJSES, citing specific facts and circumstances, by means of an information report form. The NJSES office shall be responsible for contacting the registrant to determine if good cause existed.
- (b) CWA responsibilities: Within 10 days after NJSES provides notification of failure to comply, the CWA shall provide the household with notice of adverse action and begin the disqualification period with the first month following the expiration of the adverse notice period unless a fair hearing is requested.
1. Fair hearing: Each household has a right to a fair hearing to appeal a denial, reduction, or termination of benefits due to a determination of non-exempt status or a NJSES determination of failure to comply with the work registration and/or job search requirements of this subchapter.
- i. The household can appeal NJSES actions such as the job search category assigned, the number of job search contacts required, NJSES refusal to accept an action as a job search contact, or NJSES refusal to make a finding of good cause.
- ii. A fair hearing shall be scheduled in accordance with N.J.A.C. 10:87-8.6(a)4 and the NJSES office shall be provided with sufficient advance notice to either permit the attendance of an NJSES representative or insure that an NJSES representative will be available for questioning over the phone during the hearing.
- (1) NJSES representative attendance at hearing: If the Administrative Law Judge determines that the NJSES representative should be present at the hearing because of the nature and importance of the evidence to be given, the hearing shall be adjourned and rescheduled for a time at which the NJSES representative is able to attend. In such an event, the time frames prescribed by N.J.A.C. 10:87-3.19 for rendering a fair hearing decision shall be extended for as many days as elapse between the original fair hearing and the rescheduled fair hearing.
- (c) Good cause for noncompliance: The NJSES office shall be responsible for determining good cause in those instances where the work registrant fails to comply with the work registration and job search requirements of this subchapter. The CWA shall determine good cause in those cases where an applicant has voluntarily quit a job (see N.J.A.C. 10:87-3.19(a)3iii). NJSES and the county welfare agency shall take into consideration all of the facts and circumstances which existed at the time of the registrant's alleged failure to comply including information submitted by the employer and the household member involved. Good cause shall include circumstances beyond the control of the registrant.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.20 (continued)

- (d) Good cause circumstances: Good cause for noncompliance shall include circumstances such as, but not limited to, the illness of the registrant, or another household member, unavailability of transportation, and/or an unanticipated emergency. Problems caused by inability of the registrant to speak or write English may constitute good cause. For example, a registrant who cannot read English would have good cause for not appearing for an NJSES interview if the appointment notice was written only in English.
1. Illness of another household member: In the case of a registrant's failure to comply due to the illness of another household member, such illness shall be sufficiently serious as to require the presence of the registrant.
- (e) Penalty for noncompliance: If the CWA is informed by the NJSES Office that a household member has refused or failed, without good cause, to comply with the requirements of this subsection or the CWA determines that a registrant voluntarily quit a job without good cause, the following penalty will apply:
1. Household ineligibility: The entire household shall become ineligible for a period of two months or until such member becomes exempt, or complies with the provisions for reestablishment of eligibility (see N.J.A.C. 10:87-3.21) whichever is earlier.

ELIGIBILITY FACTORS OTHER THAN NEED10:87-3.21 Reestablishment of eligibility

(a) A household which has become ineligible for program benefits because of noncompliance with the work registration and/or job search requirements may have eligibility, regarding work registration and/or job search requirements restored upon satisfaction of one of the following provisions:

1. Expiration of the suspension period: The household shall not retain its status of ineligibility regarding work registration and/or job search requirements for a period greater than two months.
 1. New two month period: If the two month period should elapse and, upon reapplication, the household member again refuses to comply with the work registration and/or job search requirements, the member is subject to disqualification pursuant to provisions of this section.
2. Achievement of exempt status: If the household member should achieve exempt status, as defined in N.J.A.C. 10:87-3.13, prior to the expiration of the two month suspension period, then he or she shall no longer be considered ineligible on the basis of noncompliance with work registration and/or job search requirements.
3. Nonhousehold member: If the household member who caused the disqualification is no longer a member of the household, the remaining members of the household may resume participation in the program if the household reapplies and is determined eligible. Any new household containing the disqualified person shall be subject to disqualification for the remainder of the disqualification period.
4. Compliance at a later date: If, prior to the expiration of the two month suspension period, the household member who caused the disqualification complies with the provisions of N.J.A.C. 10:87-3.15 which he or she failed to meet initially, then he or she shall no longer be considered ineligible on the basis of noncompliance with the work registration and/or job search requirements.
 1. Accepting suitable employment: If the registrant refused to accept a bona fide offer of suitable employment to which he or she was referred by NJSES, acceptance of the employment offer, if still available to the participant, or securing of any other employment which yields earnings per week equivalent to the refused job, or acceptance of any other employment of at least 30 hours per week or any employment of less than 30 hours per week but with weekly earnings equal to the Federal minimum wage multiplied by 30 hours, shall be considered as compliance with the work registration/job search requirements.

10:87-3.21(a)4 (continued)

- ii. Return to suitable employment: If the registrant refused to continue suitable employment to which he or she was referred by NJSES, if still available to the participant, or securing of any other employment of at least 30 hours per week or less than 30 hours per week but with weekly earnings equal to the Federal minimum wage multiplied by 30 hours, shall be regarded as compliance with the work registration/job search requirements.

- iii. Reporting to NJSES: If the registrant initially failed to comply with the job search requirements, the assessment interview, follow-up interview, and/or job contacts, without good cause, and such failure results in disqualification, the disqualification of the household can only be ended if the person who caused the disqualification becomes exempt from the work registration requirement or is no longer a member of the household.

ELIGIBILITY FACTORS OTHER

10:87-3.22 (Reserved)

10:87-3.23 Procedures for students in an institution of higher education

(a) Student in an institution of higher education defined: Any person who is between the ages of 18 and 60 who is physically and mentally fit and is enrolled at least half time in an institution of higher education. Excluded from this definition are persons who are attending high school, participating in on-the-job training programs and training programs which are not institutions of higher education.

1. Institution of higher education defined: An institution of higher education is any institution which normally requires a high school diploma or equivalency certificate for enrollment, including, but not limited to, colleges, universities and vocational or technical schools at the post-high school level.

2. Enrollment defined: A student shall be considered "enrolled" in an institution of higher education beginning on the first day of the school term. Such enrollment shall be deemed to continue through normal periods of class attendance, vacation and recess, unless the student graduates, is suspended or expelled, drops out, or does not intend to register for the next normal school term (excluding summer school).

(b) Student eligibility requirements: In order to be eligible to participate in the Food Stamp Program, any student (as defined in (a) above) must meet at least one of the following criteria:

1. Be employed for a minimum of 20 hours per week and be paid for such employment or, if self-employed, be employed for a minimum of 20 hours per week and receive weekly earnings at least equal to the Federal minimum wage multiplied by 20 hours;

2. Participate in a federally financed work study program (funded in full or in part under Title IV-C of the Higher Education Act of 1965 as amended) during the regular school year;

3. Be responsible for the care of a dependent household member under the age of six;

4. Be responsible for the care of a dependent household member between the ages of six and twelve for whom adequate child care is not available:

i. The availability and adequacy of child care shall be determined by the CWA on a case by case basis;

5. Be receiving benefits from the Aid to Families with Dependent Children (AFDC) program.

ELIGIBILITY FACTORS OTHER THAN NEED

10:87-3.23 (continued)

- (c) Ineligible student living with household: The income and resources of an ineligible student living with a household shall not be considered in determining eligibility or level of benefits of the household (see N.J.A.C. 10:87-5.9(a)9).

10:87-3.24 Social Security numbers

- (a) The CWA shall require that a household participating or applying for participation in the Food Stamp Program provide the CWA with the Social Security number (SSN) of each household member or apply for one before certification. If individuals have more than one number, all numbers shall be required. The CWA shall explain to applicants and participants that refusal or inability to provide a SSN will result in disqualification of the individual for whom the number has not been provided.
1. Participation while awaiting a Social Security number: Household members required to provide a SSN shall be eligible to participate while waiting for the Social Security Administration (SSA) to issue a number. Such participation is permitted for 30 days from the first day of the first full month of participation while awaiting receipt of the SSN. Households entitled to expedited service will be asked to furnish a Social Security number for each household member or apply for one for each household member before the first full month of participation. Those households unable to provide the required SSNs or who do not have one prior to their next issuance shall be allowed 30 days from the first full month of participation to obtain the SSN.
 2. Obtaining a SSN: For those household members who do not have a SSN and must apply for one, the CWA shall complete Form SS-5 and submit it to the appropriate SSA office. The CWA shall retain a copy of the completed SS-5 in the case file. Upon receipt of the SSN, the CWA shall record it in the case record.
 1. When a household member states that he or she has already applied for a SSN, the CWA shall make note of this in the case file. The CWA shall also request that the household member ask for proof of application from SSA in the event that his or her application is not processed within the 30 day time period described in (a)1 above. If the member has not received the SSN within 30 days of the first day of the first full month of participation, it shall be the member's responsibility to demonstrate good cause as outlined in (a)4 below.

10:87-3.24(a) (continued)

3. Failure to comply: When a household member required to provide or apply for a SSN refuses to do so, he or she shall be ineligible to participate in the Food Stamp Program. The disqualified household member may become eligible upon providing the CWA with a SSN, or demonstrating that an application has been made for a SSN. If the CWA determines that an individual who was required to provide a SSN within 30 days of the first day of the first full month of participation has failed to do so without good cause, that individual shall be ineligible to participate until he or she complies.
4. Determining good cause: To determine good cause for failure to provide a SSN, the CWA shall consider information from the household member, SSA, or the CWA itself (especially if the CWA was designated to submit Form SS-5 to SSA and either did not process the form or did not process it in a timely manner). Documentary evidence or collateral information that indicates the individual has applied for a SSN, or made every effort to supply SSA with the necessary information, shall be considered good cause for not complying with this requirement in a timely manner. If the household member(s) can show good cause why a SSN has not been provided in a timely manner, he or she shall be allowed to participate for an additional 30 days. If the individual applying for a SSN has been unable to obtain the documents required by SSA, the certification worker must make every effort to assist the individual in obtaining the necessary documents.

FINANCIAL ELIGIBILITY: RESOURCESTable of Contents

SUBCHAPTER 4.	<u>FINANCIAL ELIGIBILITY; RESOURCES</u>
10:87-4.1	Applicability
10:87-4.2	Applicant responsibility
10:87-4.3	Resources defined
(a)1	Liquid resources
(a)2	Nonliquid resources
10:87-4.4(a)	Jointly owned resources
(b)	Inaccessible
10:87-4.5	Verification of resource information
10:87-4.6	Resources of nonhousehold members
10:87-4.7	Resource exclusions
10:87-4.8	Identification of resource exclusions
(a)1	Home and surrounding property
2	Household goods
3	Personal effects
4	Burial plots
5	Life insurance
6	Pension funds
7	Income producing property
8	Property essential for employment
9	Work related equipment
10	Certain licensed vehicles
11	Installment contracts and the value of property sold under contract
12	Certain disaster payments
13	Inaccessible resources
14	Irrevocable trusts
15	Resources counted as income
16	Indian lands
17	Resources excluded by Federal law
10:87-4.9(a)	Treatment of excluded funds
(b)	Commingled funds
10:87-4.10	Value of resources
10:87-4.11(a)	Fair market value of licensed vehicles
(b)	Households claiming red book value does not apply
(c)	Antique, custom or classic vehicles
(d)	Vehicles equipped for the handicapped
(e)	Vehicle no longer listed in Red Book
10:87-4.12	Treatment of licensed vehicles
(a)1	Vehicles totally excluded
2	Vehicles evaluated at fair market value
3	Vehicles evaluated at equity value
4	Vehicles assigned both fair market and equity value
5	Summary
10:87-4.13	Resource eligibility standards
10:87-4.14	Transfer of resources
10:87-4.15	Disqualification
10:87-4.16	Transfers not subject to disqualification
(a)1	Resources not affecting eligibility
2	Transfer at fair market value
3	Transfer within household
4	Transfers for reasons other than qualifying

FINANCIAL ELIGIBILITY: RESOURCES

Table of Contents (continued)

10:87-4.17	Notice to applicant household
10:87-4.18	Notice to participating household
10:87-4.19	Period of disqualification

FINANCIAL ELIGIBILITY; RESOURCESSUBCHAPTER 4. FINANCIAL ELIGIBILITY; RESOURCES10:87-4.1 Applicability

The resource criteria and eligibility standards of this section apply to all applicant households, including those in which members are also recipients of public assistance.

10:87-4.2 Applicant responsibility

At the time of certification or recertification, the applicant shall report all resources currently held by any member of the household.

10:87-4.3 Resources defined

(a) The resources of a household shall include the following which shall be recorded by the county welfare agency in sufficient detail to permit verification as necessary (see N.J.A.C. 10:87-2.20 and N.J.A.C. 10:87-4.5).

1. Liquid resources: Liquid resources such as cash on hand, money in checking or savings accounts, savings certificates, stocks and bonds, lump-sum payments as described in N.J.A.C. 10:87-5.9(a)10, funds held in Individual Retirement Accounts (IRAs), and funds held in Keogh plans which do not involve the household member in a contractual relationship with individuals who are not household members.
 - i. In counting resources of households with IRAs or includable Keogh plans, the CWA shall include the total cash value of the account or plan minus the amount of the penalty (if any) assessed for the early withdrawal of the entire amount in the account or plan.
 - ii. Keogh plans which do involve a contractual relationship with a nonhousehold member shall be excluded as a resource (see N.J.A.C. 10:87-4.8(a)6).
2. Nonliquid resources: Nonliquid resources, such as personal property, licensed and unlicensed vehicles, buildings, land, recreational property, and any other property not specifically excluded under section 8 of this subchapter.
3. Deemed resources: Resources shall include resources deemed to an alien from his or her sponsor in accordance with N.J.A.C. 10:87-7.18.

FINANCIAL ELIGIBILITY: RESOURCES10:87-4.4 Jointly owned resources

- (a) Resources held jointly by separate households shall be considered available in their entirety to each household, unless it can be demonstrated by the applicant household that such resources are inaccessible to that household. If the household can demonstrate that it has access to only a portion of the resources, the value of that portion of the resource shall be counted toward the household's resource level.
- (b) Inaccessible: The resource shall be considered totally inaccessible to the household if the resource cannot be practically subdivided and the household's access to the value of the resource is dependent on the agreement of a joint owner who refuses to comply. For the purpose of this provision, excluded household members (as described in N.J.A.C. 10:87-2.3(c)) residing with the household shall be considered household members.
- (c) Residents of shelters for battered women and children: Resources shall be considered inaccessible to residents of a shelter for battered women and children if:
1. The resources are jointly owned by such persons and by members of their former household; and
 2. The shelter resident's access to the value of the resources is dependent on the agreement of a joint owner who still resides in the former household.

10:87-4.5 Verification of resource information

Resource information shall be verified prior to certification only if questionable (see N.J.A.C. 10:87-2.21(a)8).

FINANCIAL ELIGIBILITY: RESOURCES10:87-4.6 Resources of nonhousehold and excluded household members

- (a) Nonhousehold members: The resources of nonhousehold members, as described in N.J.A.C. 10:87-2.3(a), shall not be counted as available to the household.
- (b) Excluded household members: The resources of excluded household members, as described in N.J.A.C. 10:87-2.3(c), shall be counted as available to the remaining household members in accordance with N.J.A.C. 10:87-7.14(b) 1 and (c)1.

10:87-4.7 Resource exclusions

In the determination of resource eligibility, any item classified as a resource exclusion shall not be considered in the determination of eligibility for participation in the program. Where an exclusion applies because of use of a resource by or for a household member, the exclusion shall also apply when the resource is being used by or for an excluded household member whose resources are being counted as part of the household's resources.

10:87-4.8 Identification of resource exclusions

- (a) Only the following shall be classified as resource exclusions by the county welfare agency:
1. Home and surrounding property: The home and surrounding property which is not separated from the home by intervening property owned by others.
 - i. Public rights of way: Public rights of way, such as roads which run through the surrounding property and separate it from the home, will not affect the exclusion of the property.
 - ii. Home temporarily unoccupied: The home and surrounding property shall remain excluded when temporarily unoccupied for reasons of employment, training for future employment, illness, or uninhabitability caused by casualty or natural disaster, so long as the household intends to return.
 - iii. Building lot: Households which currently do not own a home, but own or are purchasing a lot on which they intend to build or are building a permanent home, shall receive an exclusion for the value of the lot and, if it is partially completed, for the home.
 2. Household goods: Household goods, including such items as furniture and appliances.
 3. Personal effects: Personal effects, including such items as clothing or jewelry.

10:87-4.8(a) (continued)

4. Burial plots: One burial plot per household member.
5. Life insurance: The cash value of life insurance policies.
6. Pension funds: The cash value of pension plans or funds, as long as the funds remain in the pension plans, except that Keogh plans which involve no contractual relationship with individuals who are not household members and Individual Retirement Accounts (IRAs) shall not be excluded.
 1. Keogh plans involving a contractual relationship with a nonhousehold member (such as Keogh plans established for the self-employed person(s) and employees) shall be excluded. However, if the Keogh plan is such that individual participants may make withdrawals without affecting the other parties in any way (for example, without any contractual obligation to the other participants), then the household member's funds in the Keogh plan will be counted as a resource.

10:87-4.8(a) (continued)

7. Income producing property: Property which annually produces income consistent with its fair market value, even if used only on a seasonal basis.
8. Property essential for employment: Property, such as farm land and rental homes, which is essential to the employment or self-employment of a household member.
 - i. Rental homes used for vacations: Rental homes which are used for vacation purposes at some time during the year shall be counted as resources unless excluded by paragraph 7 of this subsection.
9. Work related equipment: Work related equipment, such as the tools of a tradesman or the machinery of a farmer, which is essential to the employment or self-employment of a household member.
10. Certain licensed vehicles: See N.J.A.C. 10:87-4.12(a)1.
11. Installment contracts and the value of property sold under contract: Installment contracts for the sale of land or buildings if the contract or agreement is producing income consistent with its fair market value. The exclusion shall also apply to the value of any property sold under contract, or held as security in exchange for a purchase price consistent with the fair market value of that property.
12. Certain disaster payments: Any governmental payments which are designated for the restoration of a home damaged in a disaster, if the household is subject to a legal sanction if the funds are not used as intended. For example, payments made by the Department of Housing and Urban Development (HUD) through the individual and family grant program or disaster loans or grants made by the Small Business Administration qualify under this provision.
13. Inaccessible resources: Resources having a cash value which is not accessible to the household, such as but not limited to, irrevocable trust funds (see (a)14 below for treatment of irrevocable trusts), security deposits on rental property or utilities, property in probate, and real property which the household is making a good faith effort to sell at a reasonable price and which has not been sold.
 - i. Good faith effort: The CWA shall verify that the property is actually for sale and that the household has not declined a reasonable offer. Verification may be obtained through a collateral contact or documentation, such as an advertisement for public sale in a newspaper of general circulation or a listing with a real estate broker.

10:87-4.8(a) (continued)

14. Irrevocable trusts: Any funds in a trust or transferred to a trust, and the income produced by that trust to the extent it is not available to the household, shall be considered inaccessible if all of the following criteria apply:
- i. Controlled by the trustee: The trustee administering the funds is either:
 - (1) A court, or an institution, corporation or organization which is not under the direction or ownership of any household member, or
 - (2) An individual (who may be a household member) appointed by the court who has court imposed limitations placed on his or her use of the funds which meet the requirements of this paragraph;
 - ii. Funds held in irrevocable trust: The funds held in an irrevocable trust are either:
 - (1) Established from the household's own funds, if the trustee uses the funds solely to make investments on behalf of the trust or to pay the educational or medical expenses of any person named by the household creating the trust, or
 - (2) Established from household funds by a nonhousehold member;
 - iii. Trust investments: Trust investments made on behalf of the trust do not directly involve or assist any business or corporation under the control, direction, or influence of a household member;
 - iv. Trust not likely to cease: The trust arrangement is not likely to cease during the certification period; and
 - v. Power to revoke: No household member has the power to revoke the trust arrangement or change the name of the student beneficiary during the certification period.
15. Resources counted as income: Resources such as those of students or self-employed persons which have been counted as income under subchapter 5 of this chapter.
16. Indian lands: Indian lands held jointly with the Tribe, or land that can be sold only with the approval of the Bureau of Indian Affairs.

FINANCIAL ELIGIBILITY: RESOURCES

10:87-4.8(a) (continued)

17. Resources excluded by Federal law: Resources which are excluded for food stamp purposes by express provision of Federal law. Resources currently excluded by this provision appear below.
- i. WIC benefits: Benefits received from the Special Supplemental Food Program for Women, Infants and Children (WIC) (Public Law 92-433);
 - ii. Federal relocation reimbursements: Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (Public Law 91-646);
 - iii. Payments to Ottawa Indians: Payments received from the disposition of funds to the Grand River Band of Ottawa Indians (Public Law 94-540);
 - iv. Payments from certain Federal programs: Payments received from the Youth Incentive Entitlement Pilot Projects, the Youth Community Conservation and Improvement Projects, and the Youth Employment and Training Programs under Title IV of the Comprehensive Employment and Training Act Amendments of 1978 (Public Law 95-524);
 - v. Alaska native claims: Payments received under the Alaska Native Claims Settlement Act (Public Law 92-203) or the Sac and Fox Indian Claims Agreement (Public Law 94-189);
 - vi. Payments received by certain Indian tribe members: Payments received by certain Indian tribal members regarding submarginal land held in trust by the United States (Public Law 94-114);
 - vii. Payments from Community Service Administration: Payments received from the Energy Crisis Assistance and Crisis Intervention Programs administered by the Community Service Administration;
 - viii. Energy assistance payments: Payments or allowances made under any Federal, State, or local law for the purpose of energy assistance. In order to qualify for this exclusion, the payments or allowances must be clearly identified as energy assistance by the legislative body authorizing the program or the funds. The State programs of Lifeline and Home Energy Assistance qualify for this exclusion;
 - ix. Payments from Indian Claims Commission: Payments received by the Confederated Tribes and Bands of the Yakima Indian Nation and the Apache Tribe of the Mescalero Reservation from the Indian Claims Commission as designated under Public Law 95-433; and
 - x. Payments from Maine Indians Claims Settlement: Payments to the Passamaquaddy Tribe and the Penobscot Nation or any of their members received pursuant to the Maine Indian Claims Settlement Act of 1980 (Public Law 96-420).

FINANCIAL ELIGIBILITY: RESOURCES

10:87-4.9 Treatment of excluded funds

- (a) Any monies excluded by the provisions of section 8 of this subchapter shall retain the resource exclusion for an unlimited period of time so long as such monies are kept in a separate account and are not commingled in an account with nonexcluded funds.
- (b) Commingled funds: The resources of students and self-employment households which are excluded as provided in N.J.A.C. 10:87-4.8(a)15 and are commingled in an account with nonexcluded funds shall retain their exclusion for the period of time over which they have been prorated as income. All other excluded monies which are commingled in an account shall retain their exclusion for six months from the date they are commingled. After six months from the date of commingling, all funds in the commingled account shall be counted as a resource.

10:87-4.10 Value of resources

The value of nonexempt resources (except for licensed vehicles as described in section 12 of this subchapter) shall be its equity value. The equity value is the fair market value less encumbrances. When necessary, the value of resources shall be determined by consulting sources knowledgeable in the value of such resources. The source of verification shall be documented in the case record.

10:87-4.11 Fair market value of licensed vehicles

- (a) The fair market value of licensed automobiles, trucks, and vans will be determined by the value of those vehicles as indicated by the "Average Wholesale Value" in the most recent edition of the Red Book: Official Used Car Valuations. The CWA shall not increase the basic value of a vehicle by adding the value of low mileage or others such as optional equipment. If a new vehicle is not yet listed in the Red Book, the CWA shall determine the wholesale value through some other means such as, but not limited to, contacting a car dealer which sells that make of vehicle.
- (b) Households claiming red book value does not apply: A household may indicate that, for some reason such as body damage or inoperability, a vehicle is in less than average condition. Any household which claims that the Red Book value does not apply to its vehicle shall be given the opportunity to acquire verification of the true value from a reliable source.
- (c) Antique, custom or classic vehicles: Households shall be asked to obtain verification of the value of licensed antique, custom made, or classic vehicles if the CWA is unable to make an accurate appraisal.
- (d) Vehicles equipped for the handicapped: If the vehicle is especially equipped with apparatus for the handicapped, the apparatus shall not increase the value of the vehicle. The Red Book value shall be assigned as if the vehicle were not so equipped.
- (e) Vehicle no longer listed in Red Book: If a vehicle is no longer listed in the Red Book, the household's estimate of the value of the vehicle shall be accepted unless the CWA has reason to believe the estimate is incorrect. In that case, and if it appears that the vehicle's value will affect eligibility, the household shall obtain an appraisal or produce other evidence of its value, such as a newspaper advertisement which indicates the amount for which like vehicles are being sold.

FINANCIAL ELIGIBILITY: RESOURCES10:87-4.12 Treatment of licensed vehicles

(a) The value of licensed vehicles shall be excluded or counted as a resource as follows:

1. Vehicles totally excluded: The entire value of any licensed vehicle shall be excluded if the vehicle meets one of the criteria below. If found to apply, this exclusion shall continue when the vehicle is not in use because of temporary unemployment, such as when a taxi driver is ill and cannot work, or when a fishing boat is frozen in and cannot be used.
 - i. Vehicle used for income producing purposes: The vehicle is used primarily (over 50 percent of the time) for income producing purposes such as, but not limited to, a taxi, truck, or fishing boat.
 - ii. Vehicle produces income consistent with fair market value: The vehicle annually produces income consistent with its fair market value, even if used only on a seasonal basis.
 - iii. Vehicle essential to employment: The vehicle is necessary for long distance travel other than daily commuting, which is essential to the employment of a household member (or excluded individual whose resources are being considered available to the household); for example, the vehicle of a traveling sales person or of a migrant farm worker following the work stream.
 - iv. Vehicle necessary for subsistence hunting and fishing: The vehicle is necessary for subsistence hunting or fishing.
 - v. Vehicle used as a home: The vehicle is used as a home and therefore excluded under N.J.A.C. 10:87-4.8(a)1.
 - vi. Vehicle necessary to transport a physically disabled household member: The vehicle is necessary to transport a physically disabled household member (or excluded individual whose resources are being considered available to the household) regardless of the purpose of such transportation. This exclusion is limited to one vehicle per physically disabled household member. The vehicle need not have special equipment or be used primarily by or for the transportation of the physically disabled household member. A vehicle shall be considered necessary for the transportation of a physically disabled household member if the vehicle is:
 - (1) A special type of vehicle that makes it possible to transport the disabled person (such as a van large enough to accommodate a wheel chair); or
 - (2) Specially equipped to meet the specific needs of the disabled person.

10:87-4.12(a) (continued)

2. Vehicles evaluated at fair market value: All licensed vehicles not excluded by the provisions of paragraph 1 above shall be individually evaluated for fair market value (see section 11 of this subchapter) and that portion of the value which exceeds \$4,500 shall be attributed in full toward the household's resource level, regardless of any encumbrances on the vehicle. For example, a household owning an automobile with a fair market value of \$5,500 shall have \$1,000 applied to its resource level even though it still owes \$2,000 toward the purchase of the vehicle.
 1. Value in excess of \$4,500: Any value in excess of \$4,500 shall be attributed to the household's resource level, regardless of the household's investment in the vehicle and regardless of whether or not the vehicle is used to transport household members to and from employment. Each vehicle shall be appraised individually. The fair market values of two or more vehicles shall not be added together to reach a total fair market value in excess of \$4,500.
3. Vehicles evaluated at equity value: Except as provided for below, the equity value of licensed vehicles and unlicensed vehicles not excluded under N.J.A.C. 10:87-4.8(a)7, 8 and 9 shall be attributed toward the household's resource level. (Equity value is defined in section 10 of this subchapter.)
 1. Vehicles not evaluated at equity value: The following vehicles shall not be evaluated at equity value:
 - (1) Vehicles excluded by paragraph 1 of this subsection:
 - (2) One licensed vehicle per household, regardless of the use of the vehicle (this vehicle shall be considered the household's "primary" vehicle); and
 - (3) Any licensed vehicles used to transport household members or excluded individuals whose resources are being considered available to the household to and from employment or to and from training or education which is preparatory to employment, or to such employment in compliance with the job search criteria. A vehicle customarily used to commute to and from employment shall be covered by the equity value exclusion during temporary periods of unemployment.
4. Vehicles assigned both fair market and equity value: In the event a licensed vehicle is assigned both a fair market value in excess of \$4,500 and an equity value, only the greater of the two amounts shall be counted as a resource. For example, a second car which is not used by a household member to go to work will be evaluated for both fair market value and for equity value. If the fair market value is \$5,000 and the equity value is \$1,000, the household shall be credited with only the \$1,000 equity value, and the \$500 excess fair market value will not be counted.

FINANCIAL ELIGIBILITY: RESOURCES

10:87-4.12(a) (continued)

5. Summary: In summary, each licensed vehicle shall be handled as follows: First it will be evaluated to determine if it is exempt as an income producer or as a home. If not exempt, it will be evaluated to determine if its fair market value exceeds \$4,500. If worth more than \$4,500, the portion in excess of \$4,500 shall be counted as a resource. The vehicle will also be evaluated to see if it is equity exempt as the household's primary vehicle or necessary for employment reasons. If not equity exempt, the equity value will be counted as a resource. If the vehicle has a countable market value of more than \$4,500 and also has a countable equity value, only the greater of the two amounts shall be counted as a resource.

10:87-4.13 Resource eligibility standards

(a) The following resource eligibility standards apply to all applicant households.

1. Resource maximum of \$3,000: Participation in the program shall be denied or terminated if the total value of the household's nonexcluded resources exceeds \$3,000 and the household is comprised of two or more members, one of whom is at least 60 years of age.
2. Resource maximum of \$1,500: Participation in the program shall be denied or terminated if the total value of the household's nonexcluded resources exceeds \$1,500 and the household does not meet the criteria of (a)1 above.

10:87-4.14 Transfer of resources

At the time of application, households shall be asked to provide information regarding any resources which any household member (or excluded household member whose resources are being considered available to the household) has transferred within the three month period immediately preceding the date of application.

10:87-4.15 Disqualification

Households which have transferred resources knowingly for the purpose of qualifying or attempting to qualify for food stamp benefits shall be disqualified for up to one year (see schedule in section 19 of this subchapter) from the date of discovery of the transfer. This disqualification period shall be applied if the resources are transferred knowingly in the three month period prior to application or if they are transferred knowingly after the household is determined eligible for benefits. An example of the latter would be assets which the household acquires after being certified for benefits and which are then transferred to prevent the household from exceeding the maximum resource limit.

FINANCIAL ELIGIBILITY: RESOURCES10:87-4.16 Transfers not subject to disqualification

(a) Eligibility for the program will not be affected by the following transfers:

1. Resources not affecting eligibility: Resources which would not otherwise affect eligibility; for example, resources consisting of excluded personal property such as furniture or of money that, when added to other nonexcluded household resources, totalled less than the allowable resource limit at the time of transfer;
2. Transfer at fair market value: Resources which are sold or traded at, or near, fair market value;
3. Transfer within household: Resources which are transferred between members of the same household (including excluded household members whose resources are being considered available to the household); or
4. Transfers for reasons other than qualifying: Resources which are transferred for reasons other than qualifying or attempting to qualify for food stamp benefits (e.g., a parent placing funds into an educational trust fund, as in N.J.A.C. 10:87-4.8(a)14).

10:87-4.17 Notice to applicant household

In the event that the CWA establishes that an applicant household has knowingly transferred resources for the purpose of qualifying or attempting to qualify for food stamp benefits, the household shall be sent a notice of denial explaining the reason for and length of disqualification. The period of disqualification shall begin in the month of application.

10:87-4.18 Notice to participating household

If the household is participating at the time of the discovery of the transfer, a notice of adverse action explaining the reason for and length of disqualification shall be sent. The period of disqualification shall be made effective with the first allotment to be issued after the notice of adverse action period has expired, unless the household has requested a fair hearing and continued benefits.

FINANCIAL ELIGIBILITY: RESOURCES10:87-4.19 Period of disqualification

The length of disqualification period shall be based on the amount by which nonexempt transferred resources, when added to other countable resources, exceed the allowable limits. For example, if a one person household with \$1,250 in a bank account transferred ownership of a car worth \$5,000, \$250.00 of that transfer would be considered in determining the period of ineligibility because the first \$4,500 of the car's value is excluded and an additional \$250.00 of the transferred asset can be applied toward the \$1,500 resource limit. The following chart will be used to determine the period of disqualification:

<u>Amount in Excess of the Resource Limit</u>	<u>Period of Household Disqualification</u>
\$ 0.01 - \$ 249.99	1 month
250 - 999.99	3 months
1,000 - 2,999.99	6 months
3,000 - 4,999.99	9 months
5,000 and over	12 months

FINANCIAL ELIGIBILITY: INCOMETable of ContentsSUBCHAPTER 5. FINANCIAL ELIGIBILITY; INCOME

- 10:87-5.1 Applicability
- 10:87-5.2(a) Responsibilities regarding the reporting of income
 - (a)1 Applicant responsibility
 - 2 Responsibility of county welfare agency
- 10:87-5.3 Income defined
- 10:87-5.4(a) Earned income
 - (a)1 Employee compensation
 - 2 Self-employment income
 - 3 Training allowances
- 10:87-5.5(a) Unearned income
 - (a)1 Assistance payments
 - 2 Annuities, pension, Social Security, and other benefits
 - 3 Income from rental property
 - 4 Educational grants and loans
 - 5 Support and alimony
 - 6 Payments from government-sponsored programs
 - 7 Dividends, interest, and royalties
 - 8 Other direct money payments
- 10:87-5.6 Income of disqualified individuals
- 10:87-5.7(a) Monies not included as income
 - (a)1 Monies used for restitution of overpayments
 - 2 Child support under Title IV-D
- 10:87-5.8 Income exclusions
- 10:87-5.9(a) Identification of income exclusions
 - (a)1 Nonmonetary gain or benefit
 - 2 Vendor payments
 - 3 Infrequent or irregular income
 - 4 Educational grants and loans
 - 5 Loans
 - 6 Reimbursements
 - 7 Money for care and maintenance of a third-party beneficiary
 - 8 Earned income of a student under 18 years of age
 - 9 Income of an ineligible student
 - 10 Nonrecurring lump-sum payments
 - 11 The cost of producing self-employment income
 - 12 Income excluded by Federal law
- 10:87-5.10(a) Income deductions
 - (a)1 Standard deduction
 - 2 Work allowance deduction
 - 3 Excess medical deduction
 - 4 Dependent care deduction
 - 5 Shelter cost deduction

SUBCHAPTER 5. FINANCIAL ELIGIBILITY: INCOME10:87-5.1 Applicability

All households, including those in which all members are recipients of public assistance, must have net food stamp income within the standards set forth in Table II in order to be eligible for program participation. Net Food Stamp Income shall be determined in accordance with procedures contained in this section.

10:87-5.2 Responsibilities regarding the reporting of income

(a) Responsibility for the reporting of income shall be divided as follows:

1. Applicant responsibility: At the time of certification or recertification, the applicant shall report all income currently being received by all members of the household and any income which the household expects to receive during the course of the certification period. Additionally, applicant has the responsibility of reporting income changes during the certification period.
2. Responsibility of county welfare agency: The county welfare agency shall determine that total income to the household, as reported by the applicant during the certification interview, is completely and definitively identified on the FSP-901, and in detail sufficient to permit verification. (See also N.J.A.C. 10:87-2.21(a)1.)

10:87-5.3 Income defined

Household income shall be defined as all income from whatever source unless such income is specifically excluded under the provisions of section 8 of this subchapter.

10:87-5.4 Earned income

(a) For the purposes of determining Net Food Stamp Income, earned income shall include:

1. Employee compensation: All wages and salaries received as compensation for services performed as an employee.
1. General Assistance Employability Program (GAEP) payments: The General Assistance payments of individuals receiving such payments while performing actual work pursuant to GAEP requirements without compensation other than the assistance payment (see also N.J.A.C. 10:87-5.5(a)1);

FINANCIAL ELIGIBILITY: INCOME

10:87-5.4(a) (continued)

2. Combined income of household members and nonhousehold members: When the earned income of one or more household members and the earned income of a nonhousehold member are combined into one wage, the income of the household member shall be determined as follows:
 - i. If the household's share can be identified, the CWA shall count that portion as earned income to the household; or
 - ii. If the household's share cannot be identified, the CWA shall prorate the earned income among those persons it was intended to cover and count that prorated share as earned income to the household.
3. Self-employment income: The gross income from a self-employment enterprise, including the total gain from the sale of any capital goods or equipment related to the business (see N.J.A.C. 10:87-5.9(a)11):
 - i. Rental property: Ownership of rental property shall be considered a self-employment enterprise. However, income derived from the rental property shall be considered earned income only if a member of the household is actively engaged in the management of the property for an average of at least 20 hours per week. (See also N.J.A.C. 10:87-5.5(a)3.)
 - ii. Income from roomer or boarder: Payments received from a roomer or boarder shall be considered self-employment income.
4. Training allowances: Training allowances from vocational and rehabilitative programs recognized by Federal, State, or local governments, such as the Work Incentive Program (WIN), and programs authorized by the Comprehensive Employment Act (CETA) to the extent they are not a reimbursement. (See N.J.A.C. 10:87-5.9(a)6111(1).)

10:87-5.5 Unearned income

- (a) For the purposes of determining Net Food Stamp Income, unearned income shall include, but not be limited to:
 1. Assistance payments: Assistance payments from Federal or federally aided public assistance programs (e.g., SSI and AFDC). General Assistance payments to the extent that such payments are not considered earned income pursuant to N.J.A.C. 10:87-5.4(a)1;

10:87-5.5(a) (continued)

2. Annuities, pension, Social Security, and other benefits: Annuities, pensions, retirement benefits, Veteran's benefits, disability benefits, workman's compensation, unemployment compensation, Social Security benefits, strike benefits, and Foster Care payments for children or adults;
3. Income from rental property: Gross income (minus the cost of doing business) derived from rental property in which a household member is not actively engaged in management of the property at least 20 hours a week (see N.J.A.C. 10:87-5.4(a)2i);
4. Educational grants and loans: Scholarships, educational grants, deferred payment loans for education, Veteran's educational benefits and the like in excess of amount excluded in N.J.A.C. 10:87-5.9(a)4;
5. Support and alimony: Support and alimony payments made directly to the household from nonhousehold members;
6. Payments from government-sponsored programs: Payments from government-sponsored programs which can be construed to be a gain or benefit;
7. Dividends, interest, and royalties: Payments in the form of dividends, interest, and royalties;
8. Other direct money payments: All other direct money payments from any source which can be construed to be a gain or benefit to the household;
9. Trust withdrawals and dividends: Monies which are withdrawn or dividends which are or could be received by a household from trust funds which are considered to be excludable resources (see N.J.A.C. 10:87-4.8(a)14).
 1. Trust withdrawals: Trust withdrawals shall be considered income in the month received unless excluded in accordance with N.J.A.C. 10:87-5.9.
 11. Trust dividends: Dividends which the household has the option of either receiving as income or reinvesting in the trust are to be considered income in the month they become available to the household unless excluded in accordance with N.J.A.C. 10:87-5.9.
10. Deemed income: Income deemed to an alien from his or her sponsor in accordance with N.J.A.C. 10:87-7.18.

FINANCIAL ELIGIBILITY: INCOME10:87-5.6 Income of excluded individuals

- (a) Income of individual disqualified for intentional program violation: The earned or unearned income of an individual disqualified from the household for intentional program violation as set forth in N.J.A.C. 10:87-11.1 et seq. shall continue to be attributed in its entirety to the remaining household members (see N.J.A.C. 10:87-7.14(b)).
- (b) Income of individual excluded for other causes: The earned or unearned income of individuals excluded from the household for failing to comply with the requirement to provide a Social Security number (see N.J.A.C. 10:87-3.24(a)3) or for being an ineligible alien (see N.J.A.C. 10:87-3.8 for listing of eligible aliens) or for having questionable citizenship status (see N.J.A.C. 10:87-2.21(a)8) shall continue to be counted as income, less the pro rata share for that individual, to the remaining household members. Procedures for calculating this pro rata share are described in N.J.A.C. 10:87-7.14(c).

10:87-5.7 Monies not included as income

- (a) For the purpose of this Program, income shall not include the following:
1. Monies used for restitution of overpayments: Moneys withheld from an assistance payment, earned income, or other income source, or moneys received from any income source which are voluntarily or involuntarily returned to repay a prior overpayment that is not excludable under section 9 of this subchapter. For example, that amount deducted from an AFDC grant or an SSI payment as recoupment, or that portion of earned income returned to a CWA as repayment of previous AFDC overpayment shall not be included as income.
 2. Child support under Title IV-D: Child support payments received by AFDC recipients which must be transferred to the CWA pursuant to Title IV-D of the Social Security Act to maintain AFDC eligibility.

10:87-5.8 Income exclusions

Income which is classified as an exclusion shall not be considered for the purposes of determining Net Food Stamp Income.

10:87-5.9 Identification of income exclusions

(a) Only the following shall be excluded from household income; and no other income shall be excluded.

1. Nonmonetary gain or benefit: Any gain or benefit which is not in the form of money payable directly to the household shall be excluded, including:
 1. In-kind benefits: Nonmonetary or in-kind benefits such as meals, clothing, public housing or produce from a garden;
 2. Vendor payments: A payment made in money on behalf of a household shall be considered a vendor payment when a person or organization outside of the household uses its own funds to make a direct payment to either the household's creditors or a person or organization providing a service to the household. For example, if a relative or friend who is not a household member pays the household's rent directly to the landlord, the payment is considered a vendor payment and is not counted as income to the household.
 1. Rent and mortgage payments made by government agencies: Rent or mortgage payments made to landlords or mortgagees by the Department of Housing and Urban Development (HUD), or by any State or local housing authority, are vendor payments and are excluded.
 - ii. Child care payments by government agency: Payments by a government agency to a child care institution to provide day care for a household member are excluded as vendor payments.
 - iii. Lifeline utility credit: Payments from the Lifeline Credit Program (LCP) to assist the aged and disabled with their utility bills are excluded as vendor payments.
 - iv. Money payments to the household: Payments of money which are not made to a third party, but are made directly to a household, are counted as income and are not excluded as a vendor payment.

10:87-5.9(a)2 (continued)

- v. Moneys otherwise payable to the household: Moneys which are legally obligated and otherwise payable to the household but which are diverted by the provider of the payment to a third party for a household expense shall be counted as income and not excluded as a vendor payment. The distinction is whether or not the person or organization making the payment on behalf of the household is using funds which otherwise would have to be paid to the household. Such funds include wages earned by a household member and therefore owed to the household, a public assistance grant to which a household is legally entitled, and support and alimony payments in amounts which legally must be paid to a household member.
- (1) Funds owed to the household: If any employer, agency, former spouse, or other person who owes these funds to a household diverts them instead to a third party to pay for a household expense, these payments shall be counted as income to the household.
- (2) Funds not owed to the household: If an employer, agency, former spouse, or other person makes payments for household expenses to a third party from funds not owed to the household, these payments shall be considered as vendor payments and thus excluded.

FINANCIAL ELIGIBILITY: INCOME

10:87-5.9(a)2v(2) (continued)

- (A) Example A: Wages earned by the household member that are garnished or diverted by an employer and paid to a third party for a household's expenses, such as rent, shall be considered income. However, if the employer pays a household's rent directly to the landlord in addition to paying the household its regular wages, this rent payment shall be considered a vendor payment and thus excluded. In addition, if the employer provides housing to an employee, the value of the housing shall not be counted as income.
- (B) Example B: All or part of a public assistance grant which would normally be provided in a money payment to the household, but which was diverted to third parties or to a protective payee for purposes such as managing a household's expenses, shall be considered income to the household. However, payments by the CWA that would not normally be provided in a money payment to the household, and that are over and above normal public assistance grants, shall be considered as a vendor payment and thus excluded if they are made directly to a third party for a household expense. This rule applies even if the household has the option of receiving a direct cash payment.
- (C) Example C: Money deducted or diverted from a court-ordered support or alimony payment (or other binding written support or alimony agreement) to a third party for a household expense shall be considered as income. However, payments specified by the court order or other legally binding agreement to go directly to the third party rather than to the household, and support payments not required by a court order or other legally binding agreement (including payments in excess of the amount specified in a court order or written agreement) which are paid to a third party rather than the household shall be considered as a vendor payment and thus excluded, even if the household agrees to the arrangement.
3. Infrequent or irregular income: Any income in the certification period which is received too infrequently or irregularly to be reasonably anticipated, but not in excess of \$30 in a calendar quarter, shall be excluded.
4. Educational grants and loans: Educational loans on which payment is deferred, grants, scholarships, fellowships, Veterans' educational benefits and the like shall be excluded to the extent that they are used for tuition and mandatory school fees at an institution of higher education, including correspondence schools at that level, or a school at any level for the physically or mentally handicapped.

10:87-5.9(a)4 (continued)

- i. Mandatory school fees defined: Mandatory school fees are those charged to all students or those charged to all students within a certain curriculum. For example, uniforms, lab fees, or equipment charged to all students in order to enroll in a chemistry course are excluded. However, transportation, supplies and text book expenses are not uniformly charged to all students and, therefore, are not excluded as mandatory school fees.
5. Loans: All loans, including loans from private individuals as well as commercial institutions, other than educational loans on which payment is deferred shall be excluded. (See N.J.A.C. 10:87-2.21(a)8v for verification of loans.)
 6. Reimbursements: Reimbursements for past or future expenses shall be excluded to the extent that they do not exceed such expenses and do not represent a gain or benefit to the household. Reimbursements for normal household living expenses such as rent or mortgage, personal clothing, or food eaten at home are a gain or benefit and therefore, are not excluded.
 - i. Identifiable expense: In order to be excluded, reimbursements must be provided specifically for an identified expense other than normal living expenses and used for the purpose intended. When a reimbursement, including a flat allowance, covers multiple expenses, each expense does not have to be separately identified as long as none of the reimbursement covers normal living expenses.
 - ii. Amounts in excess of expenses: That amount of a reimbursement which exceeds the actual incurred expenses shall be counted as unearned income. However, reimbursements shall not be considered to exceed actual expenses unless the provider or the household indicates the amount is excessive.
 - iii. Examples of excludable reimbursements: Examples of excludable reimbursements which are not considered to be a gain or benefit to the household are:
 - (1) Reimbursements or flat allowances for job or training related expenses such as travel, per diem, uniforms, and transportation to and from the job or training site. Reimbursements which are provided over and above the basic wages for these expenses are excluded; however, these expenses, if not reimbursed, are not otherwise deductible. Reimbursements for travel expenses incurred by migrant workers are also excluded.
 - (2) Reimbursements for out-of-pocket expenses of volunteers incurred in the course of their work.
 - (3) Medical or dependent care reimbursements.

10:87-5.9(a)6iii (continued)

- (4) Reimbursements or allowances to students for specific education expenses, such as travel or books, but not allowances for living expenses such as food, rent, or clothing. Portions of a general grant or scholarship must be specifically earmarked by the grantor for education expenses, rather than living expenses to be excluded as a reimbursement.
- (5) Reimbursements received by households to pay for services provided by Title XX of the Social Security Act (social services).
7. Money for care and maintenance of a third-party beneficiary: Monies received and used for the care and maintenance of a third-party beneficiary who is not a household member shall be excluded.
- i. Payment intended for both household and nonhousehold members: If the intended beneficiaries of a single payment are both household and nonhousehold members, any identifiable portion of the payment intended and used for the care and maintenance of the nonhousehold member shall be excluded. If the nonhousehold member's portion cannot be readily identified, the payment shall be evenly prorated among intended beneficiaries and the exclusion applied to the nonhousehold member's pro rata share or the amount actually used for the nonhousehold member's care and maintenance, whichever is less.
8. Earned income of a student under 18 years of age: Earned income (as defined in section 4 of this subchapter) of students (as defined in N.J.A.C. 10:87-3.18(b)3) under 18 years of age shall be excluded. This exclusion will continue to apply during temporary interruptions in school attendance due to semester or vacation breaks, provided the child's enrollment will resume following the break.
- i. Child's earnings combined with other household member's: If the child's earnings or amount of work performed cannot be differentiated from that of other household members, the total earnings shall be prorated equally among the working members and the child's pro rata share excluded.
- ii. Parental control: Individuals are considered children for the purposes of this provision if they are under the parental control of another household member.
9. Income of an ineligible student: The income, either earned or unearned, of an ineligible student as defined in N.J.A.C. 10:87-2.3 (a)5 shall be excluded.

10:87-5.9(a) (continued)

10. Nonrecurring lump-sum payments: Money received in the form of non-recurring lump-sum payment including, but not limited to, income tax refunds, rebates, or credits; retroactive lump-sum Social Security, SSI, public assistance, Railroad Retirement benefits, or other payments; lump-sum insurance settlements; or refunds of security deposits on rental property or utilities shall be excluded. Such payments will be counted as resources in the month received in accordance with N.J.A.C. 10:87-4.3(a)1 unless excluded by N.J.A.C. 10:87-4.8(a)17.
11. The cost of producing self-employment income: The cost of producing self-employment income shall be excluded. The procedures for computing the cost of producing self-employment income are described in N.J.A.C. 10:87-7.2.
12. Income excluded by Federal law: Any income that is specifically excluded by any other law from consideration as income for the purpose of determining eligibility for the Food Stamp Program shall be excluded. The following qualify under this provision:
 - i. Federal relocation reimbursements: Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970.
 - ii. Alaska native claims: Payments received under the Alaska Native Claims Settlement Act.
 - iii. Payments to volunteers: Any payment under Title II (RSVP, foster grandparents, and other) and Title III (SCORE and ACE) of the Domestic Volunteer Services Act of 1973, as amended, shall be excluded. Payments to volunteers under Title I (VISTA) shall be excluded for those individuals receiving food stamps or public assistance at the time they joined VISTA. Temporary interruptions in food stamp participation shall not alter the exclusion once the initial determination has been made.
 - iv. Income from certain Indian lands: Income derived from certain submarginal land of the United States which is held in trust for certain Indian tribes.
 - v. Crisis Intervention Program: Payments from the Crisis Intervention Program administered by the Community Services Administration.
 - vi. Payments from certain youth projects: Payments received from the Youth Incentive Entitlement Pilot Projects, the Youth Community Conservation and Improvement Projects, and the Youth Employment and Training Programs under Title IV of the Comprehensive Employment and Training Act Amendments of 1978 (Public Law 95-524).

10:87-5.9(a)12 (continued)

- vii. Earned income tax credits: Earned income tax credits received as a result of Public Law 95-600, the Revenue Act of 1978, which are received before January 1, 1980.
- viii. Payments or allowances made under any Federal, State, or local law for the purpose of energy assistance: In order to qualify for this exclusion, the payments or allowances must be clearly identified by the legislative body authorizing the program or the funds. The State programs of Lifeline and Home Energy Assistance qualify for this exclusion.

10:87-5.10 Income deductions

(a) Deductions from income will be allowed only for the following expenses of the household:

1. Standard deduction: The standard deduction N.J.A.C. 10:87-12.1 (Table I) shall be deducted from income, whether earned or unearned.
 2. Work allowance deduction: An amount equal to 18 percent of earned income as defined in N.J.A.C. 10:87-5.4, after application of income exclusions in N.J.A.C. 10:87-5.3 and 5.9, shall be deducted.
 3. Excess medical deduction: That portion of medical expenses in excess of \$35.00 per month, excluding the cost of special diets, incurred by any household member who is elderly or disabled as defined in N.J.A.C. 10:87-2.38. Spouses or other persons (i.e., essential persons) receiving benefits as dependents of the SSI or disability or blindness recipient are not eligible to receive this deduction but persons receiving "emergency" SSI benefits based on presumptive eligibility are eligible for this deduction.
1. Allowable medical costs: The following items are allowable medical costs:
- (1) Medical and dental care: Medical and dental care including psychotherapy and rehabilitation services provided by a licensed practitioner authorized by State law or other qualified health professional;
 - (2) Hospitalization: Hospitalization or outpatient treatment, nursing care, and nursing home care including payments by the household for an individual who was a household member immediately prior to entering a hospital or nursing home provided by a facility recognized by the State;

FINANCIAL ELIGIBILITY: INCOME

10:87-5.10(a)31 (continued)

- (3) Prescription drugs: Prescription drugs when prescribed by a licensed practitioner authorized under State law and other over-the-counter medication (including insulin) when approved by a licensed practitioner or other qualified health professional; in addition, costs of medical supplies, sick-room equipment (including rental) or other prescribed equipment are deductible;
- (4) Health and hospital insurance: Health and hospitalization insurance policy premiums. When policy premiums include individuals who are not eligible for a medical deduction, only that portion which covers the individual(s) eligible for the deduction shall be deductible. If that portion is not identifiable, then the prorated share may be used to determine the allowable amount (see N.J.A.C. 10:87-7.14). This deduction only applies when policy holder is a member of the eligible household. The costs of health and accident policies such as those payable in lump sum settlements for death or dismemberment or income maintenance policies such as those that continue mortgage or loan payments while the beneficiary is disabled are not deductible;
- (5) Medicare premiums: Medicare premiums related to coverage under Title XVIII of the Social Security Act;
- (6) Dentures, hearing aids, and prosthetics: Dentures, hearing aids, and prosthetics;
- (7) Seeing eye or hearing dog: Securing and maintaining a seeing eye or hearing dog including the cost of dog food and veterinarian bills;
- (8) Eye glasses: Eye glasses prescribed by a physician skilled in eye disease or by an optometrist;
- (9) Transportation and lodging: Reasonable cost of transportation and lodging to obtain medical treatment or services;
- (10) Attendant care: Maintaining an attendant, homemaker, home health aide, housekeeper, or child care services, necessary because of age, infirmity, or illness. In addition, an amount equal to the one person coupon allotment shall be deducted if the household furnishes the majority of the attendant's meals. The allotment for this meal related deduction shall be that in effect at the time of initial certification. The CWA shall update the allotment amount no later than the next scheduled recertification. It is not necessary for the CWA to update this deduction at the time of the semi-annual allotment adjustment. If a household incurs attendant care costs that could qualify under both the medical deduction and dependent care deduction, the CWA shall treat the cost as a medical expense.

FINANCIAL ELIGIBILITY: INCOME

10:87-5.10(a) (continued)

4. Dependent care deduction: Payments for the actual costs for the care of a child or other dependent when necessary for a household member to accept or continue employment, seek employment in compliance with the job search criteria (or an equivalent effort by those not subject to job search), or to attend training or pursue education which is preparatory to employment shall be deducted. The amount of this deduction shall be the actual cost of such care, not to exceed the amount in N.J.A.C. 10:87-12.1 (Table I).

5. Shelter cost deduction: Monthly shelter costs in excess of 50 percent of the household's income after the deductions in (a)1, 2, 3, and 4 above have been allowed, shall be deducted. However, in no event shall the shelter deduction alone or in combination with the dependent care deduction in (a)4 exceed the amount in N.J.A.C. 10:87-12.1 (Appendix A, Table I) unless the household contains a member who is elderly or disabled as defined in N.J.A.C. 10:87-2.33. These households shall receive an excess shelter deduction for the monthly cost that exceeds 50 percent of the household's monthly income after all other applicable deductions. Households receiving Title II disability payments for dependents of a disabled individual are not eligible for the unlimited excess shelter deduction unless the disabled individual is a member of the household.
 - i. Allowable shelter costs: Only the following shall be considered in the determination of the shelter cost deduction:
 - (1) Continuing payments: Continuing charges for the shelter occupied by the household, including rent, mortgage, or other continuing charges leading to the ownership of the shelter, such as loan repayments for the purchase of a mobile home, including interest on such payments.
 - (2) Property taxes and insurance: Property tax assessments and insurance on the structure itself, but not separate costs for insuring furniture or personal belongings. If the separate costs for furniture and personal belongings are not identifiable, the entire cost of the insurance is deductible.
 - (3) Utilities: The costs of heating and cooking fuel; cooling and electricity; water and sewerage; garbage and trash collection fees; the basic service fee for one telephone (the uniform telephone rate is found in N.J.A.C. 10:87-12.1 Table I) and fees charged by the utility provider for initial installation of the utility. One time deposits shall not be included as shelter costs.

FINANCIAL ELIGIBILITY: INCOME

10:87-5.10(a)5 (continued)

- ii. Shelter costs of unoccupied home: Shelter costs for a home not occupied by the household because of employment or training away from home, illness, or abandonment caused by a natural disaster or casualty loss shall be deductible. (See N.J.A.C. 10:87-2.21(a)3 for verification requirement.) The following conditions must be met in order to qualify for this deduction:
- (1) Intent to return home: The household must intend to return to the home.
 - (2) Duplicate claim of shelter costs: Current occupants, if any, of the home must not be claiming the shelter costs for food stamp purposes.
 - (3) Rental: The home must not be leased or rented during the absence of the household.
- iii. Charges for repair of a home: Charges for the repair of a home which was substantially damaged or destroyed due to a natural disaster such as a fire or flood. Shelter costs shall not include charges for repair of a home that have been or will be reimbursed by private or public relief agencies, insurance companies, or from any other source.
- iv. Utility standard: Households which incur certain utility costs separate and apart from their rent or mortgage payments are entitled to claim the appropriate utility allowance (see N.J.A.C. 10:87-12.1, Table I, Appendix A) in accordance with the following provisions:
- (1) Households which pay directly for their primary source of heat separately and apart from rent or mortgage may claim the heating utility allowance (HUA) during the heating season. The CWA shall verify that the household is responsible for primary heating costs.
 - (A) Households that are charged only for excess heating costs are not eligible for the HUA.
 - (B) Households that are responsible only for secondary sources of heat are not eligible for the HUA.
 - (C) Households that heat with wood must actually purchase the wood to be used as fuel to be eligible for the HUA.

10:87-5.10(a)51v (continued)

- (2) Households which do not incur heating costs separate and apart from rent or mortgage but which incur a utility charge (other than telephone, water, sewerage, or garbage collection fees) are entitled to use the standard utility allowance (SUA). The CWA shall verify that the household incurs such utility charge.
- (3) Households must be advised that they are allowed to switch between actual utility costs and the appropriate utility allowance once within a certification period with the exception specified below.
 - (A) Households which elect to average actual utility expenses are not permitted to switch to the HUA in the months between billing months. Households which elect to deduct actually incurred utility costs for heating expenses for which they are billed intermittently are not permitted to switch to the HUA during the period for which the deducted cost was intended to cover.
- (4) Households whose certification periods overlap the annual adjustment of the utility allowances shall be advised that the adjustment will occur.
- (5) Households that claim a utility allowance shall not be allowed any additional utility costs toward the shelter deduction.
- (6) Households not entitled to use the SUA or HUA may claim actual utility expenses in accordance with (a)51(3) above.
- (7) When a household shares a residence and the utility costs with other individuals, the SUA or HUA shall be divided equally among the parties which contribute to meeting the utility costs. In such cases, the household shall only be permitted to use its share of the utility allowance, unless the household elects to use its actual costs.

CERTIFICATION PROCEDURES

Table of ContentsSUBCHAPTER 6. CERTIFICATION PROCEDURES

- 10:87-6.1 Applicability
- 10:87-6.2(a) Month of application
 - (a)1 Determining benefit level for month of application
- 10:87-6.3(a) Recertification
 - (b) Untimely application for recertification
- 10:87-6.4 Ineligibility subsequent to month of application
- 10:87-6.5 Ineligibility for month of application
 - (a)1 Eligible for month of application but entitled to no benefits
 - 2 Eligible for month of application but entitled to no benefits on an ongoing basis
- 10:87-6.6 Varying allotments
- 10:87-6.7 Determining resources and income
- 10:87-6.8 Resources
- 10:87-6.9 Income
 - (a)1 Uncertain income
 - 2 Anticipated income
 - 3 Income only in month received
 - 4 Averaging self-employment or contract income
 - 5 Averaging fluctuating income
 - 6 Averaging scholarships, educational grants and loans
- 10:87-6.10 Determining deductions
- 10:87-6.11 Disallowed expenses
 - (a)1 Expense covered by excluded income
 - 2 Services provided by household member
 - 3 Compensation through in-kind benefit
- 10:87-6.12(a) Billed expenses
 - (b) Amounts carried forward
- 10:87-6.13(a) Averaging expenses
 - (b) One-time only expenses
- 10:87-6.14(a) Anticipating expenses
 - (b) Updating utility bills
 - (c) Past expenses
 - (d) Conversion of deductions
- 10:87-6.15 Calculating net and gross income and benefit levels
 - (a)1 Net and gross monthly income
 - 2 Rounding
 - 3 Eligibility and benefits
- 10:87-6.16 Destitute households
- 10:87-6.17(a) Income from a terminated source
 - (b) Income received monthly or more frequently
 - (c) Income received less often than monthly
- 10:87-6.18(a) Income from a new source
 - (b) Income received monthly or more frequently
 - (c) Income received less often than monthly
 - (d) Income from both a terminated and a new source
 - (e) Consideration of income
 - (f) Travel advances
 - (g) Households with averaged income
 - (h) Sources of income
 - (i) When expedited procedures apply

CERTIFICATION PROCEDURES

Table of Contents (continued)

10:87-6.19	Certification periods
10:87-6.20	No continuation
10:87-6.21	Calendar months
10:87-6.22	PA households
10:87-6.23(a)	Other households
(a)1	Certification processed after the 15th of the month
2	Strikers
3	One or two month certification
4	Certification up to six months
5	Households consisting of the unemployable or elderly
6	Self-employed

CERTIFICATION PROCEDURESSUBCHAPTER 6. CERTIFICATION PROCEDURES10:87-6.1 Applicability

The procedures in this subchapter shall be used to determine program eligibility and benefit levels. For certification of households with special income circumstances, this subchapter shall be used in conjunction with N.J.A.C. 10:87-7. The procedures for certifying destitute households are found in N.J.A.C. 10:87-6.16.

10:87-6.2 Month of application

- (a) The month of application for all households is the calendar month in which the household filed its application. This includes households submitting an application following any period of time during which the household was not certified for participation in the program. In most cases, the month of application will be the initial month of the household's certification period (see definition of initial month in (b) below). The CWA shall determine a household's eligibility during the month of application based on the household's circumstances for the entire calendar month in which the household filed its application, even if the household filed its application on the last day of that calendar month.
- (b) Initial month defined: The term initial month means the first month for which the household is certified for participation in the Food Stamp Program or for ongoing cases the first month for which the household is certified for participation following any period of time during which the household was not certified for participation.
1. If the household submits an application for recertification prior to the expiration of its certification period and is found eligible for the first month following the end of the certification period, then that month shall not be an initial month.
 2. Determining benefit level for initial month: A household's benefit level for the initial month will be based on the day of the month it applies for benefits. Using a 30 day calendar month, households shall receive benefits prorated from the day of application to the end of the month. A household applying on the 31st of the month will be treated as though it applied on the 30th of the month. The \$10.00 minimum benefit for one and two person households shall be prorated. To determine the amount of the prorated allotment for the month of application the CWA shall use the Allotment Proration Table found in N.J.A.C. 10:87-12.5 (Appendix A, Table V). If the allotment for the initial month is less than \$10.00 the CWA shall not issue benefits to that household.

CERTIFICATION PROCEDURES

10:87-6.3 Recertification

- (a) Eligibility and the level of benefits for recertification shall be determined on circumstances anticipated for the certification period starting the month following the expiration of the current certification period.
- (b) Untimely application for recertification: If an application for recertification is not received until after the current certification period has expired, unless good cause exists, the month of application shall be the month in which the application was filed, as for any initial application. The initial month's benefits shall be prorated as outlined in N.J.A.C. 10:87-6.2(a)2 above.
1. Good cause shall be determined on a case by case basis and shall include, but not be limited to, failure to receive a timely notice of expiration and personal illness.
 2. If the application for recertification is received prior to the end of the certification period but an eligibility determination is not made until after the beginning of the next month, the benefits shall not be prorated.

CERTIFICATION PROCEDURES10:87-6.4 Ineligibility subsequent to month of application

As a result of anticipated changes, a household may be eligible for the month of application but ineligible in the subsequent month. Such households shall be entitled to benefits for the month of application even if the processing of its application results in benefits being issued in a subsequent month.

10:87-6.5 Ineligibility for month of application

(a) A household may be ineligible for the month of application but eligible in the subsequent month due to anticipated changes in circumstances. Even though denied for the month of application, the household does not have to reapply in the subsequent month. The same application shall be used for both the denial for the month of application and the determination of eligibility for subsequent months, within the timeliness standards in N.J.A.C. 10:87-2.30 and 2.31.

1. Eligible for month of application but entitled to no benefits: Eligible households may have their initial month's allotment prorated to zero, but be entitled to some benefits in subsequent months. The CWA must certify the household beginning with the month of application.
2. Eligible for month of application but entitled to no benefits on an ongoing basis: A household's gross income could be low enough to make it eligible while its net income could be high enough to entitle the household to no benefits on an ongoing basis. The CWA shall deny these households participation on the grounds that their net income exceeds the level below which benefits are issued.

10:87-6.6 Varying allotments

As a result of anticipating changes, the household's allotment for the month of application may differ from its allotment in subsequent months. The CWA must establish a certification period for the longest possible period over which changes in the household's circumstances can be reasonably anticipated. The household's allotment shall vary month to month within the certification period to reflect changes anticipated at the time of certification, unless the household elects the averaging techniques in N.J.A.C. 10:87-6.9(a)5.

10:87-6.7 Determining resources and income

The procedures contained within sections 8 and 9 of this subchapter shall be used to determine financial eligibility and benefit levels. (See also subchapter 7 of this chapter for households with special income circumstances.)

10:87-6.8 Resources

The household's resources at the time the application is filed shall be used to determine whether or not they exceed the maximums described in N.J.A.C. 10:87-4.13.

10:87-6.9 Income

(a) For the purpose of determining the household's eligibility and basis of issuance, the CWA shall consider the income already received by the household during the certification period and any anticipated income that the household and the CWA are reasonably certain will be received during the remainder of the certification period. Income from a new source anticipated after application shall not be counted if the household is destitute (see section 16 of this subchapter).

1. Uncertain income: If the amount of income which will be received, or when it will be received, is uncertain, that portion of the household's income which is uncertain shall not be counted by the CWA. For example, a household anticipating income from a new source, such as a new job or public assistance benefits recently applied for, may be uncertain as to the timing and amount of the initial payment. These monies shall not be anticipated by the CWA unless there is reasonable certainty concerning the month in which the payment will be received and in what amount. Households shall be advised to report all changes in gross monthly income in accordance with N.J.A.C. 10:87-9.7(a)1.

i. Exact amount unknown: If the exact amount of the income is not known, that portion of it which can be anticipated with reasonable certainty shall be considered income.

ii. Fluctuating income: In cases where the receipt of income is reasonably certain but the monthly amount may fluctuate, the household may elect to average income in accordance with paragraph 5 of this subsection.

2. Anticipated income: Income received during the past thirty days shall be used as an indicator of anticipated income. However, the CWA shall not use past income as an indicator of income anticipated for the certification period if changes in income have occurred or can be anticipated.

i. Longer period for anticipating income: If income fluctuates to the extent that a 30-day period alone cannot provide an accurate indication of anticipated income, the CWA and the household may use a longer period of past time if it will provide a more accurate indication of anticipated fluctuations in future income.

ii. Seasonal fluctuations: If the household's income fluctuates seasonally, it may be appropriate to use the most recent season comparable to the certification period, rather than the last 30 days, as one indicator of anticipated income. The CWA shall exercise particular caution in using income from a past season as an indicator of income for the certification period. In many cases of seasonally fluctuating income, the income also fluctuates from one season in one year to the same season in the next year.

10:87-6.9(a)2 (continued)

- iii. Changes have occurred or can be anticipated: In no event shall the CWA automatically attribute to the household the amounts of any past income. The CWA shall not use past income as an indicator of anticipated income when changes in income have occurred or can be anticipated during the certification period.
3. Income only in month received: Income anticipated during the certification period shall be counted as income only in the month it is expected to be received, unless the income is averaged in accordance with paragraph 5 of this subsection.
- i. Conversion to monthly income: Whenever a full month's income is anticipated but is received on a weekly or biweekly basis, the CWA shall convert the income to a monthly amount by multiplying weekly amounts by 4.333 and biweekly amounts by 2.167.
- ii. Nonrecurring lump-sum payments: Nonrecurring lump-sum payments shall be counted as a resource starting in the month received and shall not be counted as income. (See N.J.A.C. 10:87-4.3 and N.J.A.C. 10:87-5.9(a)10.)
- iii. Wages held by employer: Wages held at the request of the employee shall be considered income to the household in the month the wages would otherwise have been paid by the employer. However, wages held by the employer as a general practice, even if in violation of law, shall not be counted as income to the household, unless the household anticipates that it will ask for and receive an advance, or that it will receive income from wages that were previously held by the employer as a general practice and that were, therefore, not previously counted as income by the CWA.
- iv. Advances on wages: Advances on wages shall count as income only if the household anticipates that it will ask for and receive such an advance. Such advances on wages shall count as income in the month received only if reasonably anticipated.
- v. Fluctuations caused by mailing cycles: Households receiving public assistance payments (e.g., AFDC, GA, or SSI) or Social Security benefits on a recurring, monthly basis shall not have their monthly income from these sources varied merely because mailing cycles may cause two payments to be received in one month and none in the next.

CERTIFICATION PROCEDURES

10:87-6.9(a) (continued)

4. Averaging self-employment or contract income: Households which, by contract or self-employment, derive their annual income in a period of time shorter than one year shall have that income averaged over a 12-month period, provided the income from the contract is not received on an hourly or piecework basis. These households may include school employees, share croppers, farmers, and other self-employed households. However, these provisions do not apply to migrant or seasonal farm workers or to destitute households. The procedures for averaging self-employed income are described in N.J.A.C. 10:87-7.2.
5. Averaging fluctuating income: Households, except destitute households, may elect to have income averaged. Income shall not be averaged for a destitute household since averaging would result in assigning to the month of application income from future periods which is not available to the destitute household for its current food needs.
 - i. Income averaging procedure: To average income, the CWA shall use the household's anticipation of income fluctuations over the certification period. The number of months used to arrive at the average income need not be the same as the number of months in the certification period. For example, if fluctuating income for the past 30 days and the month of application are known and, with reasonable certainty, are representative of the income fluctuations anticipated for the coming months, the income from the two known months may be averaged and projected over a certification period of longer than two months.
6. Averaging scholarships, educational grants and loans: Households receiving scholarships, deferred education loans, or other educational grants shall have such income, after exclusions, averaged over the period for which it was provided.

CERTIFICATION PROCEDURES

10:87-6.10 Determining deductions

Deductible expenses include only certain costs of dependent care and shelter as described in N.J.A.C. 10:87-5.10(a)4 and 5.

10:87-6.11 Disallowed expenses

(a) The following shall not be included in the determination of deductions:

1. Expense covered by excluded income: An expense covered by an excluded reimbursement or vendor payment (see N.J.A.C. 10:87-5.9) shall not be deductible. For example, that portion of rent covered by excluded vendor payments shall not be calculated as part of the household's shelter cost. However, that portion of an allowable medical expense which is not reimbursable shall be included as part of the household's medical expenses. Households entitled to the medical deduction shall have the nonreimbursable portion considered at the time the amount of reimbursement is received or can otherwise be verified.
2. Services provided by household member: Expenses shall not be deductible if the service is provided by a household member. For example, a dependent care deduction shall not be allowed if another household member provides the care.
3. Compensation through in-kind benefit: Expenses shall not be deductible if the household provides compensation for the service through an in-kind benefit. For example, a dependent care deduction shall not be allowed if compensation for the care is provided in the form of an in-kind benefit such as food.

10:87-6.12 Billed expenses

- (a) Except as provided in section 13 of this subchapter below, a deduction shall be allowed only in the month the expense is billed or otherwise becomes due, regardless of when the household intends to pay the expense. For example, rent which is due each month shall be included in the household's shelter costs, even if the household has not yet paid the expense.
- (b) Amounts carried forward: Amounts carried forward from past billing periods are not deductible, even if included with the most recent billing and actually paid by the household. In any event, a particular expense may only be deducted once.

CERTIFICATION PROCEDURES10:87-6.13 Averaging expenses

- (a) Households may elect to have fluctuating expenses averaged. Households may also elect to have expenses which are billed less often than monthly averaged forward over the interval between scheduled billings, or, if there is no scheduled interval, averaged forward over the period the expense is intended to cover. For example, if a household receives a single bill in February which covers a three-month supply of fuel oil, the bill may be averaged over February, March, and April.
- (b) One-time only expenses: The household may elect to have a one-time only expense, such as installation charge for utilities, averaged over the entire certification period in which it is billed. Households reporting one-time only medical expenses during their certification period may elect to have a one-time deduction or to have the expense averaged over the remaining months of their certification period. Averaging would begin the month the change would become effective. The CWA worker shall explain to the household the advantages of averaging the expense or treating it as a one-time deduction.

10:87-6.14 Anticipating expenses

- (a) The CWA shall calculate a household's expenses based on expenses for which the household expects to be billed during the certification period. Anticipation of the expense shall be based on the most recent month's bills, unless the household is reasonably certain a change will occur.
- (b) Updating utility bills: When the household is not claiming a utility allowance, the CWA may anticipate changes during the certification period based on last year's bills updated by overall price increases; or if only the most recent bill is available, utility cost increases or decreases over the months of the certification periods may be based on utility company estimates for the type of dwelling and utilities used by the household.
- (c) Past expenses: The CWA shall not average past expenses, such as utility bills for the last several months, as a method of anticipating utility costs, for the certification period.
- (d) Conversion of deductions: The income conversion procedures in N.J.A.C. 10:87-6.9(a)31 shall also apply to expenses billed on a weekly or biweekly basis.

CERTIFICATION PROCEDURES

10:87-6.15 Calculating net and gross income and benefit levels

(a) The procedures below shall be used to calculate net and gross income and benefit levels.

1. Net and gross monthly income: To determine a household's net monthly income, the CWA shall follow steps (a)1i through viii below. To determine a household's total gross income, the CWA shall add the gross monthly income earned by all household members and the total monthly unearned income of all household members minus income exclusions (see N.J.A.C. 10:87-5.9). The total gross monthly income shall be used to determine the household's eligibility in accordance with (a)3ii below.

- i. Step 1: Add the gross monthly income earned by all household members minus earned income exclusions (see N.J.A.C. 10:87-5.9) to determine the household's total gross earned income.
- ii. Step 2: Multiply the total gross earned income by 82 percent to determine the net monthly earned income.
- iii. Step 3: Add to net monthly earned income the total monthly unearned income of all household members, minus income exclusions (see N.J.A.C. 10:87-5.9).
- iv. Step 4: Subtract the standard deduction (see N.J.A.C. 10:87-12.1, Appendix A, Table I).
- v. Step 5: If the household is entitled to an excess medical deduction as provided in N.J.A.C. 10:87-5.10(a)3, determine if total medical expenses exceed \$35.00. If so, subtract that portion which exceeds \$35.00.
- vi. Step 6: Subtract monthly dependent care expenses, if any, up to the maximum (see N.J.A.C. 10:87-12.1, Appendix A, Table I). If dependent care costs equal or exceed the maximum, the household's net monthly income has been determined unless the household is entitled to the full amount of its excess shelter deduction (see N.J.A.C. 10:87-5.10(a)5). If the dependent care expenses are less than the maximum or if the household is entitled to the full amount of its excess shelter expenses (that portion over 50 percent of its monthly net income pursuant to N.J.A.C. 10:37-5.10(a)5), compute the household's excess shelter expenses in accordance with Step 7.

CERTIFICATION PROCEDURES

10:87-6.15(a)1 (continued)

- vii. Step 7: Total the allowable shelter expenses to determine shelter costs. Subtract 50 percent of the household's monthly income (after all the above deductions have been subtracted) from the total shelter costs. The remaining amount if any, is the excess shelter cost. If there is no excess shelter cost, the net monthly income has been determined. If there is excess shelter cost, compute the shelter deduction in Step 8.
- viii. Step 8: Subtract the excess shelter cost up to the maximum (unless the household is entitled to the full amount of its excess shelter expenses) from the household's monthly income after all other applicable deductions. The maximum amount allowed for shelter (for those households subject to a shelter maximum) is the maximum used in Step 6 minus the amount of dependent care expenses, if any. Households not subject to a capped shelter expense shall have the full amount exceeding 50 percent of their net income subtracted. The household's net monthly income has been determined.
2. Rounding: The CWA shall, when calculating food stamp net income and benefit levels, round those income and deduction amounts ending in \$.01 through \$.49 down, and those ending in \$.50 through \$.99 up, to the next dollar. When two or more figures are to be added together, for example, weekly paystubs to determine monthly earned income, the actual figures including cents are added and that total is rounded to the nearest dollar. The CWA shall use the rounding procedure for the work allowance and shelter cost deductions.
- i. When to round: The CWA shall round the following:
- (1) Self-employment income;
 - (2) Earned income;
 - (3) Public Assistance benefits;
 - (4) Supplemental Security Income benefits;
 - (5) Retirement Survivors Disability Insurance benefits;
 - (6) Unemployment/workers compensation;
 - (7) General Assistance benefits;
 - (8) Other unearned income;
 - (9) Dependent care payments;
 - (10) Medical expenses; and
 - (11) Total shelter costs.

CERTIFICATION PROCEDURES

10:87-6.15(a) (continued)

3. Eligibility and benefits: Except for migrant and seasonal farmworker households considered destitute in N.J.A.C. 10:87-6.16, the following eligibility and benefit determinations shall apply:
- i. Household's having an elderly or disabled member: Household's which contain an elderly or disabled member (as defined in N.J.A.C. 10:87-2.38 shall have the household's net income as calculated in N.J.A.C. 10:87-6.15(a)li-viii compared to the monthly income eligibility standard for the appropriate household size in N.J.A.C. 10:87-12.3 (Appendix A, Table III) to determine eligibility for the month.
 - ii. Households subject to gross and net monthly income tests: Households which do not contain an elderly or disabled member shall have their gross monthly income compared to the monthly income eligibility standards in N.J.A.C. 10:87-12.4 (Appendix A, Table IV) for the appropriate household size and shall have their net monthly income as calculated in (a)li through viii above compared to the monthly income eligibility standard for the appropriate household size in N.J.A.C. 10:87-12.3 (Appendix A, Table III) to determine eligibility for the month.
 - iii. Benefits: After eligibility has been determined in accordance with (a)3i or ii above, the CWA shall use the household's net monthly food stamp income to determine the amount of the household's benefit in accordance with N.J.A.C. 10:87-12.6 (Appendix A, Table VI).
 - (1) If the allotment for an initial month is less than \$10.00, or is prorated to less than \$10.00 in accordance with N.J.A.C. 10:87-6.2(b) no benefits shall be issued to the household for the initial month.
 - (2) Except during an initial month, all eligible one and two person households shall receive a minimum monthly allotment of \$10.00 and all eligible households with three or more members entitled to \$1.00, \$3.00 and \$5.00 allotments shall have their allotments rounded to \$2.00, \$4.00 and \$6.00 respectively.

CERTIFICATION PROCEDURES

10:87-6.16 Destitute households

Certain households may have little or no income at the time of application and may be in need of immediate food assistance, even though they receive income at some other time during the month of application. The following procedures shall be used to determine when households in these circumstances may be considered destitute and, therefore, entitled to expedited service and special income calculation procedures. Destitute households shall have their eligibility determined by computing either their gross or net income, as appropriate, and comparing either the gross or net income to the corresponding income eligibility standard.

10:87-6.17 Income from a terminated source

- (a) Households whose only income for the month of application was received prior to the date of application, and was from a terminated source, shall be considered destitute households and shall be provided expedited service. These households may have lost their sole source of income because of layoffs, a termination of public assistance or unemployment compensation benefits, or other comparable circumstances. These households also include migrant households which have received their last wages from an agricultural grower. These households shall be provided expedited service because they may be without income for some time and may not be able to wait as long as 30 days for food assistance.
- (b) Income received monthly or more frequently: If income is normally received on a monthly or more frequent basis, it shall be considered as coming from a terminated source if it will not be received again from the same source during the balance of the month of application or during the following month.
- (c) Income received less often than monthly: If income is normally received less often than monthly such income shall be considered as coming from a terminated source if it will not be received in the month in which the next payment would normally be received.
 1. Example: If income is received on a quarterly basis (e.g., on January 1, April 1, July 1, and October 1), and the household applies in mid-January, the income should not be considered as coming from a terminated source merely because no further payments will be received in the balance of January or in February. The test for whether or not this household's income is terminated is whether the income is anticipated to be received in April.

CERTIFICATION PROCEDURES

10:87-6.16 Destitute households

Migrant or seasonal farmworker households may have little or no income at the time of application and may be in need of immediate food assistance, even though they receive income at some other time during the month of application. The following procedures shall be used to determine when migrant or seasonal farmworker households in these circumstances may be considered destitute and, therefore, entitled to expedited service and special income calculation procedures. Destitute households shall have their eligibility determined by computing either their gross or net income, as appropriate, and comparing either the gross or net income to the corresponding income eligibility standard. Households other than migrant or seasonal farmworker households shall not be considered destitute.

10:87-6.17 Destitute households with income from a terminated source

- (a) Migrant or seasonal farmworker households whose only income for the month of application was received prior to the date of application, and was from a terminated source, shall be considered destitute households and shall be provided expedited service.
- (b) Income received monthly or more frequently: If income is normally received on a monthly or more frequent basis, it shall be considered as coming from a terminated source if it will not be received again from the same source during the balance of the month of application or during the following month.
- (c) Income received less often than monthly: If income is normally received less often than monthly such income shall be considered as coming from a terminated source if it will not be received in the month in which the next payment would normally be received.
 - 1. Example: If income is received on a quarterly basis (e.g., on January 1, April 1, July 1, and October 1), and the household applies in mid-January, the income should not be considered as coming from a terminated source merely because no further payments will be received in the balance of January or in February. The test for whether or not this household's income is terminated is whether the income is anticipated to be received in April.

CERTIFICATION PROCEDURES

10:87-6.18 Destitute households with income from a new source

- (a) Migrant or seasonal farmworker households whose only income for the month of application is from a new source shall be considered destitute and shall be provided expedited service if income of more than \$25.00 from the new source will not be received by the 10th calendar day after the date of application.
- (b) Income received monthly or more frequently: Income which is normally received on a monthly or more frequent basis shall be considered to be from a new source if income of more than \$25 has not been received from that new source within 30 days prior to the date the application was filed.
- (c) Income received less often than monthly: If income is normally received less often than monthly, it shall be considered to be from a new source if income of more than \$25 was not received within the last normal interval between payments.
1. Example: If a household applies in early January and is expecting to be paid every three months starting in late January, the income shall be considered to be from a new source if no income of more than \$25 was received from the source during October or since that time.
- (d) Income from both a terminated and a new source: Households may receive both income from a terminated source and income from a new source after the date of application and still be considered destitute if they receive no other income in the month of application and income of more than \$25 from the new source will not be received by the 10th day after the date of application.
- (e) Consideration of income: Destitute households shall have their eligibility and level of benefits calculated for the month of application by considering only income which is received between the first of the month and the date of application. Any income from a new source that is anticipated after the day of application shall be disregarded.
- (f) Travel advances: Some employers provide travel advances to cover travel costs of new employees who must journey to the location of their new employment. To the extent that these payments are excluded as reimbursements (see N.J.A.C. 10:87-5.9(a)6), receipt of travel advances will not affect the determination of when a household is destitute.

CERTIFICATION PROCEDURES

10:87-6.18(f) (continued)

1. Advance on wages: If the travel advance is by written contract an advance on wages which will be subtracted from wages later earned by the employee, rather than a reimbursement, the wage advance shall count as income. Nevertheless, the receipt of a wage advance for the travel costs of a new employee shall not affect the determination of whether subsequent payments from the employer are from a new source of income, nor whether a household shall be considered destitute.
 - i. Example: If a household which applies on May 10, has received a \$50 advance for travel from its new employer on May 1 which by written contract is an advance on wages, but will not start receiving any other wages from the employer until May 30, the household shall be considered destitute. The May 30 payment shall be disregarded, but the wage received prior to the date of application shall be counted as income.
- (g) Source of income: A household member who changes jobs but continues to work for the same employer shall be considered as still receiving income from the same source. A migrant farmworker's source of income shall be considered to be the grower for whom the migrant is working at a particular point in time, rather than the crew chief. A migrant who travels with the same crew chief but moves from one grower to another is considered to have moved from a terminated to a new source.
- (h) When expedited procedures apply: The above procedures apply at initial application and at recertification, but only for the first month of each certification period. At recertification, income from a new source is disregarded in the first month of the certification period if income of more than \$25 will not be received from this new source by the 10th calendar day after the date of the household's normal issuance cycle.

CERTIFICATION PROCEDURES

10:87-6.19 Certification periods

The CWA shall establish a definite period of time or "certification period" within which a household shall be eligible to receive benefits. A federally mandated reduction, suspension, or cancellation of allotments in a given month shall have no effect on the certification period assigned to a household. At the expiration of each certification period, entitlement to food stamp benefits ends. Further eligibility shall be established only upon a recertification based upon a newly completed application, an interview, and such verification as required by N.J.A.C. 10:87-2.21.

10:87-6.20 No continuation

Under no circumstances shall benefits be continued beyond the end of a certification period without a new determination of eligibility.

10:87-6.21 Calendar months

Certification periods shall conform to calendar months. At initial application, the first month in the certification period shall generally be the month of application, even if the household's eligibility is not determined until a subsequent month. For example, if a household files an application in January and the application is not processed until February, a six-month certification period would include January through June. Upon recertification, the certification period will begin with the month following the last month of the previous certification period.

10:87-6.22 PA households

PA households (see N.J.A.C. 10:87-2.12(a)1) shall have their food stamp recertifications, to the extent possible, completed at the same time they are redetermined for AFDC. The CWA shall assign such households indefinite certification periods which will expire the month following the completion of the household's AFDC redetermination, unless the circumstances of the household members would otherwise require a shorter certification period. In no event shall the certification period exceed six months for AFDC-F and -N segment cases and nine months for AFDC-C segment cases. (For AFDC companion cases the certification period shall not exceed six months.)

CERTIFICATION PROCEDURES

10:87-6.23 Other households

(a) Other households shall be assigned the longest certification periods possible based on the predictability of the household's circumstances. Households shall be certified for at least three months, except as follows:

1. Certification processed after the 15th of the month: Households eligible for a certification period of three months or less shall, at the time of certification, have their certification periods increased by one month if the certification process is completed after the 15th day of the month of application and the household's circumstances warrant the longer certification period. For example, if a household which is eligible for a three-month certification period makes application in June and is not certified until late June or early July, the certification period would include June through September.
2. Strikers: Households containing one or more persons subject to a lockout or on strike from their place of employment shall not be certified for periods of more than one month, if the household is certified before the 15th day of the month of application. Otherwise, the maximum certification period shall be for two months.
3. One or two month certification: Households shall be certified for one or two months, as appropriate, when the household cannot reasonably predict what its circumstances will be in the near future, or when there is a substantial likelihood of frequent and significant changes in income or household status; for example, day laborers and migrant workers during the work season when income is uncertain and subject to extreme fluctuations during the work season due to the uncertainty of continuous employment or due to bad weather and other circumstances.
4. Certification up to six months: Households shall be certified up to six months if there is little likelihood of changes in income and household status; for example, households with a stable income record and for which major changes in income, deductions or composition are not anticipated.
5. Households consisting of the unemployable or elderly: Households consisting entirely of unemployable or elderly persons with very stable income shall be certified for up to 12 months provided other household circumstances are expected to remain stable; for example, Social Security recipients, SSI recipients and persons who receive pensions or disability payments.

CERTIFICATION PROCEDURES

10:87-6.23(a) (continued)

6. Self-employed: Households whose primary source of income is from self-employment (including self-employed farmers) or from regular farm employment with the same employer shall be certified for up to 12 months, provided income can be readily predicted and household circumstances are not likely to change. Annual certification periods may be assigned to farm workers who are provided their annual salaries on a scheduled monthly basis which does not change as the amount of work changes.



SPECIAL INCOME CIRCUMSTANCESTable of ContentsSUBCHAPTER 7. SPECIAL INCOME CIRCUMSTANCES

- 10:87-7.1 Applicability
- 10:87-7.2 Self employment-income
- 10:87-7.3(a) Annualizing self-employment income
 - (b) Self-employment income received on a monthly basis
- 10:87-7.4 Self-employment part of annual support
- 10:87-7.5 New self-employment enterprise
- 10:87-7.6(a) Determining monthly income from self-employment
 - (b) Anticipated self-employment income
 - (c) Determination of adjusted net monthly income
- 10:87-7.7 Capital gains
- 10:87-7.8(a) Allowable costs of producing self-employment income
 - (b) Depreciation
 - (c) Federal or State income tax form
 - (d) Consideration for depreciation
 - (e) Costs not allowable
- 10:87-7.9 Assigning certification periods
 - (a)1 Households with other income sources
 - 2 Annual income received in a short period of time
- 10:87-7.10 Households with boarders
- 10:87-7.11 Income from the boarder
- 10:87-7.12 Cost of doing business
 - (a)1 MCA
 - 2 Actual cost
- 10:87-7.13(a) Deductible expenses
 - (b) Shelter expenses
- 10:87-7.14(a) Income and resources of disqualified members
 - (a)1 Resources
 - 2 Income
 - 3 Deductible expenses
 - 4 Eligibility and benefit level
 - 5 Reduction or termination of benefits within certification period
- 10:87-7.15(a) Treatment of income and resources of other nonhousehold members
 - (a)1 Cash payments
 - 2 Vendor payments
 - 3 Deductible expenses
- 10:87-7.16(a) Residents of drug/alcoholic treatment and rehabilitation programs
 - (b) List of participants
 - (c) Procedures applying to residents
 - (c)1 Expedited processing
 - 2 Normal processing
 - 3 Processing changes and recertifications
 - 4 Rights of residents
 - (d) Reporting requirements of the center
 - (e) Responsibilities upon a resident's leaving
 - (f) Fraud and misrepresentation
 - (g) Penalties and disqualifications
 - (h) Claims for overissuance
 - (i) Disqualified treatment center

SPECIAL INCOME CIRCUMSTANCESSUBCHAPTER 7. SPECIAL INCOME CIRCUMSTANCES10:87-7.1 Applicability

The procedures in this subchapter are to be used in conjunction with the certification procedures in subchapter 6 to determine eligibility and benefit levels for households with special income circumstances.

10:87-7.2 Self-employment income

The procedures below shall be used to determine income for all households receiving self-employment income, including those households which own and operate a commercial boarding house. (The procedures for handling income received from boarders by a household that does not own and operate a commercial boarding home are described in section 10 of this subchapter.)

10:87-7.3 Annualizing self-employment income

- (a) Self-employment income which represents a household's annual income shall be annualized over a 12-month period even if the income is received within only a short period of time during that 12 months. For example, self-employment income received by farmers shall be averaged over a 12-month period, if the income is intended to support the farmer on an annual basis. This self-employment income shall be annualized even if the household receives income from other sources in addition to self-employment.
- (b) Self-employment income received on a monthly basis: Self-employment income which is received on a monthly basis but which represents a household's annual support shall normally be averaged over a 12-month period. If however, the averaged amount does not accurately reflect the household's actual monthly circumstances because the household has experienced a substantial increase or decrease in business, the CWA shall calculate the income based on anticipated earnings (see N.J.A.C. 10:87-7.6(b)).

10:87-7.4 Self-employment part of annual support

Self-employment income which is intended to meet the household's support for only part of the year shall be averaged over the period of time the income is intended to cover. For example, self-employed vendors who work only in the summer and supplement their income from other sources during the balance of the year shall have their self-employment income averaged over the summer months rather than a 12-month period.

10:87-7.5 New self-employment enterprise

If a household's self-employment enterprise has been in existence for less than a year, the income from that self-employment enterprise shall be averaged over the period of time the business has been in operation, and the monthly amount projected for the coming year. However, if the business has been in operation for such a short time that there is insufficient information to make a reasonable projection, the household may be certified for less than a year until the business has been in operation long enough to base a longer projection.

SPECIAL INCOME CIRCUMSTANCES10:87-7.6 Determining monthly income from self-employment

- (a) For the period of time over which self-employment income is determined, the CWA shall add all gross self-employment income (including capital gains as described in section 7 of this subchapter), exclude the cost of producing the self-employment income (see section 8 of this subchapter) and divide the self-employment income by the number of months over which the income will be averaged.
- (b) Anticipated self-employment income: For those households whose self-employment income is not averaged but is instead calculated on an anticipated basis (see N.J.A.C. 10:87-7.3(b)), the CWA shall add any capital gains (see section 7 of this subchapter) the household anticipates it will receive in the next 12 months (starting with the date the application is filed) and divide this amount by 12. This amount shall be used in successive certification periods during the next 12 months, except that a new average monthly amount shall be calculated over this 12-month period if the anticipated amount of capital gains changes. The CWA shall then add the anticipated capital gains to the anticipated monthly self-employment income and subtract the cost of producing the self-employment income. Except for depreciation, the cost of producing the self-employment income shall be calculated by anticipating the monthly allowable costs of producing the self-employment income.
- (c) Determination of adjusted net monthly income: The monthly net self-employment income shall be added to any other earned income received by the household. The total monthly earned income less the 18 percent earned income deduction shall then be added to all other monthly income received by the household. The standard deduction, dependent care, and shelter costs shall be computed as for any other household and subtracted to determine the adjusted monthly net income of the household. (See N.J.A.C. 10:87-6.15.)

10:87-7.7 Capital gains

The proceeds from the sale of capital goods or equipment shall be calculated in the same manner as a capital gain for Federal income tax purposes. (Even if only 50 percent of the proceeds from the sale of capital goods or equipment is taxed for Federal income tax purposes, the CWA shall count the full amount of the capital gain as income for food stamp purposes.)

10:87-7.8 Allowable costs of producing self-employment income

- (a) Allowable costs of producing self-employment income include, but are not limited to, the identifiable costs of labor, stock, raw material, seed and fertilizer, interest paid on the purchase of income-producing property, insurance premiums and taxes paid on income-producing property.
- (b) Depreciation: Depreciation shall be allowed as a cost of producing self-employment income for equipment, machinery or other capital investments necessary to the self-employment enterprise.

SPECIAL INCOME CIRCUMSTANCES

10:87-7.8 (continued)

- (c) Federal or State income tax form: The Federal or State income tax form for the most recent tax year shall be used for calculating depreciation on a annual basis. No depreciation shall be allowed on a capital asset unless it is documented by the appropriate Federal or State income tax form.
- (d) Consideration for depreciations: Households which did not file a tax return or did not claim depreciation may still receive consideration for depreciation by filing a regular or amended tax form for that year and presenting a copy of that amended return to the CWA.
- (e) Costs not allowable: The following items shall not be allowable as a cost of doing business.
1. Payments on the principal: Payments on the principal of the purchase price of income producing real estate and capital assets, equipment, machinery and other durable goods;
 2. Previous losses: Net losses from previous periods;
 3. Income taxes: Federal, State and local income taxes; and
 4. Money for personal expenses: Money set aside for retirement purposes and other work related personal expenses (such as transportation to and from work).

10:87-7.9 Assigning certification periods

- (a) Households that receive their annual support from self-employment and have no other source of income may be certified for up to 12 months.
1. Households with other income sources: For those households that receive other sources of income or whose self-employment income is intended to cover a period of time that is less than a year, the CWA shall assign a certification period in accordance with N.J.A.C. 10:87-6.23.
 2. Annual income received in a short period of time: For those self-employed households that receive their annual income in a short period of time (see section 3 of this subchapter), the initial certification period shall be assigned to bring the household into the annual cycle. The annual cycle shall coincide with filing of the household's income tax.

10:87-7.10 Households with boarders

Persons paying a reasonable amount for room and board as specified in N.J.A.C. 10:87-2.3(a)2 shall be excluded from the household when determining the household's eligibility and benefit level. The income of households owning and operating a commercial boarding home shall be handled as described in section

SPECIAL INCOME CIRCUMSTANCES

10:87-7.10 (continued)

2 of this subchapter. (Commercial boarding home is defined in N.J.A.C. 10:87-2.5.) For all other households, payments from the boarder(s) shall be treated as self-employment income and the household's eligibility determined in accordance with the procedures below.

10:87-7.11 Income from the boarder

Income from boarders shall include all direct payments to the household for room and meals including contributions to the household's shelter expenses. Shelter expenses paid directly by boarders to someone outside of the household shall not be counted as income to the household.

10:87-7.12 Cost of doing business

(a) After determining the income received from the boarders, the CWA shall exclude that portion of the boarder payment which is a cost of doing business. The cost of doing business shall be equal to either of following procedures, provided that the amount allowed as a cost of doing business shall not exceed the payment the household receives from the boarder for lodging and meals.

1. MCA: The Maximum Coupon Allotment (MCA) for a household size that is equal to the number of boarders; or
2. Actual cost: The actual documented cost of providing room and meals if the actual cost exceeds the MCA. If actual costs are used, only separate and identifiable costs of providing room and meals to the boarders shall be excluded.

10:87-7.13 Deductible expenses

- (a) The net income from boarders shall be included with other earned income and the 18 percent income deduction shall be applied to the total. □
- (b) Shelter expenses: Shelter costs the household actually incurs, even if the boarder contributes to the household for part of the household's shelter expenses, shall be computed to determine if the household will receive a shelter deduction (see N.J.A.C. 10:87-5.10(a)5). However, shelter costs shall not include any shelter expenses paid by the boarder to a third party, such as to the landlord or utility company.

SPECIAL INCOME CIRCUMSTANCES10:87-7.14 Treatment of income and resources of excluded household members

- (a) Individual household members may be excluded for being ineligible aliens, having questionable citizenship status, because of disqualification for failure or refusal to obtain or provide a Social Security number, or for intentional program violation. During the period of time that such household members are ineligible, the eligibility and benefit level of any remaining household members shall be determined in accordance with the procedures outlined in (b) or (c) below, as appropriate.
- (b) Excluded for intentional program violation disqualification: The eligibility and benefit level of any remaining household members of a household containing individuals excluded because of disqualification for intentional program violation shall be determined as follows:
1. Resources: The resources of the excluded household member(s) shall continue to count in their entirety to the remaining household members.
 2. Income and deductions: The income of the excluded household member(s) shall continue to be counted in its entirety and the entire household's allowable 18 percent earned income, standard, medical, dependent care, and excess shelter deductions shall continue to apply to the remaining household members.
 3. Eligibility and benefit level: The excluded member(s) shall not be included when determining the household's size for the purpose of:
 - i. Comparing the household's resources with the resource eligibility limits;
 - ii. Comparing the household's monthly income with the income eligibility standards; or
 - iii. Assigning a benefit level to the household. The CWA shall ensure that no household's coupon allotment is increased solely as a result of the exclusion of one or more household members.

SPECIAL INCOME CIRCUMSTANCES

10:87-7.14 (continued)

- (c) Excluded for other causes: The eligibility and benefit level of any remaining household members of a household containing individuals excluded for being an ineligible alien, having questionable citizenship status, or because of disqualification for refusal to obtain or provide a Social Security number shall be determined as follows:
1. Resources: The resources of such excluded member(s) shall continue to count in their entirety to the remaining household members.
 2. Income: A pro rata share of the income of such excluded member(s) shall be counted as income to the remaining members. This pro rata share is calculated by first subtracting the allowable exclusions (see N.J.A.C. 10:87-5.9) from the excluded members' income and then dividing the income evenly among the household members, including the excluded member(s). All but the excluded members' share is counted as income to the remaining household members.
 3. Deductible expenses: The 18 percent earned income deduction shall only apply to that portion of the excluded members' earned income which is attributed to the household in N.J.A.C. 10:87-7.14(c)2. That portion of the household's allowable shelter and dependent care expenses which are either paid by or billed to the excluded member(s) shall be divided evenly among the household members, including the excluded member(s). All but the excluded members' share is counted as a deductible shelter expense for the remaining household members.
 4. Eligibility and benefit level: The excluded member(s) shall not be included when determining the household's size for purposes of:
 - i. Comparing the household's resources with the resource eligibility limits;
 - ii. Comparing the household's monthly income with the income eligibility standard; or
 - iii. Assigning a benefit level to the household.

SPECIAL INCOME CIRCUMSTANCES

10:87-7.14 (continued)

(d) Reduction or termination of benefits within certification period:

Whenever an individual is excluded within the household's certification period, the CWA shall determine the eligibility or ineligibility of the remaining household members based, insofar as possible, on information in the case record and shall take the following action:

1. Excluded for intentional program violation disqualification: If a household's benefits are reduced or terminated within the certification period because one of its members was excluded because of disqualification for intentional program violation, the CWA shall notify the remaining members of their eligibility and benefit level at the same time the excluded member is notified of his or her disqualification. The household is not entitled to a notice of adverse action but may request a fair hearing to contest the reduction or termination of benefits, unless the issue of the amount of the claim was addressed at the time of the administrative disqualification hearing.
2. Excluded for other causes: If a household's benefits are reduced or terminated within the certification period because one of its members is an ineligible alien, has questionable citizenship status, or was disqualified for refusal to obtain or provide a Social Security number, the CWA shall issue a notice of adverse action which informs the household of the exclusion, the reason for the exclusion, the eligibility and benefit level of the remaining household members, and the action the household must take to end the exclusion.

10:87-7.15 Treatment of income and resources of other nonhousehold members

(a) For those nonhousehold members who are ineligible for reasons other than those set forth in N.J.A.C. 10:87-2.3(c), such as ineligible students (see N.J.A.C. 10:87-2.3(a)2), the income and resources of the nonhousehold member shall not be considered available to the household.

1. Cash payments: Cash payments from the nonhousehold member to the household will be considered income under the normal income procedures in N.J.A.C. 10:87-5.5.
2. Vendor payments: Vendor payments, as defined in N.J.A.C. 10:87-5.9(a)2, shall be excluded.
3. Deductible expenses: If the household shares deductible expenses with the nonhousehold member, only the amount actually paid or contributed by the household shall be deducted as household expenses. If payments or contributions cannot be differentiated, the expenses shall be prorated evenly among persons actually paying or contributing to the expense and only the household's pro rata share deducted.

10:87-7.15(a) (continued)

4. Combined income of household members and nonhousehold members: When the earned income of one or more household members and the earned income of a nonhousehold member are combined into one wage, the income of the household member shall be determined as follows:
- i. If the household's share can be identified, the CWA shall count that portion as earned income to the household; or
 - ii. If the household's share cannot be identified, the CWA shall prorate the earned income among those persons it was intended to cover and count that prorated share as earned income to the household.

SPECIAL INCOME CIRCUMSTANCES10:87-7.16 Residents of drug/alcoholic treatment and rehabilitation programs and group living arrangements

- (a) Narcotic addicts or alcoholics, who regularly participate in drug or alcoholic treatment and rehabilitation programs on a resident basis, and disabled or blind residents of group living arrangements who receive benefits under Title II or Title XVI of the Social Security Act may elect to apply for the Food Stamp Program.
1. Narcotic addicts or alcoholics: Resident addicts and alcoholics shall have their eligibility determined as a one-person household. The CWA shall certify residents of drug/alcoholic treatment centers by using the same provisions that apply to all other applicant households except that certification must be accomplished through an authorized representative. (See also N.J.A.C. 10:27-2.7(a)4.)
 2. Residents of group living arrangements: Residents of group living arrangements shall have their eligibility determined as one-person households when applying on their own behalf. The CWA shall certify residents of group living arrangements by using the same provisions that apply to all other applicant households except that certification may also be accomplished through an authorized representative of the group living arrangement or another representative chosen by the applicant. (See also N.J.A.C. 10:87-2.7(a)5.)
- (b) List of participants: Each treatment center, rehabilitation center, and group living arrangement facility shall provide the CWA with a certified list of currently participating residents on a monthly basis. In addition, the CWA shall conduct random onsite visits to the center or facility at least once every three months to assure the accuracy of the listings and that the CWA's records are consistent and up-to-date.
- (c) Procedures applying to residents: The following provisions apply to residents of treatment centers and group living arrangement facilities.
1. Expedited processing: When expedited processing standards as described in N.J.A.C. 10:87-2.32 through 2.35 are necessary, eligibility for initial application shall be processed on an expedited basis and the CWA shall complete verification and documentation requirements prior to issuance of a second coupon allotment.
 2. Normal processing: When normal processing standards apply, the CWA shall complete the verification and documentation requirements prior to making an eligibility determination for the initial application.
 3. Processing changes and recertifications: The CWA shall process changes in household circumstances and recertifications by using the same standards that apply to all other households.
 4. Rights of residents: Resident households shall be afforded the same rights to notices of adverse action, to fair hearings, and to entitlement to lost benefits as are all other food stamp households.

SPECIAL INCOME CIRCUMSTANCES

10:87-7.16 (continued)

- (d) Reporting requirements of the drug/alcoholic treatment center and group living arrangement facility: The treatment center or group living arrangement facility shall be responsible for reporting changes to the CWA in accordance with the following:
1. Reporting requirements of the treatment center: The treatment center shall notify the CWA of changes in the household's income or other household circumstances and of when the addict or alcoholic leaves the treatment center. The treatment center shall return to the CWA a household's ATP or coupons received after the household has left the center.
 2. Reporting requirements of the group living arrangement facility: If the group living arrangement facility is acting in the capacity of an authorized representative, the facility shall notify the CWA of changes in the household's income or other household circumstances and when the individual leaves the group living arrangement. The facility shall return a household's ATP or coupons to the CWA if they are received after the household has left the group living arrangement.
 1. Residents who have applied on their own behalf: If the resident has made application on his/her own behalf, the household is responsible for reporting changes to the CWA.
- (e) Responsibilities upon a resident's leaving: When a resident of an addict or alcoholic treatment center or group living arrangement facility leaves the treatment center or group living facility, the following provisions shall apply:
1. The treatment center/group living facility shall provide residents with their ID card and any untransacted ATP cards or coupons issued for that household when the household leaves the center or facility.
 2. The treatment center/group living facility must return to a departing household its full allotment of food coupons if already issued and no coupons were spent on behalf of that individual household.
 1. If a household, for whom the center/facility is acting as an authorized representative, leaves the treatment center/group living arrangement prior to the 16th day of the month and any portion of the coupons have been spent on behalf of the individual, the treatment center/group living arrangement shall provide the household with one-half of its monthly coupon allotment. If the household leaves after the 16th day of the month and the coupons have already been used, the household does not receive any coupons.

SPECIAL INCOME CIRCUMSTANCES

10:87-7.16(e)2 (continued)

- ii. If a group of residents in a group living arrangement have been certified as one household, and have returned the coupons to the facility to use, the departing resident(s) shall be given a prorata share of one-half of the household's monthly coupon allotment if leaving prior to the 16th day of the month. If the household leaves after the 16th day of the month and the coupons have already been used, the household does not receive any coupons.
 3. Such treatment centers/group living facilities must return to the CWA, at the end of each month, any coupons not provided to departing residents.
 4. Treatment center/group living facilities shall not act as authorized representatives for any household that has left the center/facility.
 5. The treatment center/group living facility shall, if possible, provide the household with a Change Report Form to report, to the CWA, the individual's new address and other circumstances after leaving the center/facility, and shall advise the household to return the form to the appropriate office of the CWA within 10 days.
- (f) Fraud and misrepresentation: The organization, institution, treatment center or group living facility is responsible for any misrepresentation or fraud which it knowingly commits in the certification of center or facility residents. As an authorized representative, the organization, institution, treatment center, or group living facility must be knowledgeable about the household's circumstances and should carefully review those circumstances with residents prior to applying on their behalf. The organization, institution, treatment center or group living facility acting in the capacity of an authorized representative is strictly liable for all losses or misuse of food coupons held on behalf of resident households and for all overissuances which occur while the households are residents of the treatment center or group living facility. A resident or a group of residents of a facility who applied and were certified on their own behalf, are liable for any overissuance.
- (g) Penalties and disqualifications: The organization, institution, treatment center, or group living facility may be penalized or disqualified by FNS if it is determined administratively or judicially that coupons were misappropriated or used for purchases that did not contribute to a certified household's meals. The CWA shall promptly notify DPW when it has reason to believe that an organization, institution, treatment center, or group living facility is misusing coupons in its possession. DPW will forward the report to FNS. However, the CWA shall not take any action against the organization, institution, treatment center, or group living facility prior to FNS action.

SPECIAL INCOME CIRCUMSTANCES

10:87-7.16 (continued)

- (h) Claims for overissuance: The CWA shall establish a claim against the treatment center or group living arrangement facility for overissuance of food coupons held on behalf of resident clients if any overissuances are discovered during an investigation or hearing procedure for redemption violations.
- (i) Disqualified treatment center or group living arrangement facility: If FNS disqualifies an organization, institution, treatment center, or group living facility as an authorized retail food store, the CWA shall suspend its authorized representative status for the same period. If the treatment center or group living arrangement facility loses its authorization from FNS to accept and redeem coupons or loses its certification from the appropriate State agency, the residents of the center or facility are no longer eligible to participate in the program and are not entitled to a notice of adverse action but shall receive a written notice explaining the termination and when it will become effective. However, residents of group living arrangements applying on their own behalf are still eligible to participate.

10:87-7.17 Residents of shelters for battered women and their children

- (a) Residents of shelters for battered women and their children shall apply as separate households and shall be certified solely on the basis of their income and resources, and the expenses for which they are responsible. Such households shall be certified without regard to the income, resources, and expenses of their former household.
- (b) Jointly held resources shall be considered inaccessible if such resources meet the provisions of N.J.A.C. 10:87-4.4(c).
- (c) Room payments to the shelter shall be considered as shelter expenses.
- (d) Any shelter residents eligible for expedited service shall be handled in accordance with the provisions of N.J.A.C. 10:87-2.32.
- (e) CWA responsibilities: The CWA shall take prompt action to ensure that the shelter resident's former household's eligibility or allotment reflects the change in the former household's composition. Such action shall include either shortening the certification period by issuing a notice of expiration to the shelter resident's former household or acting on the reported change by issuing a notice of adverse action. (See N.J.A.C. 10:87-9.7.)

SPECIAL INCOME CIRCUMSTANCES10:87-7.18 Deeming of income and resources of alien sponsors

(a) Portions of the gross income and resources of an alien's sponsor (and the sponsor's spouse if living together regardless of whether or not they were married at the time the affidavit of support was signed) shall be deemed available to the alien for a period of three years following the date established by the Immigration and Naturalization Service as the date the alien was admitted for permanent residence.

1. Aliens admitted for permanent residence: The deeming of income and resources of a sponsor applies only to an alien lawfully admitted for permanent residence as an immigrant as defined in sections 101(a)(15) and 101(a)(20) of the Immigration and Nationality Act and for which a sponsor signed an affidavit of support or similar statement as a condition of the alien's entry into the United States as a lawful permanent resident on or after February 1, 1983.
2. Deeming rules inapplicable: Deeming does not apply to the following aliens:
 - i. Any alien participating in the Food Stamp Program as a member of the sponsor's household;
 - ii. Any alien sponsored by a group or organization instead of an individual; or,
 - iii. Any alien not required to have a sponsor under the Immigration and Nationality Act, such as, but not limited to, a refugee, a parolee, an alien granted asylum, or a Cuban or Haitian entrant.

(b) Deeming of income: To determine the amount of income deemed available to the alien:

1. Compute the total gross monthly earned income of the sponsor (and sponsor's spouse if applicable) at the time the household containing the sponsored alien applies or is recertified for food stamp participation and multiply by 82 percent.
2. Add the monthly unearned income of the sponsor (and the sponsor's spouse if applicable) at the time the household containing the sponsored alien applies or is recertified for food stamp participation.
3. Subtract the monthly gross income eligibility limit (N.J.A.C. 10:87-12.4 Appendix A Table IV) for a household equal in size to the sponsor, the sponsor's spouse and any other person who is claimed or could be claimed by the sponsor or sponsor's spouse as a dependent for Federal income tax purposes.
4. The remaining amount shall be counted as unearned income in determining eligibility and benefit level for the household containing a sponsored alien whether or not the monies are actually available to the household.

10:87-7.18(b) (continued)

5. If the alien has already reported his or her sponsor's gross income in accordance with AFDC sponsored alien rules, that income amount shall be used for food stamp deeming purposes. However, allowable reductions to be applied to the total gross income of the sponsor and the sponsor's spouse prior to attributing an income amount to the alien shall be limited to those stated in (b)1 and 3 above.
 6. Actual money paid to the alien by the sponsor or the sponsor's spouse will not be considered as income to the alien unless the amount paid exceeds the amount deemed to the alien under this section. Only the amount paid that actually exceeds the amount deemed would be considered additional income to the alien.
- (c) Deeming of resources: To determine the amount of resources deemed available to the alien:
1. Determine the total amount of resources of the sponsor (and sponsor's spouse if applicable) in accordance with N.J.A.C. 10:87-4 and reduce the amount by \$1500. The remainder shall be deemed available to the household which contains the sponsored alien.
 2. If an alien who is eligible for AFDC has already reported information regarding his or her sponsor's resources for AFDC purposes, the amount attributed to the alien for AFDC purposes shall be used for Food Stamp purposes.
- (d) Multiple sponsorship: If a sponsored alien can demonstrate that his or her sponsor also sponsors other aliens, the amount of income deemed available in (b) above and the amount of resources deemed available in (c) above shall be divided among the number of such aliens that apply for or are participating in the program and that amount shall be used to determine eligibility and benefit level of the household containing the sponsored alien.
- (e) Change in sponsor: If the alien changes sponsors within a certification period, the deemed income and resources shall be recalculated based on information on the new sponsor as soon as possible.
- (f) Verification: The sponsored alien and his or her spouse are responsible for providing the CWA with any information necessary to determine the income and resources of the alien's sponsor and the sponsor's spouse. The alien and his or her spouse shall also be responsible for demonstrating to the CWA that the sponsor also sponsors other aliens, how many, and for obtaining any necessary cooperation from the sponsor.
1. The CWA shall obtain from the alien or alien's spouse the following information:
 - i. The income and resources of alien's sponsor and the sponsor's spouse (if living with the spouse);

SPECIAL INCOME CIRCUMSTANCES

10:87-7.18(f)1 (continued)

- ii. The number of other aliens for whom the sponsor has signed an affidavit of support or similar agreement;
 - iii. The provision of the Immigration and Nationality Act under which the alien was admitted;
 - iv. The date of the alien's entry or admission as a lawful permanent resident as established by INS;
 - v. The alien's date of birth, place of birth, and alien registration number;
 - vi. The number of dependents for Federal income tax purposes of the sponsor and the sponsor's spouse;
 - vii. The name, address, and phone number of the alien's sponsor.
2. The CWA shall verify the information obtained pursuant to (f)1i and ii above. The CWA shall verify the information which the CWA determines is questionable and which affects household eligibility and benefit level in accordance with procedures established at N.J.A.C. 10:87-2.21(a)8 for verifying questionable information.
3. If information necessary to carry out these deeming provisions is not received or verified on a timely basis, the sponsored alien and his or her spouse shall be ineligible until such time as all necessary facts are obtained. The eligibility of any remaining household members shall be determined.
1. The income and resources of the ineligible alien and his or her spouse (excluding the attributed income and resources of the alien's sponsor and the sponsor's spouse) shall be treated in the same manner as a disqualified member and considered available in determining the eligibility and benefit level of remaining household members.
 - ii. If information or verification is subsequently received, the CWA shall act on the information as a reported change in household membership in accordance with the timeliness standards in N.J.A.C. 10:87-9.7(a)2ii.

(g) Claims for overissuance:

1. Liability for overissuance: Any sponsor of an alien and the alien shall be jointly and severally liable for repayment of any overissuance of coupons as a result of incorrect information provided by the sponsor. However, if the alien's sponsor had good cause or was without fault for supplying the incorrect information, the alien's household shall be solely liable for repayment of the overissuance.

10:87-7.18(g)1 (continued)

- i. For the purpose of this section, "good cause" shall include but is not limited to circumstances in which the sponsor did not knowingly or willfully provide incorrect information.
 - ii. For the purpose of this section "without fault" shall include but is not limited to circumstances in which the alien misrepresented or misstated the financial status of the sponsor.
 2. Claims against the household and sponsor: Where the sponsor did not have good cause, the CWA shall decide whether to establish a claim for the overissuance against the sponsor or the alien's household, or both. The CWA may choose to establish claims against both parties at the same time or establish a claim against the party it deems most likely to repay first. If a claim is established against the alien's sponsor first, the CWA shall ensure that a claim is established against the alien's household whenever the sponsor fails to respond to the CWA's demand letter within 30 days of receipt. The CWA shall return to the alien's sponsor and/or the alien's household any amount repaid in excess of the total amount of the claim.
 3. Claims against sponsors: The CWA shall initiate collection against a sponsor by sending a written demand letter which informs the sponsor of the amount owed, the reason for the claim, how the claim may be repaid, and that the sponsor will not be held liable if he or she can demonstrate that he or she was not at fault or had good cause for providing incorrect information. The CWA shall follow the demand letter with a personal contact if possible.
 - i. The CWA may pursue other means of collection if the sponsor fails to respond to the demand letter.
 - ii. The CWA may terminate collection action against the sponsor at any time if it can document that the sponsor cannot be located or that the cost of further collection is likely to exceed the amount that can be recovered.
 - iii. If the sponsor responds to the demand letter and is financially able to pay the claim at one time, the CWA shall collect a lump sum cash payment. If the sponsor is not financially able to repay the claim at one time, a repayment schedule may be negotiated as long as the payments are provided in regular installments. Funds collected shall be forwarded to DPW in accordance with N.J.A.C. 10:87-11.23(a)4.

SPECIAL INCOME CIRCUMSTANCES

10:87-7.18(g) (continued)

4. Claims against alien households: Prior to initiating collection action against the household of a sponsored alien for repayment of an overissuance caused by incorrect information having been supplied concerning the alien's sponsor or sponsor's spouse, the CWA shall determine whether such incorrect information was supplied due to inadvertent error, intentional misrepresentation or fraud on the part of the alien. These actions shall be taken regardless of the current eligibility of the sponsored alien or the alien's household.
- i. If sufficient documentary evidence exists to substantiate that the incorrect information concerning the alien's sponsor or sponsor's spouse was provided due to intentional misrepresentation or fraud on the part of the alien, the State agency shall pursue the case in accordance with the procedures specified in N.J.A.C. 10:87-11.27 for misrepresentation and fraud disqualifications. The claim against the alien's household shall be handled as an inadvertent household error claim prior to the determination of intentional misrepresentation or fraud by an administrative law judge or a court of appropriate jurisdiction.
 - ii. If the CWA determines that the incorrect information was supplied due to misunderstanding or unintended error on the part of the sponsored alien, the claim shall be handled as an inadvertent household error claim in accordance with the procedures specified in N.J.A.C. 10:87-11.24. These actions shall be taken regardless of the current eligibility of the sponsored alien or the alien's household.

FAIR HEARINGS

Table of ContentsSUBCHAPTER 8. FAIR HEARINGS

10:87-8.1	General provisions
10:87-8.2	CWA responsibility prior to hearing request
10:87-8.2A	Fair hearing based on Federal changes
10:87-8.3	Request for fair hearing
10:87-8.4	Right to request a fair hearing
(a)1	Informal efforts to effect an adjustment
2	Agency conference
10:87-8.5	Time period for request of a hearing
10:87-8.6	Processing fair hearing requests
(a)1	CWA responsibilities
2	Administrative responsibilities of CWA liaison
3	Responsibilities toward the household
4	Responsibilities of the State agency
5	Office of Administrative Law
6	Shared administrative responsibilities
7	DPW responsibilities regarding the household
8	Expedited hearing process
10:87-8.7	Participation during appeal
10:87-8.8	Delayed request
10:87-8.9(a)	Reduction or termination due to mass change
(b)	Federally mandated reduction, suspension or cancellation of food stamp benefits
10:87-8.10	Reduction or termination of benefits prior to a hearing decision
(a)1	Expiration of certification
2	Preliminary decision
3	Subsequent change in circumstances
4	Subsequent mass change
10:87-8.11	Prompt notice
10:87-8.12	Hearing procedures
10:87-8.13	General hearing procedures
(a)1	Written notice of hearing
2	Attendance at hearing
3	Conduct of the fair hearing
4	Consideration of the point(s) at issue
5	Documents used during hearing proceedings
6	Elements to be considered during a hearing
7	Household request for postponement
8	Adjournment of a hearing
10:87-8.14	Hearing official
10:87-8.15	Household rights
(a)1	Examination of documents
2	Contents of case record
3	Confidential information
4	Presentation of case
5	Introduction of witnesses
6	Advancement of arguments
7	Submission of evidence
8	Refutation of evidence or testimony

FAIR HEARINGS

Table of Contents (continued)

10:87-8.16	County welfare agency rights at hearing
10:87-8.17	Subsequent medical reports
10:87-8.18	The fair hearing report and decision
10:87-8.19(a)	The hearing report
(b)	Judicially noticeable facts
(c)	Filing of recommended decision
(d)	Exceptions to the report
(e)	Final decision
10:87-8.20(a)	Decision on fair hearing
(b)	Effective date of decision
10:87-8.21	Retention of record
10:87-8.22	Prospective or retroactive action
10:87-8.23	Synopsis of decision
10:87-8.24	Corrective measures
10:87-8.25	Final administrative action
10:87-8.26	CWA responsibilities; fair hearings
(a)	Household improperly denied benefits
(b)	CWA upheld by decisions
(c)	Decision resulting in an increase in benefits
(d)	Decision resulting in a decrease in benefits
(e)	Decision on a federally mandated reduction

FAIR HEARINGSSUBCHAPTER 8. FAIR HEARINGS10:87-8.1 General provisions

Any household which is dissatisfied with any CWA action or inaction, affecting the household's participation in the Program shall be advised of its fair hearing rights and be given an opportunity to receive a fair hearing. The household shall also be advised of available legal services.

10:87-8.2 CWA responsibility prior to hearing request

Any household to which the CWA sends a notice of adverse action shall be informed of its right to a fair hearing by means of Form PA-196, entitled "Information About Complaints and Fair Hearings". This form shall also be available to any interested party.

10:87-8.2A Fair hearing based on Federal changes

Fair hearings will be denied those households which are merely disputing the fact that a federally mandated reduction, suspension, or cancellation was ordered. If the request for a fair hearing is based on a household's belief that its benefit level was computed incorrectly or that regulations were misapplied or misinterpreted, the household shall be given an opportunity to receive a fair hearing (see N.J.A.C. 10:87-8.9(b)). CWAs will only refer those requests which qualify for a fair hearing to the Bureau of Administrative Review and Appeals (BARA).

10:87-8.3 Request for fair hearing

Any clear expression, oral or written, by the household or its representative to the effect that it wishes to appeal a decision or which indicates a desire to present the case to a higher authority shall be construed as a request for a fair hearing.

10:87-8.4 Right to request a fair hearing

(a) The right to request a fair hearing shall not be limited or interfered with in any way.

1. Informal efforts to effect an adjustment: Informal efforts to effect an adjustment may be made through field contacts, office interviews with supervisory personnel, consultation with the State DPW Field Representative, etc. In no event, however, shall such informal efforts be considered prerequisite to a fair hearing, nor shall they delay, replace, interfere with or otherwise impede the processing of a fair hearing which has been requested by the household.

FAIR HEARINGS

10:87-8.4(a) (continued)

2. Agency conference: The CWA shall offer agency conferences to households which wish to contest a denial of expedited service under the procedures in N.J.A.C. 10:87-2.32 through 2.35. The CWA shall advise households that use of an agency conference is optional and that it shall in no way delay or replace the fair hearing process.
 - i. Attendance: The agency conference may be attended by the eligibility worker responsible for the agency action, and shall be attended by an eligibility supervisor (other than the supervisor of the eligibility worker responsible for the action) and/or the agency director, and by the household and/or its representative.
 - ii. Scheduling: An agency conference for households contesting a denial of expedited service shall be scheduled within two working days of the date the household contests the action of the CWA, unless the household requests that it be scheduled later or states that it does not wish to have an agency conference.
 - iii. Informal resolution: An agency conference may lead to an informal resolution of the dispute. However, a fair hearing must still be held unless the household makes a written withdrawal of its request for a hearing.

10:87-8.5 Time period for request of a hearing

A household may request a hearing on any action by CWA or loss of benefits which occurred in the prior 90 days. In addition, at any time within a certification period, a household may request a fair hearing to dispute its current level of benefits.

10:87-8.6 Processing fair hearing requests

- (a) To assure orderly and expeditious processing of complaints and fair hearing requests, the CWA and Division of Public Welfare (DPW) shall proceed in the following manner:
 1. CWA responsibilities: The CWA shall designate a staff member to act as a fair hearing liaison between itself and the DPW. Upon receipt of a request for a fair hearing, and no later than one working day following receipt of the request, the liaison shall notify the DPW of the request, the issues to be resolved, and such other information as may be necessary to process the case.
 2. Administrative responsibilities of CWA liaison: The CWA liaison's duties shall include, but not be limited to, the following:

FAIR HEARINGS

10:87-8.6(a)2 (continued)

- i. Establishing a system: The liaison shall establish a system to insure that every written request for a hearing which is received by the CWA is stamped with the date of receipt and forwarded to the Division of Public Welfare within one working day of the date of the request.
- ii. Review requests: The liaison shall review incoming requests for possible corrective action prior to a hearing.
- iii. Arranging staff participation: The liaison shall identify, and arrange for participation of CWA staff who may be essential to the hearing. The liaison shall also assemble all records relevant to the hearing and arrange for an interpreter if the household does not speak English.
- iv. Contacting household: The liaison shall contact the household or its representative, not less than two working days prior to a hearing, to confirm attendance and to arrange for the transportation of household if necessary.
- v. Submitting reports: Prior to the hearing date, the liaison shall submit special reports regarding hearing requests, if so instructed by the DPW.
- vi. Submitting implementation reports: The liaison shall submit reports, regarding the implementation of State fair hearing decisions, in accordance with the provisions of N.J.A.C. 10:87-8.18.
- vii. Single individual to be contacted: The liaison shall serve as the single individual in the CWA to be contacted regarding matters relating to hearings.

FAIR HEARINGS

10:87-8.6(a) (continued)

3. Responsibilities toward the household: The CWA shall provide the following services to the household:
 - i. Oral requests for fair hearing: An oral request for a fair hearing shall be reduced to a written record by the staff person to whom the request is made. No special form or manner of expression is required, provided that the request identifies the nature and date of the complaint. If it is unclear from the household's request what action it wishes to appeal, the CWA may request the household clarify its grievance.
 - ii. Assisting in the preparation of the case: Upon the household's request, the CWA shall assist in the preparation of the household's fair hearing request.
 - iii. Information and referral services: The household shall be informed of, and referred to, legal services in the community for the purpose of obtaining legal counsel at the hearing.
 - iv. Providing pertinent record: Upon request, the CWA shall make available without charge the specific materials necessary for a household or its representative to determine whether a hearing should be requested or to prepare for a hearing.
 - v. Bilingual requirements: If the individual making the request speaks a language other than English and the CWA is required by subchapter 9 to provide bilingual staff or interpreters who speak the appropriate language, the CWA shall insure that the hearing procedures are verbally explained in that language.
4. Responsibilities of the State agency: To the maximum extent possible, a hearing shall be scheduled no later than seven working days after receipt of notification by the CWA of the household's request and held no later than 21 days after the date of the household's request.
5. Office of Administrative Law: Hearings will be scheduled by the Office of Administrative Law (OAL). State level fair hearings will be conducted by an administrative law judge assigned by the Director of the Office of Administrative Law.
6. Shared administrative responsibilities: The Division of Public Welfare (DPW) and OAL will share responsibilities as follows:

FAIR HEARINGS

10:87-8.6(a)6 (continued)

- i. Register requests: The DPW shall register each request for a fair hearing on the date which the request is received and forward all requests to OAL within one work day of date received. OAL shall refer all requests made direct to OAL to DPW for registering.
 - ii. Transmit requests: When received by the DPW, requests shall be transmitted by telephone to the CWA.
 - iii. Notify household regarding continuation of benefits: Together with notice of the hearing date, the household will be promptly notified by OAL whether or not the household is to continue to receive benefits at an unreduced level pending the outcome of the fair hearing. A copy of this communication will be sent to the DPW and to the CWA.
7. DPW responsibilities regarding the household: A request for a fair hearing shall not be denied or dismissed except under the following circumstances:
- i. Untimely request: The request for a hearing is not received within the time interval specified in section 5 of this subchapter.
 - ii. Withdrawal: The household withdraws the fair hearing request for any reason and the withdrawal is confirmed in writing.
 - iii. Abandonment: The household abandons its request for a fair hearing.
 - (1) Abandonment defined: A request for a hearing shall be considered abandoned if neither the household nor its representative appears at the time and place established for the hearing, unless the DPW or CWA received notice not later than the scheduled date of hearing that the household would be unable to attend for reasonable good cause; in such case, the hearing shall be adjourned and rescheduled. (Good cause is defined in N.J.A.C. 10:87-3.20(d).) No hearing shall be delayed for a period of more than 30 working days under any circumstances except as provided in item (2) below.

FAIR HEARINGS

10:87-8.6(a)7iii (continued)

- (2) Notice of assumption of abandonment: If the household or its representative, fails to appear for a scheduled hearing without having given proper notice, a notice of assumption of abandonment shall be sent to the household. If there is no answer within 10 calendar days, the hearing shall be deemed abandoned. The household shall have the right to present in writing to the DPW directly or through the CWA, such facts or reasons for the failure to appear. The DPW may, determine whether or not the facts so presented by the household or its representative, constitute reasonable good cause, as defined in N.J.A.C. 10:87-3.20(d) of this Manual, to warrant reinstatement of the hearing.

8. Expedited hearing process: Hearing requests from households, such as migrant farm workers, which plan to move from the county before the hearing decision would normally be reached shall be expedited thus enabling them to receive a decision before they leave the area.

10:87-8.7 Participation during appeal

If a household requests a fair hearing within 15 days of the mailing of an adverse action notice and the certification period has not expired, participation shall be continued consistent with the benefit level authorized immediately prior to the notice of adverse action unless the household specifically waives continuation of benefits. If the request for a fair hearing does not positively indicate that the household has waived continuation of benefits, the CWA shall assume that continuation of benefits is desired and benefits issued accordingly. If the CWA action is upheld by the hearing decision, a claim against the household shall be established for all over-issuances.

10:87-8.8 Delayed request

If a hearing request is not made within the period provided by the notice of adverse action, benefits shall be reduced or terminated as stated in the notice. However, if the household establishes that its failure to make the request within the adverse notice period was for good cause, the CWA shall reinstate the benefits to the prior basis.

FAIR HEARINGS

10:87-8.9 Reduction or termination due to mass change

- (a) When benefits are reduced or terminated due to a mass change, participation on the prior basis shall be reinstated only if the issue being contested is that food stamp eligibility or benefits were improperly computed or Federal law or regulation is being misapplied or misinterpreted by the DPW or the CWA.
- (b) Federally mandated reduction, suspension or cancellation of food stamp benefits: When benefits are reduced, suspended, or cancelled due to a Federal order, participation on the prior basis, pending the fair hearing, shall be denied.

10:87-8.10 Reduction or termination of benefits prior to a hearing decision

- (a) Once continued or reinstated, benefits shall not be reduced or terminated prior to a final hearing decision, except as provided below:
1. Expiration of certification: The certification period expires. The household may reapply and may be determined eligible for a new certification period with a benefit amount as determined by the CWA;
 2. Preliminary decision: The hearing official makes a determination that the sole issue is one of Federal law or regulation and that the household's claim that the CWA improperly computed the benefits or misinterpreted or misapplied such law or regulation policy is invalid;
 3. Subsequent change in circumstances: A change affecting the household's eligibility or basis of issuance occurs while the hearing decision is pending and the household fails to request a hearing after the subsequent notice of adverse action; or
 4. Subsequent mass change: A mass change affecting the household's eligibility or basis of issuance occurs while the hearing is pending.

10:87-8.11 Prompt notice

The State Agency will promptly inform the household in writing if benefits are reduced or terminated pending the hearing decision.

10:87-8.12 Hearing procedures

The date, time and place of the hearing shall be set such that the hearing is accessible to the household. The hearing shall be scheduled during normal agency business hours.

FAIR HEARINGS

10:87-8.13 General hearing procedures

(a) A fair hearing shall be conducted in the following manner:

1. Written notice of hearing: Written notice shall be sent by the State Agency to all parties involved at least 10 calendar days prior to the date of the hearing. However, the household may request less advance notice to expedite the scheduling of the hearing.
2. Attendance at hearing: The hearing shall be attended by a representative of the CWA and by the household and/or its representative. The hearing may also be attended by friends or relatives of the household if the household so chooses. The hearing official shall have authority to limit the number of persons in attendance at the hearing if space limitations exist.
3. Conduct of the fair hearing: The fair hearing shall, in all respects, be informal and conducted in an atmosphere conducive to the full development of facts. The hearing shall take into account the requirements of due process. An effort shall be made to conduct the hearing in such a manner that all parties will feel free and able to present all relevant aspects of the situation. At the beginning of the hearing, the household or its representative shall be given the opportunity to make a statement of the situation as it sees it. The hearing official shall state the point(s) at issue, subject to amendment or correction by the household or any of the other parties concerned. At the end of the hearing, the hearing official shall summarize the point(s) at issue.
4. Consideration of the point(s) at issue: The hearing shall be concerned only with such facts as are relevant to the point(s) at issue. If it develops that the real issue differs from that on which the request for fair hearing was based, then the hearing need not adjourn but the real point(s) at issue shall be considered, subject to adjournment as may be necessary for proper development of the new questions presented.
5. Documents used during hearing proceedings: Documents relied upon as evidence by parties to the appeal shall be retained in the official record, unless the submission of such documents is extraordinarily time consuming. Copies of documents shall be made available, upon request, to parties to the appeal.
6. Elements to be considered during a hearing: The fair hearing shall include consideration of the following elements; any county welfare agency action with regard to eligibility, basis of issuance, denial, suspension, collection or overissuance, discontinuance of program benefits; or any undue delay on the part of the county welfare agency regarding a determination of eligibility or an adjustment in benefits.

10:87-8.13(a) (continued)

7. Household request for postponement: The household may request and is entitled to receive a postponement of the scheduled hearing. The postponement shall not exceed 30 days.
 - i. Extension of limit on final action: The time limit on implementation of the hearing decision (see section 18 of this subchapter) shall be extended for as many days as the postponement.
8. Adjournment of a hearing: At any time during the proceedings, the hearing official at his/her discretion, may declare an adjournment at the request of the household or the CWA or on his/her own initiative. The total of all such adjournments in one case shall in no event exceed 30 days.
 - i. Effect of adjournment on final action: Adjournments requested by the household will extend the time limit on final action as provided for in paragraph 7 of this subsection. Adjournments initiated by the CWA or the fair hearing officer shall not extend the time limit on final action.

10:87-8.14 Hearing official

The hearing officer shall be an administrative law judge assigned by the Office of Administrative Law. The hearing official shall not be a person who has been connected in any way with the county welfare agency action or inaction which is currently under appeal.

FAIR HEARINGS

10:87-8.15 Household rights

(a) The household shall have the following rights:

1. Examination of documents: Prior to and at the time of the hearing, the household shall have the right to examine all documents and records which are to be used during the hearing.
2. Contents of case record: The contents of the case record, including the application form and documents of verification used by the CWA to establish the household's ineligibility or eligibility and allotment, shall be made available, provided that confidential information such as the names of individuals who have disclosed information about the household without its knowledge or the nature or status of pending criminal prosecutions is protected from release. Free copies of relevant portions of the case record shall be furnished if requested by the household or its representative.
3. Confidential information: Confidential information which is protected from release and other documents or records which the household will not otherwise have an opportunity to contest or challenge shall not be introduced at the hearing or affect the hearing official's decision.
4. Presentation of case: The household shall have the option of personally presenting the case or of being represented by legal counsel or any other person of its choosing.
5. Introduction of witnesses: The household shall have the right to introduce witnesses to support the appeal.
6. Advancement of arguments: The household shall be permitted to advance arguments without undue interference.
7. Submission of evidence: The household shall have the right to submit evidence to establish all pertinent facts and circumstances of the appeal.
8. Refutation of evidence or testimony: The household shall have the right to question or refute testimony or evidence and may confront and cross-examine adverse witnesses.

10:87-8.16 County welfare agency rights at hearing

The CWA shall appoint a representative to appear at the hearing.

FAIR HEARINGS

10:87-8.17 Subsequent medical reports

If the hearing involves medical issues requiring a diagnosis or a report from an examining physician, the hearing official may rule that a medical assessment, by someone other than that of the person making the original medical determination, shall be obtained from a source mutually satisfactory to the household and the State Agency. Such assessment subsequently shall be made part of the hearing record. The CWA shall pay for such medical assessments.

10:87-8.18 The fair hearing report and decision

The hearing decision shall be based on content of the report on the hearing, taking into consideration all documents and records presented during the hearing. The decision shall be binding upon the CWA.

10:87-8.19 The hearing report

- (a) The administrative law judge shall prepare a report summarizing the point(s) at issue and evidence presented during the hearing. The report shall include findings of fact and a recommended decision based exclusively on the hearing evidence and governing regulations.
- (b) Judicially noticeable facts: In preparing the report of the hearing, notice may be taken of judicially noticeable facts. In addition, notice may be taken of generally recognized technical or scientific facts within the specialized knowledge of the agency or the administrative law judge. Parties shall be notified either before or otherwise, of the material noticed, including any staff memoranda or data, and they shall be afforded an opportunity to contest the material so noticed. The experience, technical competence, and specialized knowledge of the agency or the administrative law judge may be utilized in the evaluation of the evidence.
- (c) Filing of recommended decision: The findings of fact and conclusions of law and recommended decision by the administrative law judge shall be filed with the State Division of Public Welfare, and on the same date mailed to the household and its representative and the county welfare agency. The report shall be part of the record in the case.
- (d) Exceptions to the report: If the parties in interest wish to take exception to the hearing report, such exception must be submitted in written form to the administrative law judge with copies to the Division of Public Welfare and to all concerned parties and to be considered, must be received in the Office of Administrative Law no later than seven working days after the mailing date of the hearing officer's report.

10:87-8.19 (continued)

- (e) Final decision: The Director of the Division of Public Welfare, upon review of the record submitted by the administrative law judge, shall adopt, reject or modify the report and recommended decision. Unless the Director modifies or rejects the report within seven days after the due date of written exception, the decision of the administrative law judge shall be deemed adopted as the final decision. A decision different from that recommended by the administrative law judge shall include findings of fact and conclusions of law, separately stated. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. The household and the county welfare agency shall be notified by mail of any decision or order.

10:87-8.20 Decision on fair hearing

- (a) A decision based on the evidence at the hearing will be rendered in writing with reasonable promptness and may incorporate by reference any or all the recommendations of the administrative law judge. The decision shall be final and binding upon all parties concerned.
- (b) Effective date of decision: The fair hearing decision shall be effective on the date of final decision unless another effective date is designated in the final fair hearing decision.

10:87-8.21 Retention of record

An official and complete record of each fair hearing will be maintained in the files of the Division of Public Welfare for at least three years after the date decision is rendered. The household or its representative may review, upon appointment, all or any part of the official and complete record of his/her fair hearing.

10:87-8.22 Prospective or retroactive action

A decision requiring action by the CWA may apply either prospectively with regard to future action by the CWA or retroactively to the date an incorrect action was taken. If the decision results from mutual agreement of the parties at the hearing, it shall be so stated.

10:87-8.23 Synopsis of decision

The State Division of Public Welfare will arrange publication of a synopsis of all decisions which will be forwarded to each county welfare agency and all persons who receive this Division's circular letters. Copies of fair hearing decisions, edited to insure household confidentiality, will be available for perusal at the Division office for a period of one year and for distribution to anyone requesting a copy at the cost of printing and handling.

FAIR HEARINGS

10:87-8.24 Corrective measures

The State Division of Public Welfare will take such steps as may be necessary to assure that the decision has been carried out. Corrective or remedial measures ordered by a hearing decision, unless otherwise directed in the decision, will be implemented by the local agency immediately upon receipt of the fair hearing decision (see also N.J.A.C. 10:87-8.26(c)).

10:87-8.25 Final administrative action

Final administrative agency action on fair hearing decisions shall be implemented by the local agency within 60 days of the date of the hearing request. However, delay in the hearing process resulting from postponement of a scheduled hearing may extend the time period for local agency corrective action for as many days the hearing is postponed by the household, not to exceed 30 days.

10:87-8.26 CWA responsibilities; fair hearings

- (a) Household improperly denied benefits: When the hearing decision is that a household has been improperly denied program benefits or has been issued a lesser allotment that was due, lost benefits shall be provided in accordance with N.J.A.C. 10:87-11.11.
- (b) CWA upheld by decisions: When the hearing decision upholds the CWA's action, a claim (when appropriate) shall be prepared against the household for any overissuance in accordance with N.J.A.C. 10:87-11.20 through 11.23.
- (c) Decision resulting in an increase in benefits: Decisions which result in an increase in household benefits shall be reflected in the coupon allotment within 10 days of the receipt of the hearing decision even if a supplementary ATP must be issued.
 - i. Normal issuance falls within 60-day period: If however, the next normal issuance after receipt of the decision occurs within 60 days of a household's request for a hearing, the increase may be reflected in that issuance.
- (d) Decision resulting in a decrease in benefits: Decisions which result in a decrease in household benefits shall be reflected in the next scheduled issuance following receipt of the hearing decision.
- (e) Decision on a federally mandated reduction: A household may receive retroactive benefits in an appropriate amount if it is determined that its benefits were reduced by more than the federally authorized amount.

OTHER CERTIFICATION RELATED PROCEDURESTable of ContentsSUBCHAPTER 9. OTHER CERTIFICATION RELATED PROCEDURES

- 10:87-9.1 Recertification
- 10:87-9.2(a) Notice of expiration
 - (b) Receipt by household
 - (c) Timely application for recertification
 - (d) CWA action on timely reapplication
 - (e) Timeliness standards
 - (f) CWA failure to act
 - (g) Household failure to submit a timely reapplication
- 10:87-9.3 Notices of eligibility
 - (a)1 Expedited applications
 - 2 PA households
- 10:87-9.4 Recertification; notice
- 10:87-9.5 Notice of denial
- 10:87-9.6 Notice of pending status
- 10:87-9.7 Changes
 - (a)1 Household responsibilities
 - 2 CWA responsibilities
 - (b) Notice of adverse action
 - 1 Timing of the notice
 - (c) Changes not requiring advance notice
 - 1 Mass change
 - 2 Notice of death
 - 3 Move from project area
 - 4 Completion of restoration of lost benefits
 - 5 Anticipated changes in the monthly allotment
 - 6 Disqualification for fraud
 - 7 Benefit reduction upon approval of the household's AFDC grant application
 - 8 Benefit reduction to the original benefit level due to lack of verification
- 10:87-9.8(a) Sixty day continuation of certification
 - (a)1 Household composition
 - 2 Definition of household
 - 3 Expedited processing
 - 4 SSI cash-out states
- 10:87-9.9 Responsibilities of the former CWA
- 10:87-9.10(a) Responsibilities of the new jurisdiction
 - (a)1 Households which have participated in the month of the move
 - 2 Households which have not participated in the month of the move
 - 3 Households which have experienced a decrease to zero net monthly income
- 10:87-9.11 Rights of households in the new project area
- 10:87-9.12 Certification during participation under form 286
- 10:87-9.13(a) Households which move while covered by Form FNS-286
 - (a)1 Balance of entitlement
 - 2 Additional two months
- 10:87-9.14(a) Security and control of FNS-286
 - (b) CWA responsibilities

OTHER CERTIFICATION RELATED PROCEDURES

Table of Contents (continued)

- 10:87-9.15(a) Identification (ID) cards
 - (b) Limited issuance
 - (c) Expiration date
 - (d) Special designations
 - (e) Photograph
- 10:87-9.16 Emergency replacement
 - (a) Destroyed or stolen coupons
 - (b) Improperly manufactured or mutilated coupons
 - (c) ATPs
- 10:87-9.17 Miscellaneous administrative procedures
 - (a) Personnel requirements
 - (b) Volunteers
 - (c) Strikers
 - (d) Certification and issuance sites
- 10:87-9.18(a) Records
 - (b) Retention of case records
 - (c) Content of case records
- 10:87-9.19(a) Quality control (QC)
 - (b) Responsibility of county welfare agency
- 10:87-9.20(a) Security and control of ATPs
 - (b) Master control of ATPs (Form FSP-930)
 - (c) Storage of ATP shipments
 - (d) Subsidiary control of ATPs (Form FSP-930A)
 - (e) Storage of ATP blocks
 - (f) Control of undeliverable ATPs (Form FSP-931)
 - (g) Retention of control forms

OTHER CERTIFICATION RELATED PROCEDURESSUBCHAPTER 9. OTHER CERTIFICATION RELATED PROCEDURES10:87-9.1 Recertification

The CWA shall complete the application process and approve or deny timely applications for recertification prior to the end of the household's current certification period. A federally mandated reduction, suspension, or cancellation of allotments in a given month shall have no effect on the recertification procedures. The CWA shall provide eligible households with an opportunity to participate by the household's normal issuance cycle in the month following receipt of a timely application. The CWA shall not continue benefits to households beyond the end of the certification period unless the household has been recertified. The joint processing requirements for PA cases apply to applications for recertification unless recertification does not coincide with redetermination (see N.J.A.C. 10:87-6.22).

10:87-9.2 Notice of expiration

- (a) The CWA shall provide each household with a Notice of Expiration (Form FSP-907A) at the start of the last month of the household's certification period with the exception of those PA households which were assigned certification periods which coincide with the redetermination of PA eligibility. (See N.J.A.C. 10:87-6.19, et seq.)
- (b) Receipt by household: Households that must receive a notice of expiration shall receive it not earlier than 15 days prior to, nor later than the first day of the household's last month of certification. If it is impossible for the CWA to provide the notice of expiration by the first day of the last month of the household's certification period because the household is certified for one month or because the household was initially certified for two months in the month following the month of application, the notice of expiration shall be provided at the time of certification.
- (c) Timely application for recertification: Households provided a notice of expiration at the time of certification (see subsection (b) of this section) shall have 15 days from the date the notice is received to file a timely application for recertification. All other households which submit identifiable applications by the 15th day of the last month of the certification period shall be considered to have made timely application for recertification. To aid the CWA in determining if adequate time has been permitted, the CWA shall use the postmark on the notice of expiration, plus two days for mailing time. In cases of dispute, the household may demonstrate that the notice of expiration was not, in fact, received in a timely manner.
- (d) CWA action on timely reapplication: The CWA shall act on timely reapplications to provide uninterrupted benefits to households determined eligible.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.2(d) (continued)

1. Scheduling interviews: The CWA shall not require households receiving notices of expiration to appear for an interview before the last month of their current certification period. However, the CWA may schedule an interview prior to the last month of certification period or prior to the date the application is timely filed, provided the household is not denied for failing or refusing to appear for the interview.
 2. The CWA shall schedule an interview on or after the date the application was timely filed if an interview has not previously been scheduled or the household failed or refused to appear for any interviews scheduled prior to the date a timely application was filed.
 3. Failure to appear for interview: A household which fails without good cause to appear for an interview scheduled after the application is timely filed shall lose its right to uninterrupted benefits, but shall not be denied at that point unless it has refused to cooperate.
- (e) Timeliness standards: The CWA shall act on timely reapplications to provide uninterrupted benefits to households determined eligible. The CWA shall take action on timely reapplications within the following time standards even if the CWA must issue a manual ATP:
1. Thirty days after last allotment: Households that were provided a notice of expiration at the time of certification and have timely reapplied shall be notified of their eligibility or ineligibility and provided an opportunity to participate, if eligible, not later than 30 days after the date the household had an opportunity to obtain its last allotment.
 2. End of current certification period: For those households that have filed an application by the 15th of the last month of their certification period, the CWA shall approve or deny the application and notify the household of its determination by the end of the current certification period. In addition, for households determined eligible, the CWA shall provide an opportunity to participate by the household's normal issuance cycle in the month following receipt of the timely reapplication even if the CWA must issue a manual ATP to meet timeliness standards.
 3. Delay by CWA: Households which have timely reapplied, but due to CWA error are not determined eligible in sufficient time to provide for issuance in the household's normal issuance cycle for the following month, shall receive an immediate opportunity to participate upon being determined eligible, even if the CWA must issue a manual ATP in order to meet the timeliness standards.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.2 (continued)

- (f) CWA failure to act: Failure by the CWA to provide eligible households which filed a timely application for recertification with an opportunity to participate in accordance with the above provisions shall be considered an administrative error. These households shall be entitled to restoration of lost benefits if, as a result of such error, the household was unable to participate for the month following the expiration of the certification period.
- (g) Household failure to submit a timely reapplication: A household which fails without good cause to submit a timely application for recertification, or to appear for an interview scheduled after the household timely filed its application for recertification, shall lose its right to uninterrupted benefits. Households which refuse to cooperate in providing information shall be denied. Any application not submitted in a timely manner shall be treated as an application for initial certification, except that for applications received within 30 days after the certification period expires, previously verified income or actual utility expenses need not be verified if the source has not changed and the amount has changed by \$25 or less.
1. Good cause: If the CWA determines that the household's failure to make timely application, or to otherwise complete the certification process in a timely manner, was for good cause, the household shall be entitled to restoration of lost benefits, if as a result of its failure, the household was unable to participate in the month following the expiration of its certification period. The determination of good cause shall be made on a case-by-case basis, and shall include, but not be limited to, failure to receive timely notice of expiration or personal illness.

10:87-9.3 Notices of eligibility

- (a) Every applicant household found eligible shall be provided with a written notice of eligibility as described in the following Items as soon as a determination is made but no later than 30 days after the date of the initial application. The notice shall inform the household of the amount of the allotment. The household shall also be advised of variations in the benefit level based on changes anticipated (if any) at the time of certification. If the initial allotment contains benefits for both the month of application and the current month's benefits, the notice shall explain that the initial allotment includes more than one month's benefits, and shall indicate the allotment amount for the remainder of the certification period. The notice shall also inform the household of beginning and ending dates of the certification period.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.3(a) (continued)

1. Expedited applications: In cases where a household's application is approved on an expedited basis without verification, as provided in N.J.A.C. 10:87-2.32 through 2.35, the notice shall explain that the household must provide the verification that was waived. The notice shall also explain the special conditions of the longer certification period, as discussed in N.J.A.C. 10:87-2.35(a)3 and the consequences of failure to provide the postponed verification.
2. PA households: For those PA households assigned indefinite certification periods in accordance with N.J.A.C. 10:87-6.22, the notice shall state that the certification will expire the month following the month of redetermination for AFDC, but not later than six or nine months, as appropriate.

10:87-9.4 Recertification; notice

The CWA shall provide households that have filed an application by the 15th of the last month of their certification period with either a notice of eligibility or a notice of denial by the end of the current certification period. The CWA shall provide households that have received a notice of expiration at the time of certification and have timely reapplied, with either a notice of eligibility or a notice of denial not later than 30 days after the date the household had an opportunity to obtain its last allotment.

10:87-9.5 Notice of denial

If an application is denied, the CWA shall provide the household with written notice explaining the basis for the denial. This requirement shall be accomplished by use of the "Adverse Action Notice". The notice shall be sent as soon as possible, but not later than 30 days following the date the application was filed.

10:87-9.6 Notice of pending status

If the household's application is placed in pending status, the CWA shall send an "Adverse Action Notice" informing the household what action is necessary to complete the application process and that the application will be denied if the household fails to take the required action within 60 days of the date the application was filed.

10:87-9.7 Changes

- (a) When changes occur within the certification period which affect a household's eligibility or coupon allotment, action must be taken to adjust the household's eligibility. Household and CWA responsibilities are outlined below:

1. Household responsibilities:

- i. Changes to be reported: Certified households are required to report the following changes within 10 days of the date the change becomes known to the household:

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.7(a)1i (continued)

- (1) Income: Changes in sources of income or in the amount of gross monthly income of more than \$25, except changes in the AFDC grant;
 - (2) Household composition: All changes in household composition, such as the addition or loss of a household member;
 - (3) Residence: Changes in residence and the resulting change in shelter costs;
 - (4) Acquisition of vehicle: The acquisition of a licensed vehicle not fully excludable under N.J.A.C. 10:87-4.12(a)1; and
 - (5) Liquid resources: When cash on hand, stocks, bonds and money in a bank account or savings institution reach or exceed a total of \$1,500.
 - (6) Medical expenses: When the household's monthly medical expenses change by more than \$25.00.
- ii. Method of reporting: The change may be reported in person, by telephone or by mail. The CWA shall document the date a change is reported, which shall be the date the CWA receives a report form or is advised of the change over the telephone or by a personal visit. PA households which report a change in circumstances shall be considered to have reported the change for food stamp purposes.
 - iii. Failure to report: If the CWA discovers that the household failed to report a change as required by subparagraph i of this paragraph and as a result, received benefits to which it was not entitled, the CWA shall file a claim against the household in accordance with N.J.A.C. 10:87-11.20. If the discovery is made within the certification period, the household is entitled to a notice of adverse action if the household's benefits are reduced. A household shall not be held liable for a claim because of a change in household which it is not required to report in subparagraph i of this paragraph. Individuals shall not be terminated for failing to report a change, unless the individual is disqualified in accordance with the fraud disqualification procedure specified in N.J.A.C. 10:87-11.1.
2. CWA responsibilities: The CWA shall not impose any food stamp reporting requirements on households except as noted above. Neither shall the CWA treat the submission of the report of change as a waiver of the household's right to a notice of adverse action.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.7(a)2 (continued)

- i. Change report form: A change report form shall be provided to newly certified households at the time of certification, at recertification if the household needs a new form; and a new form shall be sent to the household whenever a change report form is returned by the household. The CWA shall provide a stamped self-addressed envelope with the form. Although households should be encouraged to complete and return the change form when a change is being reported, changes reported over the telephone or in person by the household shall be acted on in the same manner as those reported on the change report form.
- ii. Action on reported change: The CWA shall advise the household of its responsibilities to report changes within the required time period. The CWA is required to take prompt action on all changes reported by the household to determine if the change affects the household's eligibility or allotment. Even if there is no change in allotments, the CWA shall document the change in the case record, provide another change report form to the household, and notify the household of the receipt of the change report and the effect of the change, if any, on its benefits. Restoration of lost benefits shall be provided to any household if the CWA fails to take action on a change which increases benefits within the time limits specified below.
 - (1) Changes which increase benefits: For changes which result in an increase in a household's benefits, other than changes described in (2) below, the CWA shall make the change effective not later than the first allotment following the 10th day after the date the change was reported to the CWA. For example, a \$30 decrease in income reported on the 15th day of May would increase the household's June allotment. If the same decrease were reported on May 28, and the household's normal issuance cycle was on June 1, the household's allotment would have to be increased by July.
 - (2) Changes which increase benefits and require issuance of a supplementary ATP: For changes which result in an increase in a household's benefits due to the addition of a new household member who is not a member of another certified household, or due to a decrease of \$50 or more in the household's gross monthly income, the State agency shall make the changes effective not later than the first allotment issued 10 days after the date the change was reported. However, in no event shall these changes take effect any later than the month following the month in which the change is reported. Therefore, if the change is reported after the 20th of a month and it is too late for the CWA to adjust the following month's allotment, the CWA shall issue a supplementary ATP by the 10th day of the following month.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.7(a)2ii(2) (continued)

- (A) Changes which must be effective in same month: For those changes which must be made effective in the same month the household reported the change, the CWA shall either replace the household's ATP or issue a supplementary ATP. If the household has already participated, the CWA shall issue a supplementary ATP.
- (B) Changes which must be effective at next recertification: When a household's circumstances change and it becomes entitled to a different income eligibility standard, the CWA shall apply the different standard at the next recertification or whenever the CWA changes the household's eligibility, benefit level, or certification period, whichever occurs first.
- (C) Verification: Verification which is required by N.J.A.C. 10:87-2.20 through 2.23 must be obtained prior to the issuance of the second normal monthly allotment after the change is reported. If the household does not provide verification, the household's benefits will revert to the original benefit level. In cases where the CWA has determined that a household has refused to cooperate as defined in N.J.A.C. 10:87-2.14 through 2.16, the CWA shall terminate the household's eligibility.
- (3) Changes that reduce benefits: If the household's benefit level decreases or the household becomes ineligible as a result of the change, the CWA shall issue a notice of adverse action within 10 days of the date the change was reported. The decrease in the benefit level shall be made effective not later than the allotment for the month following the month in which the notice of adverse action period has expired, provided a fair hearing and continuation of benefits have not been requested. Verification which is required by N.J.A.C. 10:87-2.20 through 2.23 must be obtained prior to recertification.

iii. Mass changes: Certain changes are initiated by the State or Federal government which may affect the entire caseload or significant portions of the caseload. These changes include annual adjustments to the net income eligibility standards and the shelter/dependent care deduction; adjustments to the maximum coupon allotment and standard deduction; seasonal adjustments to the utility standard; periodic cost-of-living adjustments to Social Security, SSI and other Federal benefits; federally mandated reductions, suspensions, or cancellations of food stamp benefits; periodic adjustments to AFDC and other changes in the eligibility criteria based on legislative or regulatory actions.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.7(a)2iii (continued)

- (1) Food stamp program changes: These include Federal adjustments to eligibility standards, allotments and deductions, federally mandated reductions, suspensions, or cancellations of food stamp benefits, and State adjustments to utility standards. These adjustments shall go into effect for all households at a specific point in time. Adjustments to the maximum coupon allotment, shelter/dependent care deduction and the standard deduction shall be effective for all issuances in January. Annual adjustment to the income eligibility standards shall be effective for all July issuances. Adverse action notices are not required for such changes. However, prior publicity of adjustments shall be made through news media, by placing posters in certification offices, issuance locations or sites frequented by certified households, or by issuing general notices mailed to households.
- (A) Utility standard changes: Households whose certification periods overlap a seasonal variation in the utility standard shall be advised at the time of initial certification when the adjustment will occur and what the variation in the benefit level will be, if known.
- (2) Mass changes in AFDC: When the State makes an overall adjustment to AFDC payments, corresponding adjustments in the household's food stamp benefits shall be handled as a mass change. When the CWA has at least 30 days advance knowledge of the amount of the AFDC adjustment, the CWA shall recompute food stamp benefits to be effective in the same month as the AFDC change. If the CWA does not have sufficient notice, the food stamp change shall be effective not later than the month following the month in which the AFDC change was made.
- (A) Notice not required: A notice of adverse action is not required when a household's food stamp benefits are reduced or terminated as a result of a mass change in the PA grant. However, the CWA shall send individual notices to households to inform them of the change. If a household requests a fair hearing, benefits shall be continued at the former level only if the issue being appealed is that food stamp eligibility or benefits were improperly computed.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.7 (continued)

- (b) Notice of adverse action: Prior to any action to reduce or terminate a household's benefits within the certification period, the CWA shall, except as provided in subsection (c) of this section provide the household timely and adequate advance notice before the adverse action is taken.
1. Timing of the notice: The notice of adverse action will be considered timely provided it is mailed at least 10 days prior to the date upon which the action becomes effective.
- (c) Changes not requiring advance notice: Individual notices of adverse action are not required when:
1. Mass change: The CWA initiates a mass change as described in (a)2111 above.
 2. Notice of death: The CWA determines, based on reliable information, that all members of a household have died.
 3. Move from project area: The CWA determines, based on reliable information, that the household has moved from the county.
 4. Completion of restoration of lost benefits: The household has been receiving an increased allotment to restore lost benefits, the restoration is complete, and the household was previously notified in writing of the date increased allotment would terminate.
 5. Anticipated changes in the monthly allotment: The household's allotment varies from month to month within the certification period to take into account changes which were anticipated at the time of certification, and the household was so notified at the time of certification.
 6. Disqualification for intentional program violation: A household member is disqualified for intentional program violation in accordance with N.J.A.C. 10:87-11.1 et seq. or the benefits of the remaining household members are reduced or terminated to reflect the disqualification of that household member. The notice requirements for individuals or households affected by intentional program violation disqualifications are explained in N.J.A.C. 10:87-7.14(d) and 11.1 et seq.
 7. Benefit reduction upon approval of the household's AFDC grant application: The household jointly applied for AFDC and food stamp benefits and has been receiving food stamp benefits pending the approval of the AFDC grant and was notified at the time of certification that food stamp benefits would be reduced upon approval of the AFDC grant.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.7(c) (continued)

8. Benefit reduction to the original benefit level due to lack of verification: The household has received an increased allotment pending verification of a reported change. If the household does not provide verification prior to the next issuance of its food stamp allotment, the household's allotment will revert to the original allotment.
9. Disqualified drug/alcoholic treatment center or group living arrangement facility: Residents of a treatment center or group living arrangement which lost its certification from the appropriate State agency or had its status as an authorized representative suspended due to FNS disqualifying it as a retailer.
10. Converting household from cash and/or food stamp coupon repayment to benefit reduction: The household's food stamp allotment is reduced to repay a claim as a result of failure to make agreed upon installment payments in cash and/or food stamp coupons (see N.J.A.C. 10:87-11.29(a)2iii).

10:87-9.8 Sixty day continuation of certification

- (a) The CWA shall provide for continuation of the certification of any household for two months after the month the household moves from one county to another or out of state if:
1. Household composition: The membership of the household does not change;
 2. Definition of household: The household continues to meet the definition of a household as provided in N.J.A.C. 10:87-2.2;
 3. Expedited processing: The household was not certified under expedited procedures in N.J.A.C. 10:87-2.32 through 2.35 unless verification that was initially postponed was subsequently completed; and
 4. SSI cash-out states: The household does not contain an SSI member when moving into the cash-out states of Massachusetts, California, or Wisconsin.

10:87-9.9 Responsibilities of the former CWA

The CWA from which the household is moving shall prepare the Form FNS-286, "Certification of Transfer of Household Benefits". If the household has received its coupon allotment for the month in which the move takes place, the CWA shall authorize the extension of certification for the two months subsequent to the move. The Form FNS-286 is given to the household for delivery to the food stamp office in the new jurisdiction.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.10 Responsibilities of the new jurisdiction

(a) The jurisdiction to which the household moves shall accept the Form FNS-286 and issue the allotment authorized by the form to households which report compliance with the criteria noted above. At the time the household provides the form to the new jurisdiction, the household shall report any changes in circumstances. New jurisdiction area will act on changes, except that in no event would the changes reported effect the initial issuance under the Form FNS-286. However, the second issuance in the new jurisdiction, if any, shall reflect changes reported. The new jurisdiction shall provide benefits to households as provided below:

1. Households which have participated in the month of the move: If the household has participated in the former jurisdiction in the month of the move, and presents the Form FNS-286 to the new jurisdiction that same month, it shall be accepted and acted on in time for the next month's issuance. The first issuance shall be based on the income reflected on the Form FNS-286.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.10(a) (continued)

2. Households which have not participated in the month of the move: If the household has not participated in the former jurisdiction in the month of the move and presents the transfer form to the new jurisdiction that same month, the household will be provided an opportunity to participate in that month. The first issuance shall be based on the income reflected on the transfer form.
3. Households which have experienced a decrease to zero net monthly income: If the household anticipates zero net monthly income upon its arrival in the new jurisdiction an exception shall be made to the use of the transfer form and recorded income figures. The household may reapply and receive expedited service.

10:87-9.11 Rights of households in the new project area

Households participating on the basis of a Form FNS-286 shall be entitled to all procedural rights of any other food stamp household, including notice of adverse action on reported changes, and notices of expiration prior to the expiration of the second month of issuance authorized by the Form FNS-286.

10:87-9.12 Certification during participation under form-286

Households may elect to be certified in the new jurisdiction at any time during their participation under the Form FNS-286.

10:87-9.13 Households which move while covered by form FNS-286

- (a) Households which move from the new jurisdiction during the two months covered by the Form FNS-286 shall be issued:
 1. Balance of entitlement: A Form FNS-286 for the balance of the period covered by the original form, and which reflect the changes reported at the time the form was accepted in the new jurisdiction area;
 2. Additional two months: A new Form FNS-286 for an additional two months if the households were recertified in the new jurisdiction and otherwise qualifies for a transfer of certification as outlined in section 8 of this subchapter.

10:87-9.14 Security and control of FNS-286

- (a) The CWA shall take all precautions necessary to prevent or detect unauthorized use of Forms FNS-286 and shall safeguard these forms from theft, embezzlement, loss, damage, or destruction.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.14 (continued)

- (b) CWA responsibilities: Specifically, the CWA shall have the following responsibilities with regard to Form FNS-286.
1. Record serial numbers of forms: Upon receipt of Forms FNS-286, the CWA shall record the serial numbers of the forms and insert the address and telephone number of the certification office on the forms.
 2. Provide secure storage: the CWA shall keep the supply of unissued Forms FNS-286 in secure storage.
 3. Limit access: The CWA shall limit access to these forms to authorized personnel only.
 4. Maintain an inventory control: The CWA shall maintain an inventory and control log for issuing Forms FNS-286 to other office personnel. The inventory control record shall provide for:
 - i. The assignment of a specific individual or a limited number of individuals to maintain the inventory control record;
 - ii. A record, by serial number, of all Forms FNS-286 and the date withdrawn from, or place in, inventory;
 - iii. The initials of the person receiving Forms FNS-286, as a record of receipt;
 - iv. The retention of inventory control records for audit purposes.
 5. Take inventory: At least once a year, the CWA shall make a physical inventory of all unissued Forms FNS-286 by staff not otherwise involved in the issuing, handling, or storage of Forms FNS-286.
 6. Notification regarding criminal activity: The CWA shall notify the DPW immediately if counterfeit or stolen forms are discovered or if a theft occurs. The DPW shall then notify FNS.
 7. Notify local police: The CWA shall notify local police of any irregularity that appears to fall within the jurisdiction of local authorities.

OTHER CERTIFICATION RELATED PROCEDURES10:87-9.15 Identification (ID) cards

- (a) The CWA shall issue an ID card to each certified household as proof of program eligibility. The ID shall be issued in the name of the household member to whom the ATP is issued. That household member and any authorized representative shall sign the card. If the household does not name an authorized representative, the CWA shall indicate on the ID that no designation was made.
- (b) Limited issuance: The CWA shall limit issuance of ID cards to the time of initial certification, with replacements made only in instances of loss, mutilation, destruction, or changes in persons authorized to obtain or use coupons.
- (c) Expiration date: The CWA shall place an expiration date only on those ID's issued to households that have been certified for delivered meals for a temporary period.
- (d) Special designations: Specially marked ID cards shall be issued as follows:
1. Delivered meals: Any household eligible for and interested in using delivered meal services shall receive an ID card marked with letter "M".
 2. Communal dining: Any household eligible for and interested in using communal dining facilities shall receive an ID card marked with the letters "CD".
- (e) Photograph: Upon household consent, the CWA shall place a photograph on the ID to facilitate identification of program participants. However, the CWA shall not deny or delay benefits because household members are unable or refuse to be photographed.

OTHER CERTIFICATION RELATED PROCEDURES10:87-9.16 Replacement of lost, stolen, nondelivered or destroyed ATPs or food stamp coupons

- (a) ATPs/food coupons lost or misplaced after receipt: The CWA shall not issue a replacement ATP or coupons to a household which reports its ATP or coupons lost or misplaced after receipt.
- (b) Food coupons stolen after receipt: The CWA shall not replace coupons which are reported stolen after receipt.
- (c) Food coupons mutilated after receipt: The CWA shall replace coupons which are mutilated after receipt, i.e., shredded by a pet, gone through the laundry, etc. The amount of coupons to be replaced shall be equal to the value of the mutilated coupons and shall be replaced in accordance with N.J.A.C. 10:87-10.6.
1. Unable to determine value: If the CWA is unable to determine the value of a mutilated coupon after exhausting all available means of determining the value, the CWA shall send the mutilated coupon to DPW which will make a determination of value or ask the Food and Nutrition Service to make a determination and advise the CWA accordingly.
 2. Less than three-fifths of a coupon: The CWA shall not replace coupons which are mutilated to such a degree that less than three-fifths of the coupon is present for replacement.
- (d) Food coupons destroyed after receipt: The CWA shall replace that portion of coupons, not to exceed one month's food stamp allotment, which were received and subsequently destroyed in a disaster such as fire or flood.
1. To qualify for such replacement, the household must report the destruction to the food stamp office within 10 days of the incident or within the period of intended use, whichever is earlier. The household shall sign a statement (may be mailed to the CWA if the participant is unable to come into the office because of age, handicap, or distance and cannot appoint an authorized representative) which shall be retained in the case record:
 - i. Attesting to the destruction of the household's food stamps;
 - ii. Stating that the original coupons will be returned to the CWA if recovered by the household; and
 - iii. Stating that the household is aware of the penalties for intentional misrepresentation of the facts.
 2. Upon receipt of a request for replacement of coupons destroyed in an individual household disaster, the CWA shall:
 - i. Verify the disaster through either a collateral contact, documentation from a community agency, such as but not limited to, the fire department, the Red Cross, or a home visit.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.16(d)2 (continued)

- ii. Examine the case record for notation of previous requests for replacement of coupons or ATPs reported destroyed subsequent to receipt. Replacement of coupons reported destroyed subsequent to receipt shall be made only once in a six month period. If, in the previous five months, replacement for either coupons or an ATP reported destroyed subsequent to receipt has been made, then replacement shall be denied;
 - iii. Issue replacement coupons, if warranted, within 10 days of receipt of request for replacement; and
 - iv. Indicate in the case record that a replacement has been provided.
- (e) ATPs stolen or destroyed after receipt: The CWA shall issue a replacement of ATPs stolen or destroyed in a household disaster such as fire or flood.
1. To qualify for such a replacement, the household must report the theft or destruction to the food stamp office within 10 days of the incident or within the ATP's period of intended use, whichever is earlier. The household shall sign a statement (which may be mailed to the CWA for the reasons stated in (d)1 above and must be retained in the case record):
 - i. Attesting to the theft or destruction of the household's ATPs:
 - ii. Stating that the original ATP will be returned to the CWA if recovered by the household; and
 - iii. Stating that the household is aware of the penalties for intentional misrepresentation of the facts.
 2. Additionally, the CWA shall also adhere to the following procedures:
 - i. Verify the disaster through either a collateral contact, documentation from a community agency, such as but not limited to, the fire department, the Red Cross, or a home visit.
 - ii. Determine, to the maximum extent practicable, the legitimacy of the request for replacement of a destroyed or stolen ATP (through such means as determining whether the original ATP has been transacted, and, if so, whether the signature on the original ATP matches that on the request for a replacement):
 - iii. Determine if the ATP was valid when issued and if it has been reported destroyed or stolen in the period of its intended use (for ATPs issued after the 24th of the month, the period of intended use is the last day of the month following the issuance month).

OTHER CERTIFICATION RELATED PROCEDURES

10:37-9.16(e)2 (continued)

- iv. Examine the case record for notation of previous request for replacement of coupons reported destroyed or an ATP reported stolen or destroyed subsequent to receipt:
 - (1) Replacement of an ATP reported as stolen subsequent to receipt shall be limited to once in a six month period;
 - (2) Replacement of an ATP or coupons reported as destroyed subsequent to receipt shall also be subject to a separate limit of once in a six month period;
 - (3) If, in the previous five months, a household has been issued a replacement for an ATP reported stolen subsequent to receipt, then the request for a replacement of another stolen ATP shall be denied; and
 - (4) If, in the previous five months, a household has been issued a replacement ATP or coupons reported destroyed subsequent to receipt, then the request for a replacement of another destroyed ATP or coupons shall be denied.
 - v. Issue an ATP replacement if warranted, within 10 days of receipt of request for replacement;
 - vi. Indicate in the case record that a replacement has been provided; and
 - vii. In cases in which an ATP replacement is requested and evidence exists indicating that the request for replacement is fraudulent, replacement of the ATP shall be denied or delayed. The household shall be informed of its right to a fair hearing to contest the denial or delay in issuance of the ATP. Such denial or delay shall remain in effect pending the hearing decision. The CVA may combine the fair hearing with a fraud hearing. To deny or delay a replacement, the CVA must have evidence which indicates fraud, such as a match between the signature on the original ATP that has been transacted and the signature on the replacement request or where the issuing agent has noted the recipient's correct food stamp identification number (unless the ID has been reported stolen) on an original ATP that has been transacted.
- (f) Replacement of replacement ATPs: Replacement of replacement ATPs shall be treated as replacement of normal issuances and thus subject to the same limitations in accordance with the provisions of (e) above.
- (g) Emergency food stamp benefits: Where the Food and Nutrition Service has issued a disaster declaration and the household is eligible for emergency food stamp benefits, the household shall not receive both the disaster allotment and a replacement allotment under these procedures.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.16 (continued)

(h) Replacement of food destroyed in a disaster:

1. In cases in which food purchased with food stamps is destroyed in a disaster affecting a participating household, that household may be eligible for replacement of the actual value of the loss, not to exceed one month's food stamp allotment, if the loss is reported within 10 days and the household disaster is verified. The CWA shall verify the disaster through a collateral contact, a community organization such as the fire department or Red Cross, or a home visit.
2. The CWA shall provide an allotment replacement within 10 days of the reported loss.
3. This provision shall apply in cases of an individual household disaster, such as fire, as well as in natural disasters affecting more than one household.
4. In cases where the Food and Nutrition Service has issued a disaster declaration and the household is otherwise eligible for emergency food stamp benefits, the household shall not receive both the disaster allotment and a replacement allotment.

(i) Replacement of an ATP lost or stolen in the mail prior to receipt:

1. The CWA shall mail the ATP to the household in a first class, nonforwarding envelope. The CWA may also use certified mail for ATP delivery and shall use an alternate method of ATP delivery for households which report two losses of ATPs through the mail within a six month period.
2. The CWA shall issue a replacement for an ATP stolen or lost in the mail prior to receipt only if the ATP is reported stolen or lost in the mail in the period of its intended use and if the household requesting replacement has not already been issued two such replacements in the previous five months. The period of intended use of an ATP is the month for which it was issued, except that where an ATP is issued after the 24th of the month, the period of intended use shall be the last day of the month following the issuance month.
3. When a household reports the nondelivery of an ATP the CWA shall:
 - i. Determine if the ATP was valid when issued, actually mailed, and if sufficient time has elapsed for delivery;
 - ii. Determine, to the maximum extent practicable, the legitimacy of the request for replacement of the lost or stolen ATP (through such means as determining whether the original ATP was transacted, and, if so, whether the signature on the original ATP matches that on the replacement request);

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.16(i)3 (continued)

- iii. Prepare and have participant sign a statement that the original ATP will be returned to the CWA if recovered by the household and that the household is aware of the penalties for intentional misrepresentation of the facts. The statement may be mailed to the CWA if the participant is unable to come into the office because of age, handicap, or distance and cannot appoint an authorized representative. This statement shall be retained in the case record;
- iv. Provide a replacement no more than 10 days after the report of nondelivery has been received;
- v. Comply with existing regulations found in N.J.A.C. 10:87-10.5(a)1 including the reporting of all lost or stolen ATPs to the appropriate office of the Postal Inspection Service. Copies of the original and replacement ATPs are to be sent to the local Postal Inspection Service only in those cases where the signature on the original ATP and the replacement ATP do not appear to match. In cases where the signatures do appear to match, referral to the Fraud Investigation Unit is to be made for referral to the county prosecutor or for administrative fraud hearing, as appropriate;
- vi. After two requests for replacement of ATPs reported as nondelivered in a six month period, the CWA shall issue benefits to that household under an alternate issuance system, i.e., certified mail, picking up the ATP at the CWA office (the two request may be for an original or a replacement ATP);
- vii. CWAs shall keep such household on the alternative system as long as the CWA determines necessary. CWAs may return households to the regular issuance system if the CWA finds that the circumstances leading to the loss have changed and the risk of loss has lessened;
- viii. Placement of a household on an alternate issuance system and length of time on this system is not subject to the fair hearing process; and
- ix. In cases where an indication of fraud exists, the procedure in (e) 2vii above shall be followed.

(j) Coupons lost in the mail prior to receipt (direct mail issuance only):

1. Coupons are "in the mail" when deposited with the Postal Service. When a household reports the nondelivery of an allotment of coupons issued through the mail, the CWA shall determine if the coupons were validly issued, actually mailed, and if sufficient time has elapsed for delivery. If delivery of a partial allotment is reported, the CWA shall determine:

- i. The value of the coupons not delivered; and

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.16(j)1 (continued)

11. That the report of receipt of a partial allotment is corroborated by evidence that the coupon loss was due to damage in the mail before delivery or a discrepancy in the coupon issuer's inventory. If receipt of a partial allotment is due to an error by the coupon issuer, the remainder of the allotment shall be issued regardless of the number of times the household has received replacements in the past five months.
 2. Review the mail issuance log for return of undelivered coupons.
 3. Record the date of the reported nondelivery of mailed coupons in the issuance log.
 4. Issue a replacement of food coupons lost in the mail prior to receipt only if the coupons are reported lost in the mail in the period of their intended use and if the household requesting replacement has not already been issued two such replacements in the previous five months. The period of intended use of coupons is the month for which coupons are issued, except that where coupons are issued after the 24th of the month, the period of intended use shall be the last day of the month following the issuance month.
 5. Provide replacement in no more than 10 days after the report of non-delivery has been received.
 6. When a household reports the nondelivery of coupons, the CWA shall follow the procedures for ATPs lost or stolen prior to receipt, in accordance with (i)3iii through ix above.
 7. Replacement coupons which are stolen after receipt shall not be replaced.
 8. Replacement coupons which are destroyed after receipt shall be treated in accordance with (d) above, the procedures for food coupons destroyed after receipt.
- (k) Improperly manufactured coupons: The CWA shall provide a replacement for coupons that were received by a household but were subsequently found to be improperly manufactured. The amount to be replaced shall be equal to the value of improperly manufactured coupons and shall be replaced in accordance with N.J.A.C. 10:27-10.6.

OTHER CERTIFICATION RELATED PROCEDURES

10:37-9.17 Miscellaneous administrative procedures □

- (a) Personnel requirements: The CWA shall provide qualified employees as necessary to insure prompt and correct action on all applications. If necessary, bilingual staff shall be employed as required by DPW pursuant to FNS bilingual staffing requirements. Only such qualified employees shall interview applicants and determine the household's eligibility or ineligibility and basis of issuance. Additionally, unless prior approval is obtained from DPW, certification offices with more than two eligibility workers shall schedule food stamp certification services so that there is no break in service during the lunch period. Furthermore, only authorized employees of the CWA shall have access to food coupons, ATPs, or other issuance documents.
- (b) Volunteers: A volunteer, or any other person not employed by the CWA shall not conduct application interviews. However, such persons may participate in the following activities:
1. Informational activities: Volunteers may locate potential recipients (through prescreening workshops, etc.), provide them with application forms, provide transportation to the Food Stamp Office, teach Nutritional Education (if requested), and generally promote the Food Stamp Program.
 2. Assisting applicants: If requested to do so by the applicant, a volunteer may assist the household in completing relevant forms and in securing needed verification.
 3. Act as authorized representatives: If a household is unable to apply for benefits in person, a volunteer may serve as an authorized representative for that household provided the volunteer has been designated as such by the head of household, spouse, or any other responsible member of the household.
- (c) Strikers: Persons or organizations who are parties to a strike or lock-out, and their facilities may not be used in the certification process except as a source of verification for information supplied by the household.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.17 (continued)

(d) Certification and issuance sites:

1. CWAs must maintain certification and issuance sites so that no participant or applicant is required to travel more than 30 miles one way to receive certification or issuance services. Without prior approval from FNS through DPW, CWAs are not to reduce the number of hours of operation of certification and issuance sites or the number of certification sites below the number in operation as of January 1980.

i. Service plans: The requirements cited above are only the minimum standards set forth in Federal regulations. Since there may be situations in which a CWA is in compliance with these regulations, but is not providing an adequate level of service to meet the needs of potentially eligible and current food stamp recipients, FNS requires that each CWA conduct a needs assessment and prepare a service plan to ensure that the particular needs of the county are being met. Therefore, all CWAs must conduct needs assessments and prepare a service plan which at a minimum shall include the following:

- (1) The CWA must undertake an examination of factors such as size and geographic location of potentially eligible and current participant populations, transportation costs incurred in traveling to and from certification and issuance sites, the availability of public transportation, and cyclical changes in participation due to the existence of seasonal employment in the county. In counties which experience periodic influxes of migrant farm workers, special assessment efforts must be undertaken such as an examination of any available migrant labor studies and contacts with groups dealing with migrants.
- (2) The CWA must solicit public comment about the adequacy of certification and issuance services and publicly announce that comments will be accepted and considered. A minimum of 30 days for the submission or collection of comments must be allowed. Counties shall solicit comments through public meetings; written comments; consultation with professional, client, and advocacy groups; consultation with groups participating in the county's Outreach effort; or through other means that would afford the public ample opportunity to comment before service plans are finalized. The county's needs assessment/service plan must also provide a summary of the comments received.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.17(d)1i (continued)

- (3) If, as a result of the needs assessment and solicitation of public comment, it is determined that the level of certification and/or issuance service must be expanded or improved upon, the CWA must include in the service plan not only the findings of the needs assessment, but also the planned corrective action.
- (4) Service plans shall be submitted to DPW on July 1, 1984 and on July 1 of every fourth year thereafter.

2. During a period of federally mandated suspension or cancellation: The requirements in (d) of this section shall not be applicable in months in which the issuance of benefits have been suspended or cancelled. In such months, CWAs shall determine what type of issuance services to make available, where they should be located and when they should be available. CWAs must have issuance services available to serve households receiving restored or retroactive benefits for a prior month.

10:87-9.18 Records

- (a) The CWA shall keep such records and other information as may be required by FNS and the DPW.
- (b) Retention of case records: Case records shall be available for review or audit by FNS and the Division of Public Welfare for a period of three years from the month of origin of each record.
- (c) Content of case records: The case record shall include applications for certification or recertification; worksheets used in the computation of income for eligibility and basis of issuance; documentation, including verification techniques employed by the certification worker; copies of forms sent to data processing authorizing or changing participation or basis of issuance; copies of notices of adverse action and other notices sent to the household and replies thereto; actions related to the fair hearing process; fiscal adjustments including claims, refunds, and credits for lost benefits; and any other data which affects a household's eligibility or basis of issuance, including Form FNS-286.

10:87-9.19 Quality Control (QC)

- (a) In compliance with Federal regulations, the State office shall maintain an administrative system for measuring the extent, and cause, of eligibility and basis of issuance errors in the Food Stamp Program.
- (b) Responsibility of county welfare agency: The CWA shall be responsible for the initiation and implementation of action designed to bring the incidence of error, as established by QC findings, within certain pre-established tolerance limits.

10:87-9.20 Security and control of ATPs

- (a) The CWA shall maintain a supply of blank ATPs, in quantity sufficient to meet the demands of manual issuance and replacement.
- (b) Master control of ATPs (Form FSP-930): When a shipment of blank ATP cards is received by the CWA, the date of receipt and the serial number of the first and the last ATP in the shipment shall be recorded on the top of Form FSP-930. In addition, each distribution of a block of ATP cards to personnel in the Food Stamp Office shall be recorded on the FSP-930.
1. Subsequent distributions of blocks: Each subsequent distribution of blocks of ATP cards shall be entered in consecutive order, until distribution of the entire shipment has been logged.
 2. Subsequent shipments: Each subsequent shipment of blank ATP cards shall be recorded on a separate control sheet. Distributions to CWA personnel shall be logged in accordance with paragraph 1 above.
- (c) Storage of ATP shipments: All shipments of ATP cards shall be maintained in a secure area which must be locked appropriately. Such area shall be separate from the area in which Forms FSP-930 are kept.
- (d) Subsidiary control of ATPs (Form FSP-930A): Each employee responsible for a block of ATPs shall maintain a separate log, on Form FSP-930A, of the cards assigned him/her.
1. Subsequent distributions: Each subsequent receipt of a block of ATPs shall be recorded on a separate Form FSP-930A.
 2. Sequential issuance of ATPs: ATPs shall be issued in numerical sequence within each block.
 3. Voided ATPs: All voided ATPs shall be maintained, numerically, in a "void" file.
- (e) Storage of ATP blocks: All supplies of blank ATP cards assigned to CWA personnel shall be maintained in a secure area which may be locked in the absence of the employee. Under no circumstances shall ATPs be accessible to unauthorized persons.
- (f) Control of undeliverable ATPs (Form FSP-931): The CWA shall record, on Form FSP-931, certain data from each ATP which has been returned in the mail as undeliverable. A separate Form FSP-931 shall be prepared in duplicate for each working day.
1. Return of ATP with PA checks: If an ATP is returned with an assistance check, the CWA shall route the check to its appropriate designation and record data from the ATP on Form FSP-931.

OTHER CERTIFICATION RELATED PROCEDURES

10:87-9.20(f) (continued)

2. Distribution of Forms FSP-931: The original and duplicate of Form FSP-931 shall be routed to the Food Stamp Supervisor along with the undeliverable ATPs. Upon receipt of these documents, the supervisor shall initial the duplicate copy of Form FSP-931 in the lower left hand corner. Such copy shall then be placed on file in the CWA. □
 3. Completion of Form FSP-931 by the Food Stamp Supervisor: The Food Stamp Supervisor shall record the disposition of each undeliverable ATP on the original of Form FSP-931. If ATP issuance is to be rescinded, the word "cancelled" shall be entered in large letters on the face of the ATP.
 - i. Signature of Food Stamp Supervisor on Form FSP-931: When disposition of all listed ATPs has occurred, the supervisor shall sign the certification in the lower right hand corner of the original of Form FSP-931.
 - ii. Retention of cancelled ATPs: The supervisor shall retain, in numerical sequence, all undeliverable ATPs which have been voided, pending periodic audit and review by the DPW. □
- (g) Retention of control forms: Completed Forms FSP-930, FSP-930A, and FSP-931 shall be retained for a period of three years. Such period shall originate with the most recent date of entry on the appropriate form.

FISCAL OPERATIONAL PROCEDURES

Table of Contents

SUBCHAPTER 10.	<u>FISCAL OPERATIONAL PROCEDURES</u>
10:87-10.1	General provisions
10:87-10.2	Definitions of FSP terms
10:87-10.3	Acronyms used in subchapter 10
10:87-10.4	Forms used in Fiscal Operations
10:87-10.5	Documents (computer printouts) used in the FSCO
(a)1	Statement of Food Stamp Authorizations Reported Lost/Stolen - FS05002
2	Statement of Food Stamp Authorizations Issued (Daily) - FS06003
3	Statement of Food Stamp Authorizations Issued (Monthly) -FS06001
4	Statement of Food Stamp Authorizations Issued (Cumulative FS06003) - FS06004
5	Statement of Food Stamp Authorizations Outstanding - FS06002
6	Altered ATP Card Report - FS07002
7	Coupon Amount Discrepancy Report - FS07003
8	Authorizations Cashed Totally Unmatched - FS07401
9	Statement of Food Stamp Authorizations Cashed - FS08002
10	Statement of Excessive Authorizations Cashed - FS08004
11	Statement of Postdated Food Stamp Authorizations Cashed - FS06501
10:87-10.6	Miscellaneous fiscal operational instructions
(a)	Retention of fiscal records
(a)1	Category I: Computer operations source documents
2	Category II: Computer printouts and ATP cards
3	Approval and destruction
4	Exception
(b)	Improperly manufactured or mutilated Food Coupon Books
(c)	Exchange of old series food coupons for new series coupons
(d)	Claims: Unused food coupons
(e)	Filing, storing and locating negotiated ATP cards
(e)1	Filing and storing
(f)	Altered ATP cards
(g)	Reimbursement for transactions processed
10:87-10.7	Document library
10:87-10.8	Program code description

FISCAL OPERATIONAL PROCEDURESSUBCHAPTER 10. FISCAL OPERATIONAL PROCEDURES10:87-10.1 General provisions

Subchapter 10 is designed to provide the county welfare agency-Food Stamp Certification Office (FSCO) with definitions of FSP terms and acronyms, describe forms and documents (computer printouts) used in the FSCO and miscellaneous instructions pertaining to fiscal operations.

10:87-10.2 Definitions of FSP terms

(a) Certain terms applicable to FSCO operations and their definitions are as follows:

1. Coupon issuers(C.I.): FSP agents (Bank & Nonbank) which participate in the issuance of food coupons in return for ATP cards.
2. Current month ATP: Negotiated ATP cards bearing an issuance period that coincides with the current transaction period being reconciled.
3. Cutoff dates: The dates by which all 105 A and B forms must be submitted to the Human Services Data Center in order to ascertain that they are included in the current updating operation.
4. Locator number: A computer generated number consisting of ten digits, sequentially assigned to an ATP card preliminary to the FSP reconciliation operation.
5. Master file: The data bank maintained at Human Services Data Center which contains pertinent data relating to all IM and FSP cases which are in active status in the computer system. This file forms the basis for all machine issuance of ATP cards.
6. Machine issue: An ATP card printed during an EDP machine issuance cycle.
7. Manual issue: An ATP prepared by the CWA-FSCO following initial determination of household eligibility.
8. Replacement: An ATP card issued in place of one previously issued (machine or manual) and bearing the same validity period as the original.
9. Matched: An ATP card bearing an ATP card number which coincides with corresponding data in the EDP Work Record Card File or the EDP Outstanding ATP Card File.
10. New (current) series coupons and books: March 1975 to the present time.
 - i. Coupon denominations: \$1.00, \$5.00 and \$10.00.

FISCAL OPERATIONAL PROCEDURES .

10:87-10.2(a)10 (continued)

ii. Book denominations: \$2.00, \$7.00, \$40.00, \$50.00 and \$65.00.

(1) Note: A \$10.00 denomination coupon book was added to the current series effective January 1, 1979.

11. Old series coupons and books: June 1966 to February 1975.

i. Coupon denominations: \$.50, \$1.00 and \$5.00.

ii. Book denominations: \$2.00, \$3.00, \$10.00 and \$30.00.

12. O/S file: The data bank maintained at Human Services Data Center which contains all data relating to ATP cards which have not been negotiated for a limited number of prior months (six).

13. Sort: Sequencing of information on computer printouts by the computer program.

14. Stale(s): A negotiated ATP card bearing an issuance period which precedes the current transaction period.

15. Unmatched: An ATP card bearing an ATP card number which does not coincide with the corresponding data in the EDP Work Record Card File or the EDP Outstanding ATP Card File.

16. Unmatched cancelled: An ATP card bearing an ATP card number which was previously cancelled by virtue of a replacement (Lost, Stolen, Mutilated etc.).

17. Work record: The record maintained at Human Services Data Center which contains all information relating to the current month issuance including updating of information contained in the CODES 105 A and B forms and is used during the reconciliation of ATPs returned by coupon issuers (C.I.). All data which clears the various edit programs will become integrated into the system CODES Master File with the exception of replacement data.

10:87-10.3 Acronyms used in subchapter 10

(a) Throughout subchapter 10 of the Manual repeated references are made to specific agencies, programs and procedures. In order to reduce the amount of reading required and to simplify the procedures, the following acronyms and their meanings are used:

1. ATP: Authorization to Participate (FSP-906)

2. BLO: Bureau of Local Operations

3. CODES: Central Operations For Data Exchange and Services

4. CWA: county welfare agency

10:87-10.3(a) (continued)

5. DPW: Division of Public Welfare
6. EDP: Electronic Data Processing
7. Form 105 A and B: Data source document to enter CODES system.
8. FSCO: Food Stamp Certification Office
9. FSP: Food Stamp Program
10. FSPFO: Food Stamp Program Fiscal Office (State)
11. HH: Household (FSP)
12. NPA: Non-Public Assistance
13. PA: Public Assistance
14. SSI: Supplemental Security Income

10:87-10.4 Forms used in Fiscal Operations

(a) The forms listed below are used in Fiscal Operations primarily for the transmittal of data between the CWA-FSCO and the State FSP Fiscal Office.

1. FSP-906: Authorization to Participate (ATP)
2. FSP-907: Food Stamp Program Notice of Review of Eligibility
3. CODES 105 A and B Form: Data input Document to CODES System.

10:87-10.5 Documents (computer printouts) used in the FSCO

(a) The documents (computer printouts) used in FSCO operations are listed and described below. These descriptions have been included in subchapter 10 in order to provide FSCO staff with a background for utilizing the documents.

1. Statement of Food Stamp Authorizations Reported Lost/Stolen - FS05002:
 - i. Source of data: CODES 105 A and B Form.

10:87-10.5(a)1 (continued)

ii. Distribution:

(1) Number:

(A) FSPFO (orig.)

(B) CWA (2 copies)

(2) Method: Purolator delivery

(3) Frequency: Monthly (By the 4th/5th work day following the transaction month)

iii. Purpose: Identify patterns of ATP cards lost in the mail per municipality and individual households with recurring loss.

iv. Sort:

(1) County separation

(2) Case number sequence

v. Contents: Title; heading

(1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program

(2) Name and number of document

(3) Transaction (validity) period: (Month and year)

(4) County number and name

(5) Page number

vi. Contents: Detail; line items

(1) Case number

(2) ATP card number

(A) Original

(B) Replacement

(3) Coupon value

(4) Program segment code

FISCAL OPERATIONAL PROCEDURES .

10:87-10.5(a)lvi (continued)

- (5) Name
- (6) Municipality code
- (7) Replacement date
- (8) Action code
- (9) Reason code
- (10) Partial replacement
- (11) Full replacement
- (12) ATP card rept'd lost/stolen: Under this column heading there are three indicators which identify whether an ATP Card was lost/stolen from the mail or from some other source. Also, if an ATP Card was lost/stolen in the previous month.

e.g.

Mail - Other - Prev. Mo.
 X -or- X -+- X

vii. Contents: Totals

- (1) These statistics are broken out by county and municipality code. The column headings are: Mail, Other, Total, and Previous Month.

		<u>Cases</u>			<u>Previous Month</u>
		<u>Mail</u>	<u>Other</u>	<u>Total</u>	
1.	County	xx	xx	xxxx	xxx
2.	Municipality				
	01	x	x	xx	x
	02	x	x	xx	x
	Etc.	x	x	xx	x

viii. Action required:

- (1) After two consecutive reported mail losses by a household, the CWA shall consider other means of delivery for the household's ATP.

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)lviii (continued)

- (2) The CWA shall immediately provide notice of all ATPs reported as lost or stolen from the mail to the local Postal Inspection Service. The CWA should assist the Postal Inspection Service during the investigation and shall, upon request, supply the Service with a facsimile of the original and replacement ATPs and a copy of the nonreceipt affidavit. The CWA shall also advise the Service if the original ATP was transacted. A copy of this information should also be directed to:

Bureau of Food Stamps
 Division of Public Welfare
 CN 716
 Trenton, NJ 08625

- (3) If the original ATP was transacted, a referral should be made to the CWA Investigations Unit in order to investigate the case for possible fraud and determine the need for a claim determination.
- (4) The following is a breakdown of the Postal Inspection Service by geographic jurisdiction.

Postal Inspection Service, Newark Division
 Postal Inspector In Charge
 PO Box 509
 Newark, NJ 07101
 Attn: External Crimes Section

BERGEN COUNTY

ESSEX COUNTY

HUDSON COUNTY

HUNTERDON COUNTY

(except)

Lambertville 08530

Ringoes 08551

Rosemont 08556

Sergeantsville 08557

Stockton 08559

MIDDLESEX COUNTY

(except)

Cranbury 08512

Plainsboro 08536

MONMOUTH COUNTY

(except)

Allentown 08501

Allenwood 08720

Brielle 08730

Clarksburg 08510

Creamridge 08514

Imlaystown 08526

Manasquan 08736

Perrineville 08535

Roosevelt 08555

Sea Girt 08750

MORRIS COUNTY

PASSAIC COUNTY

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)lviii(4) (continued)

SOMERSET COUNTY
(except)
Belle Mead 08502
Blawenburg 08504
Kingston 08528
Rocky Hill 08553
Skillman 08558

SUSSEX COUNTY

UNION COUNTY

WARREN COUNTY

Postal Inspection Service, Trenton Division
Postal Inspector In Charge
PO Box 8185
Trenton, NJ 08650

BURLINGTON COUNTY

MIDDLESEX COUNTY
only zip codes beginning with 085

MERCER COUNTY

SOMERSET COUNTY
only zip codes beginning with 085

HUNTERDON COUNTY
only zip codes beginning with 085

MONMOUTH COUNTY
only zip codes beginning with 085

Postal Inspection Service, Camden Division
Postal Inspector In Charge
PO Box 248
Bellmawr, NJ 08031

CAMDEN COUNTY

GLOUCESTER
(except)
Clayton 08312
Franklinville 08322
Malaga 08328
Newfield 08344

SALEM COUNTY

Postal Inspection Service, Atlantic Division
Postal Inspector In Charge
PO Box 418
Atlantic City, NJ 08404

ATLANTIC COUNTY

OCEAN COUNTY

CAPE MAY COUNTY

MONMOUTH COUNTY
only zip codes beginning with 087

CUMBERLAND COUNTY

10:87-10.5(a) (continued)

2. Statement of Food Stamp Authorizations Issued (Daily) - FS06003:

- i. Source of data: CODES 105 A and B Form.
- ii. Distribution:
 - (1) Number:
 - (A) FSPFO (orig)
 - (B) CWA (Five copies)
 - (2) Method: Purolator delivery
 - (3) Frequency: Daily
- iii. Purpose: Identifies cases receiving an ATP card on a particular day other than those normally receiving on the first of the month. These lists are accumulated throughout the month and printed out on the FS06004 Cumulative Daily List.
- iv. Sort:
 - (1) County
 - (2) Case number sequence
- v. Contents: Title; heading
 - (1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program
 - (2) Name and number of document
 - (3) Transaction (validity) period: (Month, day and year)
 - (4) County number and name
 - (5) Page number
- vi. Contents: Detail; line items
 - (1) Case number
 - (2) ATP card number
 - (3) Coupon value

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)2vi (continued)

- (4) Size household
- (5) Household income
- (6) Program segment code
- (7) Name
- (8) Issue code

vii. Contents: Totals

- (1) The first section of statistics represents the county totals. The column headings are: Cases, Coupon Value, Over 60, Under 60, Children and Total of Recipients.
- (2) The second section of statistics is broken out by program segment with subtotals by PA and NPA. The column headings are: Cases, Coupon Value, Over 60, Under 60, Children and Total of Recipients.

e.g.

Program Segment	Cases	Coupon Value	Over 60	Under 60	Children	Total
C	XXX	XXX	XXX	XXX	XXX	XXX
F	XXX	XXX	XXX	XXX	XXX	XXX
N	XXX	XXX	XXX	XXX	XXX	XXX
L	XXX	XXX	XXX	XXX	XXX	XXX
K	XXX	XXX	XXX	XXX	XXX	XXX
etc.	XXX	XXX	XXX	XXX	XXX	XXX
PA(Subtotal)	XXX	XXX	XXX	XXX	XXX	XXX
NPA(Subtotal)	XXX	XXX	XXX	XXX	XXX	XXX

- (3) The third section of statistics (Racial/Ethnic Data) is broken out by households and persons. The column headings are: White, Black, Hispanic, American Indian/Alaskan Native, and Asian/Pacific Islander.

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)2vii(3) (continued)

e.g.

<u>Race</u>	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>American Indian Alaskan Native</u>	<u>Asian Pacific Islander</u>	<u>Total</u>
Households	XXX	XXX	XXX	XXX	XXX	XXXX
Persons	XXX	XXX	XXX	XXX	XXX	XXXX

viii. Action/required:

- (1) Provide accurate original data for manual replacements.
- (2) Research data for cases suspected of duplicate issuances.
- (3) Verify recipient inquiries regarding ATP card(s) issued.

10:87-10.5(a) (continued)

3. Statement of Food Stamp Authorization Issued (Monthly) - FSO6001:

i. Source of data: CODES 105 A and B Form.

ii. Distribution:

(1) Number:

(A) FSPFO (orig)

(B) CWA (five copies)

(2) Method: Purolator delivery

(3) Frequency: Monthly (four workdays prior to the transaction month)

iii. Purpose: Identifies cases receiving 1st of month ATP card issuance. This includes all cases currently active in the CODES Master File. (This list excludes any case for which an ATP card is issued during the month and which will be included on Documents FS06003 and FS06004.)

iv. Sort:

(1) County

(2) Case number sequence

v. Contents: Title; heading

(1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program

(2) Name and number of document

(3) Transaction (validity) period (month and year)

(4) County number and name

(5) Page number

vi. Contents: Detail; line items

(1) Case number

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)3vi (continued)

- (2) ATP card number
- (3) Coupon value
- (4) Size household
- (5) Household income
- (6) Program segment code
- (7) Name

vii. Contents: Totals

- (1) The first section of statistics represents the county totals. The column headings are: Cases, Coupon Value, Over 60, Under 60, Children and Total of Recipients.
- (2) The second section of statistics is broken out by program segment with subtotals by PA and NPA. The column headings are: Cases, Coupon Value, Over 60, Under 60, Children and Total of Recipients.

e.g.

Program Segment	Cases	Coupon Value	Over 60	Under 60	Children	Total
C	XXX	XXX	XXX	XXX	XXX	XXX
F	XXX	XXX	XXX	XXX	XXX	XXX
N	XXX	XXX	XXX	XXX	XXX	XXX
L	XXX	XXX	XXX	XXX	XXX	XXX
K	XXX	XXX	XXX	XXX	XXX	XXX
etc.	XXX	XXX	XXX	XXX	XXX	XXX
PA(Sub Total)	XXX	XXX	XXX	XXX	XXX	XXX
NPA(Sub Total)	XXX	XXX	XXX	XXX	XXX	XXX

- (3) The third section of statistics (Racial/Ethnic Data) is broken out by households and persons. The column headings are: White, Black, Hispanic, American Indian/Alaskan Native, and Asian/Pacific Islander.

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)3vii(3) (continued)

e.g.

<u>Race</u>	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>American Indian Alaskan Native</u>	<u>Asian Pacific Islander</u>	<u>Total</u>
Households	XXX	XXX	XXX	XXX	XXX	XXXX
Persons	XXX	XXX	XXX	XXX	XXX	XXXX

viii. Action/required:

- (1) Provide accurate original data for manual replacements.
- (2) Research data for cases suspected of duplicate issuances.
- (3) Verify recipient inquiries regarding ATP card(s) issued.

10:87-10.5(a) (continued)

4. Statement of Food Stamp Authorizations Issued (Cumulative FS06003)-
FS06004

i. Source of data: CODES 105 A and B Form.

ii. Distribution:

(1) Number:

(A) FSPFO (orig.)

(B) CWA (five copies)

(2) Method: Purolator delivery

(3) Frequency: Monthly (Approx. 4th/5th of month following
transaction month)

iii. Purpose: Identifies all cases which received ATP card issuance on
a particular day. This is an accumulation of the FS06003 Statement
of Food Stamp Authorizations Issued daily lists for a specific
transaction month.

iv. Sort:

(1) County

(2) Case number sequence

v. Contents: Title; heading

(1) State of New Jersey, Department of Human Services, Division of
Public Welfare, Food Stamp Program.

(2) Name and number of document

(3) Transaction (validity) period (month and year)

(4) County number and name

(5) Page number

vi. Contents: Detail; line items

(1) Case number

(2) ATP card number

FISCAL OPERATIONAL PROCEDURES .

10:87-10.5(a)4vi (continued)

- (3) Coupon value
- (4) Size household
- (5) Household income
- (6) Program segment code
- (7) Name
- (8) Issue date
- (9) Issue code

vii. Contents: Totals

- (1) The first section of statistics represents the county totals. The column headings are: Cases, Coupon Value, Over 60, Under 60, Children and Total of Recipients.
- (2) The second section of statistics is broken out by program segment with subtotals by PA and NPA. The column headings are: Cases, Coupon Value, Over 60, Under 60, Children and Total of Recipients.

e.g.

Program Segment	<u>Cases</u>	<u>Coupon Value</u>	<u>Over 60</u>	<u>Under 60</u>	<u>Children</u>	<u>Total</u>
C	XXX	XXX	XXX	XXX	XXX	XXX
F	XXX	XXX	XXX	XXX	XXX	XXX
N	XXX	XXX	XXX	XXX	XXX	XXX
L	XXX	XXX	XXX	XXX	XXX	XXX
K	XXX	XXX	XXX	XXX	XXX	XXX
etc.	XXX	XXX	XXX	XXX	XXX	XXX
PA(Subtotal)	XXX	XXX	XXX	XXX	XXX	XXX
NPA(Subtotal)	XXX	XXX	XXX	XXX	XXX	XXX

- (3) The third section of statistics (Racial/Ethnic Data) is broken out by households and persons. The column headings are: White, Black, Hispanic, American Indian/Alaskan Native, and Asian/Pacific Islander.

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)4vii(3) (continued)

e.g.

<u>Race</u>	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>American Alaskan</u>	<u>Indian Native</u>	<u>Asian Pacific Islander</u>	<u>Total</u>
Households	XXX	XXX	XXX	XXX	XXX	XXX	XXXX
Persons	XXX	XXX	XXX	XXX	XXX	XXX	XXXX

viii. Action/required:

- (1) Provide accurate original data for manual replacements.
- (2) Research data for cases suspected of duplicate issuance.
- (3) Verify recipient inquiries regarding ATP card(s) issued.

10:87-10.5(a) (continued)

5. Statement of Food Stamp Authorizations Outstanding - FS06002:i. Source of data:

- (1) CODES 105 A and B Forms
- (2) Nonnegotiated ATP cards

ii. Distribution:(1) Number:

- (A) FSPFO (orig)
- (B) CWA (2 copies)

(2) Method: Purolator Delivery(3) Frequency: Monthly (Approximately 10th/15th of month following transaction month)

iii. Purpose: Identify all ATP cards for a specific case number not cashed by recipient within a prior 6 month period. The difference between the detail lines reflected on this document and documents 06001 and 06004 for any specific transaction month represents ATP cards cashed.

iv. Sort:

- (1) County separation
- (2) Case number sequence

v. Content: Title; heading

- (1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program
- (2) Name and number of document
- (3) Transaction (validity) period (month and year)
- (4) County number and name
- (5) Page number

vi. Contents: Detail; line items

- (1) Case number

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)5vi (continued)

- * (2) ATP number
- * (3) Coupon amount
- * (4) Issued date (mo/da/yr.)
- (5) Name
- (6) Message: (purged) (After 6 mos)

*Footnote: The columns (a)5vi(2) ATP Number, (a)5vi(3) Coupon Amount, (a)5vi(4) Issued Date) shall reflect accumulated ATP cards outstanding for each case number for up to six months. On the last month an ATP card will appear the word "Purged" will appear in the message column.

vii. Contents: Totals

- (1) The totals are broken out by county, cases and coupon allotment amounts.
- (2) The column headings are six separate mo/yr columns.

e.g.

		mo/yr	mo/yr	mo/yr	mo/yr	mo/yr	mo/yr
1.	County-Cases	x	x	x	x	x	x
2.	County-Coupon Value	x	x	x	x	x	x

viii. Action required: No action required. For information purposes only.

10:87-10.5(a) (continued)

6. Altered ATP Card Report - FS07002:

i. Source of data:

- (1) CODES 105 A and B Form
- (2) Negotiated ATP cards

ii. Distribution:

(1) Number:

- (A) FSPFO (orig.)
- (B) CWA (2 copies)

(2) Method: Purolator delivery

(3) Frequency: Monthly (Approx. 10th/15th of month following transaction month)

iii. Purpose: Identifies ATP cards which have had data changed, most frequently the coupon allotment amount, and provides the basis for charge backs of excessive benefits to Coupon Issuers.

iv. Sort:

- (1) County separation
- (2) Issuing agent code
- (3) Locator number

v. Contents: Title; heading

- (1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program
- (2) Name and number of document
- (3) Transaction (validity) period: (Month and year)
- (4) County number and name
- (5) Page number

vi. Contents: Detail; line items

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)6vi (continued)

- (1) Coupon issuer code (6 digits)
- (2) ATP number
- (3) Case number
- (4) Locator number
- (5) Issued date (mo/da/yr)
- (6) Name
- (7) Coupon amount: on ATP file
- (8) Coupon amount: on issued file

vii. Contents: Totals

- (1) The statistics are broken out by coupon Issuer Branch, Coupon Issuer and County.
- (2) The column headings are: Cases and Coupon Value (ATP File and Issued File).

e.g.

	<u>Cases</u>	<u>Coupon Value</u>	
		<u>ATP File</u>	<u>Issued File</u>
1. Coupon Issuer branch	xx	xx	xx
2. Coupon Issuer	xx	xx	xx
3. County	xx	xx	xx

viii. Action required: Those households which have negotiated altered ATP cards should be referred to the CWA Investigations Unit to determine whether fraud has occurred.

10:87-10.5(a) (continued)

7. Coupon Amount Discrepancy Report - FS07003:

i. Source of data:

- (1) CODES 105 A and B Form
- (2) Negotiated ATP cards (Manual)

ii. Distribution:

- (1) Number:
 - (A) FSPFO (orig.)
 - (B) CWA (2 copies)
- (2) Method: Purolator delivery
- (3) Frequency: Monthly (Approx. 10th/15th of month following transaction month)

iii. Purpose: Identifies cases with discrepancies between manually prepared ATPs (cashed) and the CODES 105 A and B Form.

iv. Sort:

- (1) County separation
- (2) Case number sequence

v. Contents: Title; heading

- (1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program.
- (2) Name and number of document
- (3) Transaction (validity) period (month/year)
- (4) County number and name
- (5) Page number

vi. Contents: Detail; line items

- (1) Case number

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)7vi (continued)

- (2) ATP number
- (3) Locator number
- (4) Coupon issuer code (6 digits)
- (5) Issued date (mo/da/yr)
- (6) Name
- (7) Coupon Amount: Issued File
- (8) Coupon Amount: ATP File

vii. Contents: Totals

- (1) The statistics are broken out by county.
- (2) The column headings are: Cases, Coupon Value (within which are separate statistics for Issued file and ATP file).

e.g.

County	Cases	Coupon Value	
		Issued File	ATP File
	xxxx	xxxxx	xxxxx

viii. Action required:

- (1) For each listed item, follow instructions included in FSM, and prepare as appropriate:
 - (A) Claim determinations
 - (B) Restoration of lost benefits
 - (C) Retroactive benefits
 - (D) Fraud determination hearings
 - (E) Other
- (2) Questions relative to resolution of matters pertaining to this document shall be directed to:

FSP Coordinator, Bureau of Local Operations
 Division of Public Welfare
 CN 716
 Trenton, N.J. 08625

10:87-10.5(a) (continued)

8. Authorizations Cashed Totally Unmatched - FS07401:

i. Source of data:

- (1) CODES 105 A and B Forms
- (2) Negotiated ATP cards

ii. Distribution:

- (1) Number:
 - (A) FSPFO (orig.)
 - (B) CWA (2 copies)
- (2) Method: Purolator delivery
- (3) Frequency: Monthly (Approx. 10th/15th of month following transaction month)

iii. Purpose: Identifies ATP card(s) coming through the reconciliation cycle which do not match the ATP numbers on the active CODES FSP Master File. If an ATP card number does not match the active FSP Master File because of having been replaced, the word "Cancelled" will appear in the message column.

iv. Sort

- (1) County separation
- (2) ATP number sequence

v. Contents: Title; heading

- (1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program.
- (2) Name and number of document
- (3) Transaction (validity) period (month/year)
- (4) County number and name
- (5) Page number

vi. Contents: Detail line items

- (1) Case number

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)8vi (continued)

- (2) ATP number
- (3) Locator number
- (4) Coupon value
- (5) Name
- (6) Coupon issuer code (6 digits)
- (7) Issued date (mo/da/yr)
- (8) Message (cancelled)
- (9) Cashed county

vii. Contents: Totals

- (1) Totals are broken out by:
 - (A) Cases (county)
 - (B) Coupon value (county)

viii. Action required: Validate each item listed, and maintain documentation of this validation. Questions relative to resolution of matters pertaining to this document shall be directed to:

FSP Coordinator, Bureau of Local Operations
Division of Public Welfare
CN 716
Trenton, N.J. 08625

- (1) NOTE: BLO to provide deadline.

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a) (continued)

9. Statement of Food Stamp Authorizations Cashied - FS08002:i. Source of data:

- (1) Negotiated ATP cards
- (2) CODES 105 A and B Forms

ii. Distribution:

(1) Number:

- (A) FSPFO (orig.)
- (B) CWA (2 copies)

(2) Method: Purolator delivery

(3) Frequency: Monthly (Approx. 10th/15th of month following transaction month)

iii. Purpose: Provides basis for State and Federal reports, e.g., statistical participation report etc., by program segment and total amount of coupons and cases.

iv. Sort: Countyv. Content: Title; heading

- (1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program
- (2) Name and number of document
- (3) Transaction (validity) period (month and year)
- (4) County number and name
- (5) Page number

vi. Content: Detail; line items

- (1) None: Totals only

vii. Content: Totals

- (1) The first section of statistics is broken out by county and program segment with subtotals by PA and NPA. The column headings are: Cases, Coupon Value, Over 60, Under 60, Children and Total of Recipients.

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)9vii(1) (continued)

e.g.

Program Segment	Cases	Coupon Over Under				Children	Total
		Value	60	60			
C	XXX	XXX	XXX	XXX	XXX	XXX	
F	XXX	XXX	XXX	XXX	XXX	XXX	
N	XXX	XXX	XXX	XXX	XXX	XXX	
L	XXX	XXX	XXX	XXX	XXX	XXX	
K	XXX	XXX	XXX	XXX	XXX	XXX	
etc.	XXX	XXX	XXX	XXX	XXX	XXX	
PA(Subtotal)	XXX	XXX	XXX	XXX	XXX	XXX	
NPA(Subtotal)	XXX	XXX	XXX	XXX	XXX	XXX	

(2) The second section of statistics (Racial/Ethnic) is broken out by households and persons. The column headings are: White, Black, Hispanic, American Indian/Alaskan Native, and Asian/Pacific Islander.

e.g.

Race	White	Black	Hispanic	American Indian		Asian	Total
				Alaskan	Native	Pacific Islander	
Households	XXX	XXX	XXX		XXX	XXX	XXXX
Persons	XXX	XXX	XXX		XXX	XXX	XXXX

viii. Action required: None; statistical reference only

10:87-10.5(a) (continued)

10. Statement of Excessive Authorizations Cashed - FS08004:

i. Source of data:

- (1) Negotiated ATP cards
- (2) CODES 105 A and B Forms

ii. Distribution:

- (1) Number:
 - (A) FSPFO (orig)
 - (B) CWA (2 copies)
- (2) Method: Purolator delivery
- (3) Frequency: Monthly (Approx. 10th/15th of month following transaction month)

iii. Purpose: Identifies those cases which have negotiated more than their monthly allotments in a specific validity period; e.g., a family is authorized in the issuance period of January 1979 to negotiate an ATP worth \$150.00 but negotiates two ATPs for a total value of \$300.00.

iv. Sort:

- (1) County separation
- (2) Case number sequence

v. Contents: Title; heading

- (1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program.
- (2) Name and number of document
- (3) Transaction (validity) period (month and year)
- (4) County number and name
- (5) Page number

vi. Contents: Detail; line items

- (1) Case number

10:87-10.5(a)10vi (continued)

- (2) ATP number
- (3) Locator number
- (4) Coupon amount
- (5) Cash date (mo/da)
- (6) Issued date (mo/da/yr)
- (7) Coupon issuer code (6 digit)
- (8) Name

vii. Contents: Totals

- (1) The totals are broken out by:
 - (A) Cases (county)
 - (B) Coupon value (county)

viii. Action required: For each listed item prepare a claim determination, or if appropriate, document of the conditions in support of absolving the case from financial responsibility. Questions relative to resolution of matters pertaining to this document shall be directed to:

FSP Coordinator, Bureau of Local Operations
Division of Public Welfare
CN 716
Trenton, N.J. 08625

11. Statement of Postdated FS Authorizations Cashed - FS06501:

i. Source of data:

- (1) Negotiated ATPs
- (2) CODES 105 A & B Forms

ii. Distribution:

- (1) Number:
 - (A) FSPFO (orig)
 - (B) CWA (2 copies)
- (2) Method: Purolator delivery
- (3) Frequency: Monthly (Approx. 10th/15th of month following the transaction month)

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)11 (continued)

iii. Purpose: Identifies those ATPs which were negotiated in the month prior to the month of issuance.

iv. Sort:

- (1) County separation
- (2) Case number sequence

v. Contents: Title; heading

- (1) State of New Jersey, Department of Human Services, Division of Public Welfare, Food Stamp Program.
- (2) Name and number of document.
- (3) Transaction (validity) period (month & year)
- (4) Run date
- (5) Page number

vi. Contents: Detail; line items

- (1) Case number
- (2) ATP number
- (3) Locator number
- (4) Coupon value
- (5) Name
- (6) Issue date (mo/da/yr)
- (7) Coupon issuer code (six numerical digits)
- (8) Size household
- (9) Program (segment)

vii. Contents: Totals

- (1) The first section of statistics represents the county totals. The column headings are: Cases, Coupon Value and Persons.

FISCAL OPERATIONAL PROCEDURES

10:87-10.5(a)11vii (continued)

- (2) The second section of statistics is broken out by program segment with subtotals by PA and NPA. The column headings are: Cases, Coupon Value and Persons.
- (3) The third section of statistics (Racial/Ethnic Data) is broken out by households and persons. The column headings are: White, Black, Hispanic, American Indian/Alaskan Native and Asian/Pacific Islander.

viii. Action required: None; for information purposes only.

FISCAL OPERATIONAL PROCEDURES

10:87-10.6 Miscellaneous fiscal operational instructions

(a) Retention of fiscal records: Retention regulations for FSP fiscal records at the CWA-FSCO divide into two categories:

1. Category I: Computer operations source documents: The copies of the CODES 105 A and B source documents used for terminal input are to be retained for a period of three months after the terminal entry transaction. The copies filed in the case record must be retained in accordance with the case record retention schedule.
2. Category II: Computer printouts and ATP cards: All copies of printout documents supplied to CWA and all ATP cards returned following the reconciliation cycle shall be retained for three years from the month of origin of each record.
3. Approval and destruction: Prior to destruction, approval must be received from the Bureau of Archives and History through the completion of Form ED-6. The actual destruction must be by incineration or use of shredding equipment.
4. Exception: Any and all documents above shall not be so destroyed when the CWA has been instructed in writing by State DPW or U.S. Department of Agriculture, Food and Nutrition Service to retain the documents.

(b) Improperly manufactured or mutilated Food Coupon Books:

1. Purpose: This instruction sets forth the procedures for processing claims for improperly manufactured or mutilated food coupon books returned by recipients.
2. Distinction between the two conditions:
 - i. Improperly manufactured food coupon books are those which contain printing, cutting, or assembling errors.
 - ii. Mutilated food coupon books are those which were properly manufactured but for a variety of reasons have become unusable.
3. Initial action by Coupon Issuer (C.I.): If a participant returns one or more Food Coupon Books because they were improperly manufactured or contain mutilated coupons, the individual shall be referred to the Supervisor of the CWA-FSCO.

FISCAL OPERATIONAL PROCEDURES

10:87-10.6(b) (continued)

4. Processing of returned books: Upon receipt of an improperly manufactured or mutilated coupon book(s) from a participant, the Supervisor of the CWA-FSCO, with the authorization of the CWA Director, shall proceed as follows:

i. It is important to replace promptly any food coupon books returned for manufacturing errors or damages. Reviewing officials shall use the following guidelines in making such determinations:

(1) Books returned with printing errors should not present any special problems. However, examiners should ascertain that the proper number of coupons are in the book, and there actually is an error in the printing.

(2) Books with alleged missing coupons should be examined carefully as follows:

(A) Count the stubs in the book at both the top and the bottom edges and the middle of the book to be sure that no portion of the stub of the alleged missing coupon is in the book. If the stubs are in the book, no replacements are to be made until authorized by the FSPFO.

(B) Examine the staples and the stapling of the book to determine if there are: any loose or bent staples, any indications that the book has been taken apart and restapled, or other conditions that might show whether or not the books contained the proper number of coupons at the time of issuance.

(C) Do not bend or remove the staples while examining the books. The condition and presence or absence of the staples are factors considered by FSPFO when making a determination.

ii. If the request for replacement is determined to be valid:

FISCAL OPERATIONAL PROCEDURES

10:87-10.6(b)4ii (continued)

- (1) Determine the total value of the coupons to be replaced and instruct the appropriate Coupon Issuer (C.I.) in writing, to issue new coupon books in that amount to the recipient specifying the number of each denomination to be issued. In no case will the supervisor authorize the coupon issuer to make a cash refund. It is not necessary that replacements be made with books of the same denomination as those returned by the recipient.
 - (A) Example: A recipient returns a \$50.00 book containing \$20.00 of damaged coupons, or two loose \$10.00 damaged coupons from a \$50.00 book. (The other \$30.00 worth of coupons had been expended for eligible foods.) Make the replacement with two \$10.00 coupon books.
- (2) Write or stamp "cancelled" across the coupons being replaced.
- (3) Forward the cancelled coupons and a statement containing all the facts (FNS-135 "Affidavit of Return or Exchange of Food Coupons") by certified mail to:

Supervisor Food Stamp
Program/Fiscal Office
Bureau of Business Services
CN 716
Trenton, New Jersey 08625
- (4) Instruct the Coupon Issuer (C.I.) to record the total number of books issued in replacement on its current FNS-250 Food Coupon Accountability Report, Line 13, entitled "credits". These books will then be deducted from inventory in computing value of inventory change.
- (5) Note: There may be isolated instances in which a participant returns a mutilated \$1.00 coupon, three \$1.00 coupons, or a \$5.00 coupon for replacement. In such situations, it is not possible to issue full coupon books to affect replacement; therefore, the Coupon Issuer (C.I.) must be instructed to remove a \$1.00 coupon from a \$2.00 book, write or stamp "cancelled" on the coupon removed, and forward that coupon together with the FNS-250 Report as specified in (b)4ii(3) above.

FISCAL OPERATIONAL PROCEDURES

10:87-10.6(b)4 (continued)

iii. If there is doubt that the request for replacement or the damage claim is valid, do not replace the book(s):

(1) Prepare Form FNS-135, a written statement of all known facts and result of examination, and

(2) Send Form FNS-135, the statement and the cancelled book(s), by certified mail immediately to the Supervisor, Food Stamp Program/Fiscal Office.

5. Responsibility of CWA when authorizing replacement: In the event that the U.S. Department of Agriculture fails to concur with the claim as submitted, the responsibility of reimbursement to the Coupon Issuer (C.I.) authorized to make the replacement rests with the CWA.

(c) Exchange of old series food coupons for new series coupons:

1. Purpose: This instruction outlines the procedure by which CWAs are authorized to exchange old series food coupons for new series food coupons.

2. Submittal materials: When making an exchange of the old series food coupons, the CWAs shall submit the following material to the Supervisor, FSPFO;

i. A copy of the certification by the recipient that he/she was entitled to the old coupons and has made application for exchange.

ii. A copy of a statement which shall include the following data:

(1) County name.

(2) Date of exchange.

(3) Value and denominations of old coupons returned for exchange.

(4) Value and breakdown by denominations of the new coupons issued.

(5) Signature of the recipient and an authorized official in the County Food Stamp Certification Office requesting the exchange.

FISCAL OPERATIONAL PROCEDURES

10:87-10.6(c)2 (continued)

- iii. A copy of the authorization from the Certification Unit to the Coupon Issuer (C.I.) which is making the replacement. This authorization advises the Coupon Issuer with respect to the number of new coupons books of each denomination required for the replacement and the procedure to be used for reporting the new series coupon books on line 13, "CREDITS TO FNS", of the FNS-250 Report.
- iv. The old series coupons being replaced. If the replacement requires that only part of a new series book be used, attach the remaining coupons from the new series books(s) to the old series coupons being returned. Both the old and the remaining new series coupons shall be stamped "Void" at the time of exchange.
- v. When the quantity of old series coupons presented for exchange totals an uneven dollar amount of \$.50 or more (i.e., \$28.50), the replacement in the new series will be made in the next higher dollar amount (i.e., \$29.00).
- vi. The CWA-FSCO will instruct the Coupon Issuer making a replacement to attach a copy of the letter authorizing the replacement to the FNS-250 report when it is submitted to the FSPFO.
- vii. Invalid request: If there is doubt that the request for exchange is valid (e.g., an unusually large amount of coupons to be exchanged), the exchange is not to be made until the facts have been discussed with the State Supervisor, FSPFO.
- viii. If any of the old series of coupons are returned and a refund is requested, rather than a replacement for the new series coupons, the procedures described in (d) below shall be followed.

FISCAL OPERATIONAL PROCEDURES

10:87-10.6 (continued)

(d) Claims - Unused food coupons:1. Purpose: This instruction prescribes:

- i. Procedures for CWAs in handling claims for refunds for properly issued food coupons being returned to the State Agency.
- ii. Procedures for handling unused food coupons for which no refund is requested, i.e., unclaimed coupons and coupons returned because owner's identity or whereabouts is unknown.
 - (1) NOTE - Limit on refunds: Six months after elimination of the purchase requirement (EPR), no refunds shall be paid for coupons returned to FNS. The EPR was implemented January 1, 1979. Therefore, effective July 1, 1979 no refunds shall be paid for returned coupons. Current or old series coupons will be accepted by FNS after June 30, 1979 for accounting and disposition only. Households should be reminded that, even though they are not currently eligible, properly issued coupons may be redeemed by them at any time in authorized retail stores.

2. Requirements for establishing refund claims:

- i. Claimant's request for a refund: All refund claims shall be accompanied by the claimant's original refund request. The claimant's request shall be:
 - (1) Typed or written in ink, dated and signed, and must contain the applicant's address.
 - (2) Supported by any additional documents or statements as required by (d)2ii below.
- ii. Order of precedence of claimants and required documentation for establishing claimant right to a refund:
 - (1) The household member who applied for program participation or his or her spouse.
 - (2) When the head of the household is incompetent, by a guardian, a close relative, or other individual who has assumed either partial or complete responsibility for the care and custody of the incompetent. The claimant's request shall describe the relationship between the claimant and the incompetent, and shall certify that the appointment of a legal representative is not contemplated and that the refund shall be used for the benefit of the incompetent.

FISCAL OPERATIONAL PROCEDURES

10:87-10.6(d)2ii (continued)

- (3) In any event, when a Municipal Department of Welfare paid the purchase requirement through the General Assistance program, by the municipality if desired. This request shall certify that the Municipal Department of Welfare had directly paid the purchase requirement.
3. Deceased recipient: In the event of the head of household's death, requests for refunds may be submitted by claimants in the following order of precedence:
- i. By the administrator, executor, or other legally authorized representative of the estate. In addition to the request, a copy of the court order establishing the executor's appointment, or other document legally establishing the claimant's authority to represent the estate shall be required.
 - ii. By the sole heir to the estate in absence of a legally authorized representative.
 - iii. By any one of a number of heirs to the estate if there is more than one heir. The claimant's request shall certify that the refund will either be applied towards the payment of outstanding obligations of the decedent or shared with the other heirs in accordance with the laws of the State in which the decedent resided.
 - iv. In any event, when a Municipal Department of Welfare paid the purchase requirement through the General Assistance program, by the municipality if desired. This request shall certify that the Municipal Department of Welfare had directly paid the purchase requirement.
4. Handling unused coupons when refunds are requested: The following method shall be used in handling refunds to all claimants. The CWA-FSCO Supervisor shall:
- i. Review the claim to insure that it is properly documented in accordance with (d)2 above.
 - ii. Prepare Form FNS-287 "Request for Reimbursement or Notification of Return of Unused Food Coupons", in duplicate.
 - iii. Obtain basis of issuance and compute refund using either of the following methods, as appropriate:
 - (1) Multiply the amount of the purchase requirement by the value of coupons returned and divide the result by the value of the coupon allotment.

FISCAL OPERATIONAL PROCEDURES

10:87-10.6(d)4iii(1) (continued)

(A) Example:

<u>Purchase Requirement</u>	<u>Free Coupons (Bonus)</u>	<u>Value of Coupon Allotment</u>
\$10.00	\$98.00	\$108.00

Returned Coupons with Request for Refund: \$75.00

Computation Method: $\frac{10 \times 75}{108} = \6.94 (cash refund due)

(2) In the event the coupons were obtained under more than one basis of issuance, multiply the total of the purchase requirements by the amount of coupons returned and divide the result by the value of the total of the coupon allotments.

(A) Example:

<u>Purchase Requirement</u>	<u>Free Coupons (Bonus)</u>	<u>Value of Coupon Allotment</u>
\$11.00	\$117.00	\$128.00
<u>10.00</u>	<u>98.00</u>	<u>108.00</u>
\$21.00	\$215.00	\$236.00

Returned Coupons with Requests for Refund: \$173.00

Computation Method: $\frac{21 \times 173}{236} = \15.39 (Cash refund due)

(3) If the basis of issuance cannot be determined, assume the coupons were issued during the last month of participation before EPR, except for old series coupons. If old series coupons, then assume coupons were issued during the last month prior to issuance of new series.

iv. Write or stamp "cancelled" across the face of the food coupons and forward them, the original of the claimant's refund request, along with any other supporting documents required, and the original Form FNS-287 to:

Bureau of Food Stamps
 CN 716
 Trenton, N.J. 08625

FISCAL OPERATIONAL PROCEDURES

10:87-10.6(d)4iv (continued)

After the review, the material will be submitted to the Food and Nutrition Service, Washington D.C. which will mail the check directly to the claimant.

- v. Retain one copy of Form FNS-287 and copies of the documentation for audit purposes.
5. Handling unused coupons when no reimbursement is requested: The CWA-FSCO Supervisor shall:
- i. Obtain a signed statement to the effect that no refund is requested or that the owner's identity or whereabouts is unknown.
 - ii. Complete an original and one copy of Form FNS-287.
 - iii. Cancel the coupons as indicated above, and forward them with the signed statement and original Form FNS-287 to the address shown in (d)4iv above.
 - iv. Retain one copy of Form FNS-287 and copies of the documentation for audit purposes.
- (e) Filing, storing and locating negotiated ATP cards: Following issuance, ATP cards are negotiated at the various Coupon Issuers (C.I.) and in turn, they are returned to the FSPFO each month for analysis, verification and reconciliation. This instruction presents a plan for filing, storing and locating negotiated ATP cards.
1. Filing and storing:
- i. Locator number usage in the reconciliation phase of the FSP computer operation:
 - (1) As an initial step in the reconciliation phase of the FSP computer operation a locator number will be imprinted upon each ATP card. The locator number will consist of ten digits; the first five digits will represent a Julian Date (Yr./Day) and the last five digits will contain the numerical sequence of each card in a given batch. As an example:
 - (A) Several batches containing a total of 25,000 ATP cards are to be submitted to the Human Services Data Center on the first working day in January 1979 (Jan.2, 1979). Those ATP cards would be assigned locator numbers as follows:

<u>Julian Date</u>	<u>Sequence No.</u>
79002	00001
79002	00002
79002	24999
79002	25000

etc.

10:87-10.6(e)1f (continued)

- (2) After the completion of the reconciliation cycle, the ATP cards will be maintained in numerical sequence until they are provided to the various CWAs for storage.
- (3) Reference to specific ATP cards will only be necessary for unusual or problem situations identified during the reconciliation operation. For that reason, computer printouts which include detailed line items for the various problem areas, will be provided to the CWA each month following completion of the reconciliation cycle. The locator number will be included in the detail line of those printouts.
- (4) Description of the various printouts referred to above are included in the document description portion of the Fiscal Operation section of the Food Stamp Manual (FSM).

(f) Altered ATP cards:

1. Purpose: This instruction prohibits the alteration of any ATP card. Alteration of an ATP is not only a poor administrative practice but more specifically is in violation of U.S.D.A. regulations and not in conformance with current operating instructions.
2. "UNDER NO CIRCUMSTANCES SHALL FORM FSP-906 BE ALTERED FOR CORRECTION OF AN ERROR. IN EACH SUCH INSTANCE A NEW FORM FSP-906 SHALL BE PREPARED."
3. Henceforth, if it shall be confirmed that CWA personnel has provided a recipient with an altered ATP card, for whatever reason, that card may be disallowed for reconciliation purposes and the bonus amount represented therein be charged back to the CWA involved.

(g) Reimbursement for transactions processed: Each month, following completion of the reconciliation of FSP issuance activity reports, a statement of the number of transactions completed by each Coupon Issuer (C.I.) will be provided to each County Welfare Director by DPW. That statement provides a basis for the computation of fees for transactions payable to the respective Coupon Issuer (C.I.) and identifies the appropriate Administrative Account to be charged by the CWA.

FISCAL OPERATIONAL PROCEDURES

10:87-10.7 Document library
Used By County

Doc. No.	TITLE	Action(s) For Info		SOURCE	Distribution
		Reg'd	Only		
FS05002	Food Stamp Authorizations Lost/Stolen	X		105	4th/5th work day after transaction month
FS06001	Food Stamp Authorizations Issued (Monthly)		X	105	4th work day prior to month end
FS06002	Food Stamp Authorizations Outstanding		X	105/Neg ATP	10/15th of month following transaction month
FS06003	Food Stamp Authorizations Issued (Daily)		X	105	Daily
FS06004	Food Stamp Authorizations Issued (Cum - Daily)		X	105	4th/5th work day of month following transaction month
FS07002	Altered ATP Card Report	X		105/Neg ATP	10/15th of month following transaction month
FS07003	Coupon Amount Discrepancy Report	X		105/Neg ATP (Manual)	10/15th of month following transaction month
FS07401	Authorizations Cashed Totally Unmatched	X		105/Neg ATP	10th/15th of month following transaction month
FS08002	Food Stamp Authorizations Cashed (Total Only)		X	Neg. ATP	10th/15th of month following transaction month
FS08004	Statement of Excessive Authorizations Cashed	X		Neg ATP	10th/15th of month following transaction month

FISCAL OPERATIONAL PROCEDURES10:87-10.8 Program code description

<u>Program Code</u>	<u>Program Name</u>	<u>Category</u>
C	AFDC	PA
F	AFDC	PA
N	AFDC	PA
L	AFDC	PA
K	AFDC	PA
CR	AFDC	PA
FR	AFDC	PA
NR	AFDC	PA
LR	AFDC	PA
KR	AFDC	PA
CT	AFDC	PA
FT	AFDC	PA
NT	AFDC	PA
LT	AFDC	PA
KT	AFDC	PA
NPA	NPA	NPA
NP6	Aged SSI	NPA
NP7	Blind SSI	NPA
NP8	Disabled SSI	NPA

INCORRECT ISSUANCESTable of ContentsSUBCHAPTER 11. INCORRECT ISSUANCES

10:87-11.1	Intentional program violation disqualification
10:87-11.2	Definition of intentional program violation
10:87-11.3	Administrative disqualification
10:87-11.4(a)	Administrative disqualification hearing procedures
(b)	Hearing officer
(c)	Final decisions
(d)	Hearing record
(e)	Availability of hearing record
(f)	Attendance at hearing
(g)	Rights of household member
(h)	Right to refuse to answer questions
(i)	Decision within 90 days
(j)	Advance notice of hearing
(k)	Scheduling of hearing
(l)	Household member cannot be located or fails to appear
(m)	Good cause for failure to appear
10:87-11.5(a)	Participation while awaiting a hearing
(b)	Expiration of certification period
(c)	Evidence of ineligibility or eligibility for fewer benefits
10:87-11.6	(Reserved)
10:87-11.7	Decision format
10:87-11.8	No further administrative appeal
10:87-11.9	Court imposed disqualifications
(a)	Referral for prosecution
10:87-11.10(a)	Reversed intentional program violation disqualifications
(b)	Restoration of lost benefits
10:87-11.11	Restoration of lost benefits
10:87-11.12	Period of restoration
(a)1	Month the CWA was notified
2	Month CWA discovers loss
3	Date of fair hearing request
10:87-11.13	Errors discovered by the CWA
(a)1	Loss more than 12 months prior to discovery or notification
2	Notice to household
10:87-11.14	Disputed benefits
(a)	Right to fair hearing
(b)	Time limits
10:87-11.15(a)	Computing amount to be restored
(a)1	Incorrect allotment
2	Delay, denial or termination
3	Determination of eligibility
4	Calculation of benefits
5	Offsetting claims

INCORRECT ISSUANCES

Table of Contents (continued)

10:87-11.16	Individuals disqualified for intentional program violation
(a)	Restrictions on restoration
(b)	Calculating restoration due
10:87-11.17(a)	Method of restoration
(b)	Household requests monthly installments
10:87-11.18	Change in household composition
10:87-11.19	Benefits lost prior to EPR
10:87-11.20	Federally mandated reduction or cancellation of benefits
10:87-11.21	Claims against households
10:87-11.22	Inadvertent household error and administrative error claims
10:87-11.23	Instances requiring a claim determination for inadvertent household errors or administrative errors
10:87-11.24	Collecting inadvertent household error and administrative error claims
10:87-11.25	Intentional program violation claims
10:87-11.26(a)	Establishing an intentional program violation claim
(b)	Failure to report a change
(c)	Offset against unrestored benefits
10:87-11.27	Collecting intentional program violation claims
(a)1	Procedure for collection of intentional program violation claims
2	Household fails to respond to first demand letter
3	Criteria for suspension of collection action
4	Criteria for terminating collection action
10:87-11.28	Changes in household composition
10:87-11.29	Methods of collection
(a)1	Lump sum repayment
2	Installments
3	Allotment reduction
4	Receipt and transmittal of collections
5	Accounting procedures
6	Claims discharged through bankruptcy

INCORRECT ISSUANCESSUBCHAPTER 11. INCORRECT ISSUANCES10:87-11.1 Intentional program violation disqualification

- (a) Individuals found to have committed intentional program violation either through an administrative disqualification hearing or by a court of appropriate jurisdiction or who have signed either a waiver of right to an administrative disqualification hearing or a disqualification consent agreement in cases referred for prosecution, shall be ineligible to participate in the program for six months for the first violation, 12 months for the second violation and permanently for the third violation.
1. One or more intentional program violation disqualifications which occurred prior to April 1, 1983 shall be counted as one disqualification in determining the appropriate penalty.
 - i. If the act of intentional program violation occurred prior to notification of the disqualification penalties specified in this section, the individual shall be disqualified in accordance with the disqualification period in effect at the time of the offense.
 2. If a court fails to impose a disqualification period for an intentional program violation, the CWA shall impose the appropriate disqualification penalty unless it is contrary to the court order.
 3. The CWA shall disqualify the individual determined to have committed intentional program violation or who signed a waiver of right to an administrative disqualification hearing or a disqualification consent agreement and not the entire household.
 4. Imposing disqualification periods: If the individual is not eligible at the time the disqualification period is to begin, the period shall be postponed until the individual applies for and is determined eligible for benefits. However, once a disqualification period is imposed, the period of disqualification shall continue uninterrupted regardless of the eligibility of the individual.
 - i. For individuals who sign a waiver of the right to an administrative disqualification hearing, the disqualification period shall begin with the first month which follows the date the household member received written notification of the disqualification.
 - ii. For individuals who sign a disqualification consent agreement, the disqualification period shall begin within 45 days of the date the individual signed the agreement.
 - iii. For individuals found guilty of intentional program violation by an administrative disqualification hearing, the disqualification period shall begin with the first month following the date the household member receives written notification of the hearing decision.

INCORRECT ISSUANCES

10:87-11.1(a)4 (continued)

- iv. For individuals found guilty of intentional program violation by a court of appropriate jurisdiction, the disqualification period shall begin within 45 days of the date the disqualification was ordered or if no disqualification period is specified by the court within 45 days of the date the court found the individual guilty of civil or criminal misrepresentation or fraud.
 5. Notification of disqualification: Whenever a household member is disqualified for intentional program violation, the CWA shall provide written notice of the disqualification, in advance of the disqualification if possible. The notice shall inform the household member of the disqualification and when it will take effect. The CWA shall also provide written notice to the remaining household members of the allotment they will receive during the period of disqualification.
- (b) Waiver of right to administrative disqualification hearing: The accused individual shall have the option of waiving his or her right to an administrative disqualification hearing. The CWA shall provide written notification of this option to the client only after ensuring that the evidence against the client has been reviewed by someone other than the eligibility worker assigned to that case and that such evidence warrants the scheduling of a disqualification hearing. The written notification which informs the individual of the option of waiving his or her right to a disqualification hearing shall include:
1. The date that the signed waiver must be received by the CWA to avoid the holding of a hearing and a signature block for the accused individual, along with the statement that the head of household must also sign the waiver if the accused individual is not the head of household, with an appropriately designated signature block;
 2. A statement of the accused individual's right to remain silent concerning the charge(s), and that anything said or signed by the individual concerning the charge(s) can be used against him or her in a court of law;
 3. The fact that a waiver of the disqualification hearing will result in disqualification and a reduction in benefits for the period of disqualification, even if the accused individual does not admit to the facts as presented by the CWA;
 4. An opportunity for the accused individual to specify whether or not he or she admits to the facts as presented by the CWA;
 5. The telephone number and, if possible, the name of the person to contact for additional information; and
 6. The fact that the remaining household members, if any, will be held responsible for repayment of the resulting claim.

INCORRECT ISSUANCES

10:87-11.1 (continued)

- (c) Disqualification consent agreement: Individuals accused of intentional program violation which are referred to a court of appropriate jurisdiction but for which no determination of guilt is obtained due to the accused individual having met the terms of a court order or which were not prosecuted due to the accused individual having met the terms of an agreement with the prosecutor, shall be allowed to sign a disqualification consent agreement. The CWA shall make arrangements with the county prosecutors to provide advance written notification to the household member of the consequences of consenting to disqualification as a result of deferred adjudication and to include the disqualification consent agreement in agreements between the prosecutors and the accused individuals or in the court orders.
1. The advance notice and agreement shall include, at a minimum:
 - i. A statement for the accused individual to sign that the accused individual understands the consequences of consenting to disqualification, along with a statement that the head of household must also sign the consent agreement if the accused individual is not the head of household, with an appropriately designated signature block;
 - ii. A statement that consenting to disqualification will result in disqualification and a reduction in benefits for the period of disqualification, even though the accused individual was not found guilty of civil or criminal misrepresentation or fraud;
 - iii. A warning that the disqualification penalties for intentional Program violation under the Food Stamp Program which could be imposed are a six-month disqualification for the first violation, 12-month disqualification for the second violation, and permanent disqualification for the third violation, and a statement of which penalty will be imposed as a result of the accused individual having consented to disqualification;
 - iv. A statement of the fact that the remaining household members, if any, will be held responsible for repayment of the resulting claim, unless the accused individual has already repaid the claim as a result of meeting the terms of the agreement with the prosecutor or the court order.
 2. If the individual signs the disqualification consent agreement, he or she shall be disqualified in accordance with this section unless contrary to the court order. The period of disqualification shall begin within 45 days of the date the household member signed the consent agreement. If the court specifies a disqualification period or specifies a date for initiating disqualification, the CWA shall adhere to the court order.

INCORRECT ISSUANCES10:87-11.2 Definition of intentional program violation

- (a) For purposes of determining whether or not a person has committed an intentional program violation, intentional program violations shall consist of having intentionally:
1. Made a false or misleading statement, or misrepresented, concealed or withheld facts; or
 2. Committed any act that constitutes a violation of the Food Stamp Act, the Food Stamp Program regulations, or any State statute relating to the use, presentation, transfer, acquisition, receipt or possession of food stamp coupons or ATPs.

10:87-11.3 Administrative disqualification

- (a) A referral for an administrative disqualification hearing or referral to a court of appropriate jurisdiction shall be initiated by the CWA whenever the CWA has sufficient documentary evidence to substantiate that an individual has intentionally made one or more acts or intentional program violation as defined in N.J.A.C. 10:87-11.2 regardless of the current eligibility of the individual.
1. Referral for an administrative disqualification hearing shall be made:
 - i. When the facts of the case do not warrant prosecution through the court system;
 - ii. When a case previously referred for prosecution is declined by the appropriate legal authority;
 - iii. When no action has been taken in a reasonable length of time on a case which has been referred for prosecution and the referral has been formally withdrawn.
- (b) A referral for an administrative disqualification hearing shall not be made against an individual whose case is currently being referred for prosecution or subsequent to any action taken against the accused individual by a court of appropriate jurisdiction.

INCORRECT ISSUANCES

10:87-11.4 Administrative disqualification hearing procedures

- (a) Administrative disqualification hearings will be conducted in accordance with the requirements of this section.
- (b) Hearings will be scheduled by the Office of Administrative Law (OAL) and will be conducted by an administrative law judge (hearing officer) assigned by the director of OAL.
- (c) Final decisions: The final decisions shall be made by the Director of the DPW based on the hearing record and shall comply with Federal law and regulations.
- (d) Hearing record: An official report containing the substance of what transpired at the hearing, together with all papers and requests filed in the proceeding, shall constitute the exclusive record for a final decision by the Director of the DPW.
- (e) The hearing record shall be retained for a period of three years. This record shall be available to the household or its representative at any reasonable time for copying or inspection.
- (f) Attendance at hearing: The hearing shall be attended by a household member and/or his or her representative. The hearing may also be attended by friends or relatives of the household member if the member so chooses.
- (g) Rights of household member: The household member must be given adequate opportunity to:
 1. Examine documents and records under the requirements of N.J.A.C. 10:87-8.15(a)1;
 2. Present the case or have it presented by a legal counsel or other person;
 3. Bring witnesses;
 4. Advance arguments without undue interference;
 5. Question or refute any testimony or evidence, including an opportunity to confront and cross-examine adverse witnesses;
 6. Submit evidence to establish pertinent facts and circumstances in the case.

INCORRECT ISSUANCES

10:87-11.4 (continued)

- (h) Right to refuse to answer questions: At the administrative disqualification hearing, the hearing official shall advise the household member or representative that they may refuse to answer questions during the hearing.
- (i) Decision within 90 days: Within 90 days of the date the household member is notified in writing that an administrative disqualification hearing has been scheduled, the OAL shall conduct the hearing, arrive at a decision and initiate administrative action which will make the decision effective.
1. Postponement: The household member or representative is entitled to a postponement of up to 30 days provided that the request for postponement is made at least 10 days in advance of the scheduled date of the hearing. If the hearing is postponed, the above limits shall be extended for as many days as the hearing is postponed.
- (j) Advance notice of hearing: The CWA shall provide written notice to the household member suspected of intentional program violation at least 30 days in advance of the date an administrative disqualification hearing has been scheduled. The notice shall be mailed by certified mail - Return Receipt Requested.
1. The advance notice shall contain at a minimum:
 - i. The date, time, and place of the hearing;
 - ii. The charge(s) against the household member;
 - iii. A summary of the evidence, and how and where the evidence can be examined;
 - iv. A warning that the decision will be based solely on information provided by the food stamp office if the household member fails to appear at the hearing;
 - v. A statement that the household member or representative will have 10 days from the date of the scheduled hearing to present good cause for failure to appear in order to receive a new hearing;
 - vi. A warning that a determination of intentional program violation will result in a six-month disqualification for the first violation, 12-month disqualification for the second violation, and permanent disqualification for the third violation, and a statement of which penalty the CWA believes is applicable to the case scheduled for a hearing.

INCORRECT ISSUANCES

10:87-11.4(1)1 (continued)

- vii. A listing of the household member's rights as contained in N.J.A.C. 10:87-11.4(g);
 - viii. A statement that the hearing does not preclude the State or Federal Government from prosecuting the household member for intentional program violation in a civil or criminal court action, or from collecting the overissuances; and
 - ix. If there is an individual or organization available that provides free legal representation, the notice shall advise the household member of the availability of the service.
2. The advance notice shall inform the household of its right to obtain a copy of the State agency's published hearing procedures upon request.
- (k) Scheduling of hearing: The time and place of the hearing shall be arranged so that the hearing is accessible to the household member suspected of intentional program violation.
- (l) Household member cannot be located or fails to appear: If the household member or its representative cannot be located or fails to appear at a hearing initiated by the CWA without good cause, the hearing shall be conducted without the household member represented.
1. Consideration of evidence: Even though the household member is not represented, the evidence submitted by the CWA shall be carefully considered and a determination if intentional program violation was committed shall be based on clear and convincing evidence.
- (m) Good cause for failure to appear: If the household member is found to have committed intentional program violation but a determination is subsequently made by OAL that the household member or representative had good cause for not appearing, the previous decision shall no longer remain valid. A new hearing shall be conducted. The hearing official who originally ruled on the case may conduct a new hearing. A hearing official must enter the good cause decision into the hearing record. Good cause is defined in N.J.A.C. 10:87-3.20(d).
1. Period to present good cause: The household member has 10 days from the date of the scheduled hearing to present reasons to OAL indicating a good cause for failure to appear.

INCORRECT ISSUANCES10:87-11.5 Participation while awaiting a hearing

- (a) A pending administrative disqualification hearing shall not affect the individual's or the household's right to be certified and participate in the program. Since the CWA cannot disqualify a household member for intentional program violation until the hearing decision finds that the individual has committed intentional program violation, the CWA shall determine the eligibility and benefit level of the household in the same manner it would be determined for any other household.

Example: If the action for which the household member is suspected of intentional program violation does not affect the household's current circumstances, the household would continue to receive its allotment based on the latest certification action or be recertified based on a new application and its current circumstances.

- (b) Expiration of certification period: The household's benefits shall be terminated if the certification period has expired and the household, after receiving its notice of expiration, fails to reapply.
- (c) Evidence of ineligibility or eligibility for fewer benefits: The CWA shall reduce or terminate the household's benefits if the CWA has documentation which substantiates that the household is ineligible or eligible for fewer benefits and the household fails to request a fair hearing and continuation of benefits pending the hearing. This provision applies even if the same evidence led to the suspicion of intentional program violation and the resulting disqualification hearing. For example, the CWA may have facts which substantiate that a household failed to report a change in its circumstances even though the CWA has not yet demonstrated that the failure to report involved an act of intentional program violation.

10:87-11.6 (Reserved)10:87-11.7 Decision format:

The decision of the administrative law judge shall specify the reasons for the decision, identify the supporting evidence, identify the pertinent regulation, and respond to reasoned arguments made by the household member or representative.

INCORRECT ISSUANCES10:87-11.8 No further administrative appeal

No further administrative appeal procedure exists after the signing of a waiver of the right to a disqualification hearing or an adverse disqualification hearing decision. The disqualification penalty cannot be reversed by a subsequent fair hearing decision. The household member, however, is entitled to seek relief in a court having appropriate jurisdiction. The period of disqualification may be subject to stay by a court of appropriate jurisdiction or other injunctive remedy.

10:87-11.9 Court imposed disqualifications

- (a) Referral for prosecution: CWAs are encouraged to refer for prosecution under State statutes those individuals suspected of committing intentional program violation, particularly if large amounts of food stamps are suspected of being obtained by acts of intentional program violation or if the individual is suspected of committing more than one act of intentional program violation.
1. Conference with legal representative: The CWA shall confer with its legal representative to determine the types of cases which will be accepted for possible prosecution.
 2. Recommendations of penalty: The CWA shall also encourage prosecutors to recommend to the courts that a disqualification penalty as provided in section 6(b) of the Food Stamp Act be imposed in addition to any other civil or criminal penalties for such violations.
 1. If the court does not impose a disqualification period, the CWA shall impose the appropriate disqualification period unless contrary to the court order.

10:87-11.10 Reversed intentional program violation disqualifications

- (a) In cases where the determination of guilty of intentional program violation is reversed by a court of appropriate jurisdiction, the CWA shall reinstate the individual in the program if the household is eligible.
- (b) Restoration of lost benefits: The CWA shall restore any benefits that were lost as a result of the disqualification in accordance with the procedures specified in N.J.A.C. 10:87-11.11 through 11.19.

10:87-11.11 Restoration of lost benefits

The CWA shall restore to the household benefits which were lost whenever the loss was caused by an error by the CWA. Additionally, the CWA shall restore lost benefits when this Manual specifically states that the household is entitled to restoration of lost benefits or an intentional program violation disqualification was subsequently reversed as specified by N.J.A.C.

10:87-11.10. In SSI jointly processed cases the CWA shall restore to the household benefits which were lost whenever the loss was caused by an error by the CWA or by the SSA/DO. Such an error shall include, but not be limited to, the loss of an applicant's food stamp application after it has been filed

INCORRECT ISSUANCES

10:87-11.11 (continued)

with the SSA/DO. Benefits shall be restored even if the household is currently ineligible. The CWA shall maintain an accounting system for documenting a household's entitlement to restoration of lost benefits and for recording the balance of lost benefits that must be restored to the household. The CWA shall, at a minimum, document how the amount to be restored was calculated and the reason for restoration. The accounting system shall be designed to readily identify those situations where a claim against a household can be used to offset the amount to be restored.

10:87-11.12 Period of restoration

- (a) With the exception of benefits which are restored as a result of a reversal of an intentional program violation disqualification penalty, benefits shall not be restored if lost more than 12 months prior to the most recent of the following:
1. Month the CWA was notified: The month the CWA was notified by the household or by another person or agency in writing or orally of the possible loss to that specific household;
 2. Month CWA discovers loss: The month the CWA discovers in the normal course of business that a loss to a specific household has occurred; or
 3. Date of fair hearing request: The date the household requested a fair hearing to contest the adverse action which resulted in the loss.

10:87-11.13 Errors discovered by the CWA

- (a) If the CWA determines that a loss of benefits has occurred, and the household is entitled to restoration of those benefits, the CWA shall automatically take action to restore any benefits that were lost. No action by the household is necessary.
1. Loss more than 12 months prior to discovery or notification: Benefits shall not be restored if the benefits were lost more than 12 months prior to the month the loss was discovered by the CWA in the normal course of business, or were lost more than 12 months prior to the month the CWA was notified in writing or orally of a possible loss to a specific household.
 2. Notice to household: The CWA shall notify the household of its entitlement, the amount of benefits to be restored, any offsetting that was done, the method of restoration, and the right to appeal through the fair hearing process if the household disagrees with any aspect of the proposed lost benefit restoration.

10:87-11.14 Disputed benefits

- (a) Right to fair hearing: If the CWA determines that a household is entitled to restoration of lost benefits, but the household does not agree with the amount to be restored as calculated by the CWA or any other action taken by the CWA to restore lost benefits, the household may request a fair

INCORRECT ISSUANCES

10:87-11.14(a) (continued)

hearing within 90 days of the date the household is notified of its entitlement to restoration of lost benefits. If a fair hearing is requested prior to or during the time lost benefits are being restored, the household shall receive the lost benefits as determined by the CWA pending the results of the fair hearing. If the fair hearing decision is favorable to the household, the CWA shall restore the lost benefits in accordance with that decision.

- (b) Time limits: If a household believes it is entitled to restoration of lost benefits but the CWA, after reviewing the case record, does not agree, the household has 90 days from the date of the CWA determination to request a fair hearing. The CWA shall restore lost benefits to the household only if the fair hearing decision is favorable to the household. Benefits lost more than 12 months prior to the date the CWA was initially informed of the household's possible entitlement to lost benefits shall not be restored.

10:87-11.15 Computing amount to be restored

- (a) After correcting the loss for future months and excluding those months for which benefits may have been lost prior to the 12 month time limits described in N.J.A.C. 10:87-11.12, the CWA shall calculate the amount to be restored as follows:
1. Incorrect allotment: If the household was eligible but received an incorrect allotment, the loss of benefits shall be calculated only for those months the household participated in the program.
 2. Delay, denial or termination: If the loss was caused by an incorrect delay, denial or termination of benefits, the months affected by the loss shall be calculated as follows:
 - i. Denial: If an eligible household's application was erroneously denied, the month the loss initially occurred shall be the month of application, or for an eligible household filing a timely reapplication, the month following the expiration of its certification period.
 - ii. Delay: If an eligible household's application was delayed, the months for which benefits are lost shall be calculated in accordance with procedures in N.J.A.C. 10:87-2.31 for determining whether the delay was caused by the household or by the CWA.
 - iii. Termination: If a household's benefits were erroneously terminated, the month the loss initially occurred shall be the first month benefits were not received as a result of the erroneous action.
 - iv. Continuation of restoration: After computing the date the loss initially occurred, the loss shall be calculated for each month subsequent to that date until either the first month the error is corrected or the first month the household is found ineligible.

INCORRECT ISSUANCES

10:87-11.15(a) (continued)

3. Determination of eligibility: For each month affected by the loss, the CWA shall determine if the household was actually eligible. In cases where there is no information in the household's case record to document that the household was actually eligible, the CWA shall advise that household of what information must be provided to demonstrate eligibility for these months. For each month the household cannot provide the necessary information to demonstrate its eligibility, the household shall be considered ineligible.
4. Calculation of benefits: For the months the household was eligible, the CWA shall calculate the allotment the household should have received. If the household received a smaller allotment than it was eligible to receive, the difference between the actual and correct allotment equals the amount to be restored.
5. Offsetting claims: If a claim against a household is unpaid or held in suspense as provided in N.J.A.C. 10:87-11.27(a)3, the amount to be restored shall be offset against the amount due on the claim before any restoration is made to the household. At the point in time when the household is certified and receives an initial allotment, the initial allotment shall not be reduced to offset claims, even if the initial allotment is paid retroactively. Similarly, initial allotments given at recertification shall not be reduced to offset claims.

10:87-11.16 Individuals disqualified for intentional program violation

- (a) Restrictions on restoration: Individuals disqualified for intention program violation are entitled to restoration of any benefits lost during the months they were disqualified only if the decision which resulted in disqualification is subsequently overturned or reversed. For example, an individual would not be entitled to restoration of lost benefits for the period he or she was disqualified based solely on the fact that a criminal conviction could not be obtained, unless the individual successfully challenged the disqualification in a separate court action.
- (b) Calculating restoration due: For each month the individual was disqualified, the amount to be restored, if any, shall be determined by comparing the allotment the household received with the allotment the household would have received had the disqualified member been allowed to participate. If the household received a smaller allotment than it should have received, the difference equals the amount to be restored. Benefits shall be restored regardless of the length of time that has elapsed since the household was disqualified.

10:87-11.17 Method of restoration

- (a) Regardless of whether a household is currently eligible or ineligible, the CWA shall restore lost benefits to a household by issuing an allotment equal to the amount of benefits that were lost. The amount restored shall be issued in addition to the allotment currently eligible households are entitled to receive.

INCORRECT ISSUANCES

10:87-11.17 (continued)

- (b) Household requests monthly installments: The CWA shall honor reasonable requests by household to restore lost benefits in monthly installments if, for example, the household fears the excess coupons may be lost or stolen, or that the amount to be restored is more than it can use in a reasonable period of time.

10:87-11.18 Change in household composition

Whenever lost benefits are due a household and the household's membership has changed, the CWA shall restore the lost benefits to the household containing a majority of the individuals who were household members at the time the loss occurred. If the CWA cannot locate or determine the household which contains a majority of the household members the CWA shall restore the lost benefits to the household containing the individual who was head of the household (see N.J.A.C. 10:87-2.6) at the time the error occurred.

10:87-11.19 Benefits lost prior to EPR

A loss of benefits may have occurred prior to elimination of the food stamp purchase requirement (EPR). Households assigned a purchase requirement that was too high or assigned an incorrect household size shall be entitled to restoration of lost benefits if the household received fewer bonus stamps as a result. The amount to be restored is equal to the difference between the bonus stamps the household received and the correct amount the household should have received. The CWA shall restore the lost benefits in accordance with the procedures outlined in this section.

10:87-11.20 Federally mandated reduction or cancellation of benefits

Households whose allotments are reduced or cancelled as a result of a Federal mandate are not entitled to a restoration of lost benefits unless DPH, upon notification by USDA, specifically authorizes such restoration.

10:87-11.21 Claims against households

The CWA shall establish a claim against any household that has received more food stamp benefits than it is entitled to receive.

INCORRECT ISSUANCES10:87-11.22 Inadvertent household error and administrative error claims

Inadvertent household error claims and administrative error claims are those claims established against households for overissuances which were not caused by intentional program violation but are caused by an error on the part of the CWA or a misunderstanding or inadvertent error on the part of the household.

10:87-11.23 Instances requiring a claim determination for inadvertent household errors or administrative errors

(a) Instances of inadvertent household error which may result in a claim include, but are not limited to, the following:

1. The household unintentionally failed to provide the CWA with correct or complete information;
2. The household unintentionally failed to report to the CWA changes in its household circumstances; or
3. The household unintentionally received benefits or more benefits than it was entitled to receive pending a fair hearing decision because the household requested a continuation of benefits based on the mistaken belief that it was entitled to such benefits.

(b) Instances of administrative error which may result in a claim include, but are not limited to, the following:

1. The CWA failed to take prompt action on a change reported by the household;
2. The CWA incorrectly computed the household's income or deductions, or otherwise assigned an incorrect allotment;
3. The CWA incorrectly issued duplicate ATPs to a household which were subsequently transacted;
4. The CWA continued to provide food stamp allotments to a household after its certification period had expired without benefit of a reapplication determination; or
5. The CWA failed to provide a household a reduced level of food stamp benefits because its public assistance grant changed.

INCORRECT ISSUANCES

10:87-11.23 (continued)

- (c) Neither an administrative error claim nor an inadvertent household error claim shall be established if an overissuance occurred as a result of the following:
1. The CWA failed to insure that a household fulfilled the following procedural requirements:
 - i. Signed the application form;
 - ii. Completed a current work registration form; or
 - iii. Was certified in the correct county;
 2. The household transacted an expired ATP, unless the household altered its ATP.
- (d) Criteria for establishing an inadvertent household error or administrative error claim: If less than six years have elapsed between the month an inadvertent household error or administrative error overissuance occurred and the month the CWA discovered a specific case involving an overissuance, the CWA shall take action to establish a claim against the household that received the overissuance.
- (e) Calculating amount of the inadvertent household error or administrative error claim: After excluding those months that are more than six years prior to the date the overissuance was discovered, the CWA shall determine the correct amount of food stamp benefits the household should have received for those months the household participated while the overissuance was in effect. If the household received a larger allotment than it was entitled to receive, the CWA shall establish a claim against the household equal to the difference between the allotment the household received and the allotment the household should have received.
- (f) Claim offset by benefits not yet restored: After calculating the amount of the inadvertent household error or administrative error claim, the CWA shall offset the amount of the claim by any amounts which have not yet been restored to the household in accordance with N.J.A.C. 10:87-11.11. The CWA shall then initiate collection action for the remaining balance, if any.

INCORRECT ISSUANCES10:87-11.24 Collecting inadvertent household error and administrative error claims

(a) The CWA shall initiate collection action unless one of the following conditions apply:

1. Claim offset by unrestored benefits: The claim is fully offset by any amounts not yet restored to the household.
2. Claim less than \$35.00: The total amount of the claim is less than \$35.00 and the claim cannot be recovered by reducing the household's allotment.
 1. The CWA shall initiate collection action for other claims under \$35.00 at such time that multiple overissuances for a household total \$35.00 or more.
3. Unable to locate household: The CWA has documentation which shows that the household cannot be located.

(b) Demand letters: The CWA shall initiate collection action by sending the household a written demand letter informing the household of the amount owed, the reason for the claim, the period of time the claim covers, any offsetting that was done to reduce the claim, how the household may repay the claim and the household's right to a fair hearing if they have not already had a fair hearing on the amount of the claim. If free legal representation is available, the letter shall also advise the household of the availability of the service. The household shall also be advised of its right to request a renegotiation of any repayment schedule to which the household has agreed should the household's economic circumstances change. The demand letter shall provide space for the household to indicate the method of repayment and a signature block.

1. For inadvertent household error claims, the household shall also be advised of the length of time the household has to decide which method of repayment it will choose and inform the CWA of its decision and of the fact that the household's allotment will be reduced if the household fails to make restitution.
2. For administrative error claims, the household shall also be informed of the availability of allotment reduction as a method of repayment if the household prefers to use this method.

INCORRECT ISSUANCES

10:87-11.24 (continued)

- (c) The following procedures are to be followed when a household fails to respond to a demand letter:
1. When a household fails to respond to a written demand letter for repayment of an inadvertent household error claim within 30 days, the CWA shall reduce the household's monthly coupon allotment (see N.J.A.C. 10:87-11.29(a)3).
 2. If a nonparticipating household or a participating household against which a claim for an administrative error has been made fails to respond to a written demand letter, the CWA shall send additional demand letters at 30 day intervals until the household pays or agrees to pay the claim or until criteria for suspending the claim have been met.
- (d) Criteria for suspending collection of inadvertent household error or administrative error claim: A claim shall be suspended if no collection action was initiated because of conditions specified in (a) above. If collection action was initiated, and at least one demand letter has been sent, further collection actions shall be suspended when:
1. Unable to locate household: The household cannot be located; or
 2. Cost of collection: The cost of further collection action is likely to exceed the amount that can be recovered.
- (e) Terminating collecting of an inadvertent household error or administrative error claim: A claim shall be determined uncollectible after it is held in suspense for three years. A CWA may use an uncollectible claim to offset benefits in accordance with N.J.A.C. 10:87-11.15(a)5.
- (f) Postponing collecting of an inadvertent household error claim: The CWA may postpone collection action on inadvertent household error claims in cases where an overissuance is being referred for possible prosecution or for an administrative disqualification hearing and the CWA determines that collection action will prejudice the case.

INCORRECT ISSUANCES10:87-11.25 Intentional program violation claims

A claim shall be handled as an intentional program violation claim only if an administrative disqualification hearing or a court of appropriate jurisdiction has found a household member guilty of intentional program violation as defined in N.J.A.C. 10:87-11.1 through 11.2 or if the individual signed a waiver of a right to an administrative disqualification hearing or a disqualification consent agreement. Prior to the determination of intentional program violation, the claim against the household shall be handled as an inadvertent household error or administrative error claim, in accordance with N.J.A.C. 10:87-11.23 through 11.24.

10:87-11.26 Establishing an intentional program violation claim

- (a) For each month that a household member participated while committing an act of intentional program violation, the CWA shall determine the correct amount of food stamp benefits, if any, the household was entitled to receive. The amount of the intentional program violation claim shall be calculated back to the month the act of intentional program violation occurred, regardless of the length of time that elapsed since the determination of intentional program violation was made. However, the CWA shall not include in its calculation any amount of overissuance which occurred in a month more than six years prior to the date the overissuance was discovered.
- (b) Failure to report a change: If the household member is determined to have committed intentional program violation by knowingly, willfully and with deceitful intent failing to report a change in its household circumstances, the first month benefits were overissued, shall be the first month in which the change would have been effective had it been reported. However, in no event shall the CWA determine as the first month in which the change would have been effective any month later than two months from the month in which the change in household circumstances occurred.
- (c) Offset against unrestored benefits: Once the amount of the intentional program violation claim is established, the CWA shall offset the claim against any amount of lost benefits that have not yet been restored to the household in accordance with N.J.A.C. 10:87-11.11.

INCORRECT ISSUANCES10:87-11.27 Collecting intentional program violation claims

(a) If the household member is found to have committed intentional program violation at either an administrative disqualification hearing or a court of appropriate jurisdiction, or has signed a waiver of right to an administrative disqualification hearing or a disqualification consent agreement, the CWA shall initiate collection action unless the household has repaid the overissuance as a result of inadvertent client error or administrative error demand letters or the CWA has documentation which shows the household cannot be located or the CWA determines that such collection action may prejudice a case which has been referred for prosecution. In cases where the household was found guilty of intentional program violation by a court, the CWA shall request the matter of restitution be brought before the court.

1. Procedure for collection of intentional program violation claims:

Collection action shall be taken by sending the household a written demand letter which informs the household of the amount owed, the reason for the claim, the period of time the claim covers, any offsetting that was done to reduce the claim, how the household may pay the claim and the household's right to a fair hearing if the household disagrees with the amount of the claim, unless the issue of the amount of the claim has already been dealt with at the administrative disqualification hearing. If there is an individual or organization available that provides free legal representation, the written demand letter shall also advise the household of the availability of the service. The household shall also be informed of the length of time the household has to decide which method of repayment it will choose and inform the CWA of its decision and of the fact that the household's allotment will be reduced if the household fails to agree to make restitution. In addition, any household against which the CWA has initiated collection action shall be informed of its right to request renegotiation of any repayment schedule to which the household has agreed should the household's economic circumstances change. The demand letter shall provide space for the household to indicate the method of repayment and a signature block. A written demand letter for an intentional program violation claim shall be sent even if the household has previously received an inadvertent household error or administrative error demand letter. In addition to the written demand letter, a personal contact shall be made, if possible.

2. Household fails to respond to first demand letter: If the household fails to respond to the first demand letter the following shall apply:

i. If the household is currently participating in the program and does not respond to the first demand letter within 30 days of the date it was mailed, the CWA shall reduce the household's food stamp allotment.

INCORRECT ISSUANCES

10:87-11.27(a)2 (continued)

- ii. If the household is currently not participating in the program and does not respond to the first demand letter, additional demand letters shall be sent at 30 day intervals until the household agrees to pay the claim, or the criteria for suspending or terminating collection action as specified in (a)3 and 4 below have been met.
3. Criteria for suspension of collection action: The CWA shall suspend collection action at any time it has documentation that the household cannot be located. If the CWA has sent at least one demand letter for claims under \$100.00, at least two demand letters for claims of between \$100.00 and \$400.00, and at least three demand letters for claims of more than \$400.00, further collection action shall be suspended when the cost of further collection action is likely to exceed the amount that can be recovered.
4. Criteria for terminating collection action: A claim shall be determined uncollectible after it is held in suspense for three years. A CWA may use a suspended or terminated claim to offset benefits in accordance with N.J.A.C. 10:87-11.15(a)5.

10:87-11.28 Changes in household composition

- (a) If a change in household membership occurs, the CWA shall initiate collection action against the household containing a majority of the individuals who were household members at the time the overissuance occurred. If the CWA cannot locate or determine the household which contains the majority of the household members, the CWA shall initiate collection action against the household at the time the overissuance occurred.
 1. In cases of intentional program violation when the CWA cannot locate or determine the household containing the majority of the household members, the CWA may initiate collection action against the household containing the individual who committed the act of intentional program violation.

INCORRECT ISSUANCES

10:87-11.29 Methods of collection

(a) The CWA shall collect intentional program error, inadvertent household error and administrative error claims as provided below:

1. Lump sum repayment: The CWA shall collect payments from households in one lump sum if the household is financially able to pay the claim in one lump sum. However, the household shall not be required to liquidate all of its assets to make a lump sum payment.
 - i. If the household is financially unable to pay the entire amount of the claim at one time but wishes to make a lump sum payment as partial payment of the claim, the CWA shall accept this method of payment.
 - ii. If the household chooses to make a lump sum payment of food coupons as full or partial payment of the claim, the CWA shall accept this method of payment.
2. Installments: If the household has insufficient liquid resources or is otherwise financially unable to pay the claim in one lump sum, the CWA shall negotiate a payment schedule. Payments shall be accepted by the CWA in regular installments. The household may use food coupons as full or partial payment of any installment.
 - i. In the case of inadvertent household error and intentional program violation claims, the CWA shall ensure that the negotiated amount to be repaid each month through installments is not less than the amount which could be recovered through allotment reduction (see (a)3 below). Once negotiated, the amount to be repaid each month shall remain the same regardless of changes in the household's monthly coupon allotment. However, the CWA and the client have the option to initiate renegotiation of the payment schedule if they believe the household's economic circumstances have changed enough to warrant such action.
 - ii. Compromise of claim: If the full amount of the claim cannot be liquidated in three years without creating a financial hardship on the household, the CWA shall compromise the claim by reducing it to an amount that will allow the household to pay the claim in three years. The CWA may use the amount of such reduction of the claim to offset benefits in N.J.A.C. 10:87-11.11.

INCORRECT ISSUANCES

10:87-11.29(a)2 (continued)

- iii. If the household fails to make a payment in accordance with the established repayment schedule (either a lesser amount or no payment), the CWA shall send the household a notice explaining that no payment or an insufficient payment was received. The notice shall inform the household that it may contact the CWA to discuss renegotiation of the payment schedule. The notice shall also inform the household that unless the overdue payments are made or the CWA is contacted to discuss renegotiation of the payment schedule, the allotment of a currently participating household against which an inadvertent household error or intentional program violation claim has been established may be reduced without a notice of adverse action.
- (1) If the household responds to the notice, the CWA shall take one of the following actions as appropriate:
- (A) If the household makes the overdue payments and wishes to continue payments based on the previous schedule, permit the household to do so;
- (B) If the household requests renegotiation of its payment schedule, the CWA will attempt to renegotiate a new payment schedule. If a settlement cannot be reached or if the CWA believes that the household's economic circumstances have not changed enough to warrant the requested settlement, the CWA shall invoke allotment reduction against a participating household for whom an inadvertent household error or intentional program violation has been established.
- (2) If a currently participating household against which an inadvertent household error or intentional program violation claim has been established fails to respond to the notice, the CWA shall invoke allotment reduction.
3. Allotment reduction: The CWA shall collect payments for inadvertent household error and intentional program violation claims from households currently participating in the program by reducing the household's food stamp allotment.
1. Administrative error claims may be collected through allotment reduction if the household prefers this method of repayment.

10:87-11.29(a)3 (continued)

- ii. Prior to reducing the household's monthly allotment, the CWA shall advise the household of the appropriate formula to be used to determine the amount of food stamps to be recovered each month, the effect on the coupon allotment and the availability of other methods of repayment. If the household does not select another method of repayment, the CWA shall determine the amount to be recovered each month as follows:
- (1) Inadvertent household error: The household's food stamp allotment shall be reduced by the greater of 10 percent of the monthly allotment or \$10.00. The allotment may be reduced by a greater amount if the household so chooses.
 - (2) Administrative error claims: The household's food stamp allotment shall be reduced by an amount agreed upon by the household.
 - (3) Intentional program violation claims: The household's food stamp allotment shall be reduced by the greater of 20 percent of the household's entitlement or \$10.00. The allotment may be reduced by a greater amount if the household so chooses.
 - (A) Entitlement refers to the amount of food stamps the household would be entitled to receive if the disqualified individual were not disqualified.
 - (4) The provision for a \$10.00 minimum benefit for one or two member households shall apply to the allotment before reduction.
4. Receipt and transmittal of collections: The CWA shall instruct the household to submit checks or money orders payable to the respective county welfare agency.
- i. Receipt: The CWA shall issue a lawful receipt for any repayment which is accepted. Payments received shall be deposited in the CWA Clearing Account and a record of the receipt of the payment maintained on a separate section of the Clearing Account Subsidiary Ledger.
 - ii. Transmittal of payments to the DPW: At the end of each calendar month a check shall be drawn, payable to "Treasurer, State of New Jersey", for the total amount of such funds received during that month and transmitted to the DPW.
 - (1) Form FSP-965: Along with the consolidated check, the CWA shall submit a Form FSP-965, "Claims Accounts" indicating the case number, household's name, amount of claim, current payment, amount paid to date and balance due. Separate schedules shall be submitted for Claims Paid in Full, Partial Payments and New Claims and Payments for Ongoing Accounts.

INCORRECT ISSUANCES

10:87-11.29(a) (continued)

5. Accounting procedures: Each CWA shall be responsible for maintaining an accounting system for monitoring claims against households. The accounting system shall be designed to accomplish the following:
 - i. Document circumstances: Document the circumstances which resulted in a claim, the procedures used to calculate the claim, the methods used to collect the claim and, if applicable, the circumstances which resulted in suspension or termination of collection action.
 - ii. Identify unrestored benefits: Identify those situations in which an amount not yet restored to a household can be used to offset a claim owed by the household.
 - iii. Identify households failing to make payments: Identify those households that have failed to make installment payments on their claims.
 - iv. Document collections: Document how much money was collected and how much was submitted to the DPW.
6. Claims discharged through bankruptcy: The CWA shall act on behalf of, and as, FNS in any bankruptcy proceeding against any bankrupt households owing food stamp claims. The CWA shall possess rights, priorities, interests, liens or privileges, and shall participate in any distributions of assets, to the same extent as FNS. Acting as FNS, the CWA shall have the power and authority to file objections to discharge, proofs of claims, exceptions to discharge, petitions for revocation of discharge, and any other documents, motions or objections which FNS might have filed. Any amounts collected under this authority shall be transmitted to the DPW as provided in (a)4 above.

10:87-12.1 Income deduction table

TABLE I
Income Deductions

Standard Deduction	\$ 35.00
Child Care/Shelter Deduction	\$115.00
Uniform Telephone Allowance	\$ 8.51
Standard Utility Allowance	\$112.00
Heating Utility Allowance	\$286.00*

*Expires 3/31/83

10:87-12.2 Maximum coupon allotment table

TABLE II

Maximum Coupon Allotment (MCA)

<u>Household Size</u>	<u>MCA</u>
1	\$ 75
2	139
3	199
4	253
5	300
6	360
7	398
8	455
9	512
10	569
Each Additional Member	+57

10:87-12.3 Maximum Allowable Net Income Standards

TABLE III

Maximum Allowable Net Income

<u>Household Size</u>	<u>Maximum Allowable Income</u>
1	\$ 390
2	519
3	647
4	775
5	904
6	1032
7	1160
8	1289
9	1418
10	1547
Each Additional Member	+129

10:37-12.4 Maximum Allowable Gross Income Standards

TABLE IV
Maximum Allowable Gross Income

<u>Household Size</u>	<u>Maximum Allowable Income</u>
1	\$ 507
2	674
3	841
4	1008
5	1175
6	1342
7	1508
8	1675
9	1842
10	2009
Each Additional Member	+167



FOOD STAMP ALLOTMENT PRORATION TABLE

10/1/81

MONTHLY ALLOTMENT	DATE OF APPLICATION																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30/31		
41	40	38	37	36	34	33	31	30	29	27	26	25	23	22	21	19	18	16	15	14	12	11	10	8	7	6	4	4	2	2		
42	41	39	38	36	35	34	32	31	29	28	27	25	24	22	21	20	18	17	15	14	13	11	10	8	7	6	4	4	2	2		
43	42	40	39	37	36	34	33	32	30	29	27	26	24	23	22	20	19	17	16	14	13	11	10	9	7	6	4	4	2	2		
44	43	41	40	38	37	35	34	32	31	29	28	26	25	23	22	21	19	18	16	15	13	12	10	9	7	6	4	4	2	2		
45	43	42	41	39	37	36	34	33	32	30	28	27	25	24	23	21	19	18	16	15	14	12	10	9	7	6	4	4	2	2		
46	44	43	41	40	38	37	35	34	32	31	29	28	26	25	23	21	20	18	17	15	14	12	11	9	8	6	6	4	4	2	2	
47	45	44	42	41	39	38	36	34	33	31	30	28	27	25	24	22	21	19	17	16	14	13	11	9	8	6	6	4	4	2	2	
48	46	45	43	42	40	38	37	35	34	32	30	29	27	26	24	22	21	19	18	16	14	13	11	10	8	6	6	4	4	2	2	
49	47	46	44	42	41	39	38	36	34	33	31	29	28	26	25	23	21	20	18	16	15	13	11	10	8	7	6	4	4	2	2	
50	48	47	45	43	42	40	38	37	35	33	32	30	28	27	25	23	22	20	18	17	15	13	12	10	8	7	6	4	4	2	2	
51	49	48	46	44	42	41	39	37	36	34	32	31	29	27	26	24	22	20	19	17	15	14	12	10	8	7	6	4	4	2	2	
52	50	49	47	45	43	42	40	38	36	35	33	31	29	28	26	24	23	21	19	17	16	14	12	10	9	7	6	4	4	2	2	
53	51	49	48	46	44	42	41	39	37	35	34	32	30	28	27	25	23	21	19	18	16	14	12	11	9	7	6	4	4	2	2	
54	52	50	49	47	45	43	41	40	38	36	34	32	31	29	27	25	23	22	20	18	16	14	13	11	9	7	6	4	4	2	2	
55	53	51	50	48	46	44	42	40	39	37	35	33	31	29	28	26	24	22	20	18	17	15	13	11	9	7	6	4	4	2	2	
56	54	52	50	49	47	45	43	41	39	37	35	34	32	30	28	26	24	22	21	19	17	15	13	11	9	7	6	4	4	2	2	
57	55	53	51	49	47	46	44	42	40	38	36	34	32	30	29	27	25	23	21	19	17	15	13	11	9	8	6	4	4	2	2	
58	56	54	52	50	48	46	44	43	41	39	37	35	33	31	29	27	25	23	21	19	17	15	14	12	10	8	6	4	4	2	2	
59	57	55	53	51	49	47	45	43	41	39	37	35	33	31	30	28	26	24	22	20	18	16	14	12	10	8	6	4	4	2	2	
60	58	56	54	52	50	48	46	44	42	40	38	36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	4	2	2	
61	59	57	55	53	51	49	47	45	43	41	39	37	35	33	31	28	26	24	22	20	18	16	14	12	10	8	6	4	4	2	2	
62	60	58	56	54	52	50	48	46	44	42	40	38	36	34	32	29	27	25	23	21	19	17	15	13	11	9	8	6	4	4	2	2
63	61	59	57	55	52	50	48	46	44	42	40	38	36	34	32	29	27	25	23	21	19	17	15	13	11	9	8	6	4	4	2	2
64	62	60	58	55	53	51	49	47	45	43	41	38	36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	4	2	2
65	63	61	59	56	54	52	50	48	46	43	41	39	37	35	33	30	28	26	24	22	20	17	15	13	11	9	7	6	4	4	2	2
66	64	62	59	57	55	53	51	48	46	44	42	40	37	35	33	31	29	26	24	22	20	18	15	13	11	9	7	6	4	4	2	2
67	65	63	60	58	56	54	51	49	47	45	42	40	38	36	34	31	29	27	25	22	20	18	16	13	11	9	7	6	4	4	2	2
68	66	63	61	59	57	54	52	50	48	45	43	41	39	36	34	32	29	27	25	23	20	18	16	14	11	9	7	6	4	4	2	2
69	67	64	62	60	57	55	53	51	48	46	44	41	39	37	35	32	30	28	25	23	21	18	16	14	11	9	7	6	4	4	2	2
70	68	65	63	61	58	56	54	51	49	47	44	42	40	37	35	33	30	28	26	23	21	19	16	14	12	9	7	6	4	4	2	2
71	69	66	64	62	59	57	54	52	50	47	45	43	40	38	36	33	31	28	26	24	21	19	17	14	12	9	7	6	4	4	2	2
72	70	67	65	62	60	58	55	53	50	48	46	43	41	38	36	34	31	29	26	24	22	19	17	14	12	10	7	6	4	4	2	2
73	71	68	66	63	61	58	56	54	51	49	46	44	41	39	37	34	32	29	27	24	22	19	17	15	12	10	7	6	4	4	2	2
74	72	69	67	64	62	60	57	55	53	50	47	44	42	39	37	35	32	30	27	25	22	20	17	15	12	10	7	6	4	4	2	2
75	72	70	68	65	62	60	57	55	52	49	47	45	42	40	38	35	32	30	27	25	23	20	17	15	12	10	8	6	4	4	2	2
76	73	71	68	66	63	61	58	56	53	51	48	46	43	41	38	35	33	30	28	25	23	20	18	15	13	10	8	6	4	4	2	2
77	74	72	69	67	64	62	59	56	54	51	49	46	44	41	39	36	34	31	28	26	23	21	18	15	13	10	8	6	4	4	2	2
78	75	73	70	68	65	62	60	57	55	52	49	47	44	42	39	37	34	31	29	26	23	21	18	16	13	10	8	6	4	4	2	2
79	76	74	71	68	66	63	61	58	55	53	50	47	45	42	40	37	34	32	29	26	24	21	18	16	13	11	8	6	4	4	2	2
80	77	75	72	69	67	64	61	59	56	53	51	48	45	43	40	37	35	32	29	27	24	21	19	16	13	11	8	6	4	4	2	2

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
81	78	76	73	70	67	65	62	59	57	54	51	49	46	43	41	38	35	32	30	27	24	22	19	16	13	11	8	6	4			
82	79	77	74	71	68	66	63	60	57	55	52	49	46	44	41	38	36	33	30	27	25	22	19	16	14	11	8	6	4			
83	80	77	75	72	69	66	64	61	58	55	53	50	47	44	42	39	36	33	30	28	25	22	19	17	14	11	8	6	4			
84	81	78	76	73	70	67	64	62	59	56	53	50	48	45	42	39	36	34	31	28	25	22	20	17	14	11	8	6	4			
85	82	79	77	74	71	68	65	62	60	57	54	51	48	45	43	40	37	34	31	28	26	23	20	17	14	11	9	6	4			
86	83	80	77	75	72	69	66	63	60	57	54	52	49	46	43	40	37	34	32	29	26	23	20	17	14	11	9	6	4			
87	84	81	78	75	72	70	67	64	61	58	55	52	49	46	44	41	38	35	32	29	26	23	20	17	14	12	9	6	4			
88	85	82	79	76	73	70	67	65	62	59	56	53	50	47	44	41	38	35	32	29	26	23	21	18	15	12	9	6	4			
89	86	83	80	77	74	71	68	65	62	59	56	53	50	47	45	42	39	36	33	30	27	24	21	18	15	12	9	6	4			
90	87	84	81	78	75	72	69	66	63	60	57	54	51	48	45	42	39	36	33	30	27	24	21	18	15	12	9	6	4			
91	88	85	82	79	76	73	70	67	64	61	58	55	52	49	46	42	39	36	33	30	27	24	21	18	15	12	9	6	4			
92	89	86	83	80	77	74	71	67	64	61	58	55	52	49	46	43	40	37	34	31	28	25	21	18	15	12	9	6	4			
93	90	87	84	81	77	74	71	68	65	62	59	56	53	50	47	44	41	38	34	31	28	25	22	19	15	12	9	6	4			
94	91	88	85	81	78	75	72	69	66	63	60	56	53	50	47	44	41	38	34	31	28	25	22	19	16	13	9	6	4			
95	92	89	86	82	79	76	73	70	67	63	60	57	54	51	48	44	41	38	35	32	29	25	22	19	16	13	10	6	4			
96	93	90	86	83	80	77	74	70	67	64	61	58	54	51	48	45	42	38	35	32	29	26	22	19	16	13	10	6	4			
97	94	91	87	84	81	78	74	71	68	65	61	58	55	52	49	45	42	39	36	32	29	26	23	19	16	13	10	6	4			
98	95	91	88	85	82	78	75	72	69	65	62	59	56	52	49	46	42	39	36	33	29	26	23	20	16	13	10	7	4			
99	96	92	89	86	82	79	76	73	69	66	63	59	56	53	50	46	43	40	36	33	30	26	23	20	16	13	10	7	4			
100	97	93	90	87	83	80	77	73	70	67	63	60	57	53	50	47	43	40	37	33	30	27	23	20	17	13	10	7	4			
101	98	94	91	88	84	81	77	74	71	67	64	61	57	54	51	47	44	40	37	34	30	27	24	20	17	13	10	7	4			
102	99	95	92	88	85	82	78	75	71	68	65	61	58	54	51	48	44	41	37	34	31	27	24	20	17	14	10	7	4			
103	100	96	93	89	86	83	79	76	72	69	65	62	58	55	52	48	45	41	38	34	31	27	24	21	17	14	10	7	4			
104	101	97	94	90	87	83	80	76	73	69	66	62	59	55	52	49	45	42	38	35	31	28	24	21	17	14	10	7	4			
105	101	98	95	91	87	84	80	77	74	70	66	63	59	56	53	49	45	42	38	35	32	28	24	21	17	14	11	7	4			
106	102	99	95	92	88	85	81	78	74	71	67	64	60	57	53	49	46	42	39	35	32	28	25	21	18	14	11	7	4			
107	103	100	96	93	89	86	82	78	75	71	68	64	61	57	54	50	46	43	39	36	32	29	25	21	18	14	11	7	4			
108	104	101	97	94	90	86	83	79	76	72	68	65	61	58	54	50	47	43	40	36	32	29	25	22	18	14	11	7	4			
109	105	102	98	94	91	87	84	80	76	73	69	65	62	58	55	51	47	44	40	36	33	29	25	22	18	15	11	7	4			
110	106	103	99	95	92	88	84	81	77	73	70	66	62	59	55	51	48	44	40	37	33	29	26	22	18	15	11	7	4			
111	107	104	100	96	92	89	85	81	78	74	70	67	63	59	56	52	48	44	41	37	33	30	26	22	18	15	11	7	4			
112	108	105	101	97	93	90	86	82	78	75	71	67	63	60	56	52	49	45	41	37	34	30	26	22	19	15	11	7	4			
113	109	105	102	98	94	90	87	83	79	75	72	68	64	60	57	53	49	45	41	38	34	30	26	23	19	15	11	8	4			
114	110	106	103	99	95	91	87	84	80	76	72	68	65	61	57	53	49	46	42	38	34	30	27	23	19	15	11	8	4			
115	111	107	104	100	96	92	88	84	81	77	73	70	66	62	59	55	51	48	44	40	37	33	29	26	22	18	15	12	8	4		
116	112	108	104	101	97	93	89	85	81	77	73	70	66	62	58	54	50	46	43	39	35	31	27	23	19	15	12	8	4			
117	113	109	105	101	97	94	90	86	82	78	74	70	66	62	59	55	51	47	43	39	35	31	27	23	19	16	12	8	4			
118	114	110	106	102	98	94	90	87	83	79	75	71	67	63	59	55	51	47	43	39	35	31	28	24	20	16	12	8	4			
119	115	111	107	103	99	95	91	87	83	79	75	71	67	63	60	56	52	48	44	40	35	32	28	24	20	16	12	8	4			
120	116	112	108	104	100	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20	16	12	8	4			

FOOD STAMP ALLOTMENT PRORATION TABLE

10/1/81

MONTHLY ALLOTMENT	DATE OF APPLICATION																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
121	117	113	109	105	101	97	93	89	85	81	77	73	69	65	61	56	52	48	44	40	36	32	28	24	20	16	12	8	4		
122	118	114	110	106	102	98	94	90	86	82	78	74	70	66	62	57	53	49	45	41	37	33	29	25	21	17	13	9	4		
123	119	115	111	107	102	98	94	90	86	82	78	74	70	66	62	58	54	50	45	41	37	33	29	25	21	17	13	9	4		
124	120	116	112	107	103	99	95	91	87	83	79	75	71	67	63	58	54	50	46	42	38	33	29	25	21	17	13	9	4		
125	121	117	113	108	104	100	96	92	88	83	79	75	71	67	63	58	54	50	46	42	38	33	29	25	21	17	13	9	4		
126	122	118	113	109	105	101	97	92	88	84	80	76	71	67	63	59	55	50	46	42	38	34	29	25	21	17	13	8	4		
127	123	119	114	110	106	102	97	93	89	85	80	76	72	68	64	59	55	51	47	42	38	34	30	25	21	17	13	8	4		
128	124	119	115	111	107	102	98	94	90	85	81	77	73	68	64	60	55	51	47	43	38	34	30	26	21	17	13	9	4		
129	125	120	116	112	107	103	99	95	90	86	82	77	73	69	65	60	56	52	47	43	39	34	30	26	21	17	13	9	4		
130	126	121	117	113	108	104	100	95	91	87	82	78	74	69	65	61	56	52	48	43	39	35	30	26	22	17	13	9	4		
131	127	122	118	114	109	105	100	96	92	87	83	79	74	70	66	61	57	52	48	44	39	35	31	26	22	17	13	9	4		
132	128	123	119	114	110	106	101	97	92	88	84	79	75	70	66	62	57	53	48	44	40	35	31	26	22	18	13	9	4		
133	129	124	120	115	111	106	102	98	93	89	84	80	75	71	67	62	58	53	49	44	40	35	31	27	22	18	13	9	4		
134	130	125	121	116	112	107	103	98	94	89	85	80	76	71	67	63	58	54	49	45	40	36	31	27	22	18	13	9	4		
135	130	126	122	117	112	108	103	99	95	90	85	81	76	72	68	63	58	54	49	45	41	36	31	27	22	18	14	9	4		
136	131	127	122	118	113	109	104	100	95	91	86	82	77	73	68	63	59	54	50	45	41	36	32	27	23	18	14	9	6		
137	132	128	123	119	114	110	105	100	96	91	87	82	78	73	69	64	59	55	50	46	41	37	32	27	23	18	14	9	6		
138	133	129	124	120	115	110	106	101	97	92	87	83	78	74	69	64	60	55	51	46	41	37	32	28	23	18	14	9	6		
139	134	130	125	120	115	110	106	101	96	91	86	82	77	73	68	63	58	54	49	45	40	36	31	27	23	19	14	9	6		
140	135	131	126	121	117	112	107	103	98	93	89	84	79	75	70	65	61	56	51	47	42	37	32	28	23	19	14	9	6		
141	136	132	127	122	117	113	108	103	99	94	89	85	80	75	71	66	61	56	52	47	42	38	33	28	23	19	14	9	6		
142	137	133	128	123	118	114	109	104	99	95	90	85	80	76	71	66	62	57	52	47	43	38	33	28	24	19	14	9	6		
143	138	133	129	124	119	114	110	105	100	95	91	86	81	76	72	67	62	57	52	48	43	38	33	29	24	19	14	10	6		
144	139	134	130	125	120	115	110	106	101	96	91	86	82	77	72	67	62	58	53	48	43	38	34	29	24	19	14	10	6		
145	140	135	131	126	121	116	111	106	102	97	92	87	82	77	73	68	63	58	53	48	44	39	34	29	24	19	15	10	6		
146	141	136	131	127	122	117	112	107	102	97	92	88	83	78	73	68	63	58	54	49	44	39	34	29	24	19	15	10	6		
147	142	137	132	127	122	118	113	108	103	98	93	88	83	78	74	69	64	59	54	49	44	39	34	29	24	20	15	10	6		
148	143	138	133	128	123	118	113	109	104	99	94	89	84	79	74	69	64	59	54	49	44	39	35	30	25	20	15	10	6		
149	144	139	134	129	124	119	114	109	104	99	94	89	84	79	75	70	65	60	55	50	45	40	35	30	25	20	15	10	6		
150	145	140	135	130	125	120	115	110	105	100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	6		
151	146	141	136	131	126	121	116	111	106	101	96	91	86	81	76	70	65	60	55	50	45	40	35	30	25	20	15	10	6		
152	147	142	137	132	127	122	117	111	106	101	96	91	86	81	76	71	66	61	56	51	46	41	35	30	25	20	15	10	6		
153	148	143	138	133	128	123	118	113	108	103	97	92	87	82	77	71	66	61	56	51	46	41	36	31	25	20	15	10	6		
154	149	144	139	134	129	124	119	114	109	104	98	92	87	82	77	72	67	62	56	51	46	41	36	31	26	21	15	10	6		
155	150	145	140	134	129	124	119	114	109	103	98	93	88	83	78	72	67	62	57	52	47	41	36	31	26	21	16	10	6		
156	151	146	140	135	130	125	120	114	109	104	99	94	88	83	78	73	68	62	57	52	47	42	36	31	25	20	16	10	6		
157	152	147	141	136	131	126	120	115	110	105	99	94	89	84	79	73	68	63	58	52	47	42	37	31	26	21	16	10	6		
158	153	147	142	137	132	126	121	116	111	105	100	95	90	85	80	74	69	63	58	53	47	42	37	32	26	21	16	11	6		
159	154	148	143	138	132	127	122	117	111	106	101	95	90	85	80	74	69	64	58	53	48	42	37	32	26	21	16	11	6		
160	155	149	144	139	133	128	123	117	112	107	101	96	91	85	80	75	69	64	59	53	48	43	37	32	27	21	16	11	6		

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30/31				
161	156	150	145	140	134	129	123	118	113	107	102	97	91	86	81	75	70	64	59	54	48	43	38	32	27	21	16	11	6					
162	157	151	146	140	135	130	124	119	113	108	103	97	92	86	81	76	70	65	59	54	49	43	38	32	27	22	16	11	6					
163	158	152	147	141	136	130	125	120	114	109	103	98	92	87	82	76	71	65	60	54	49	43	38	33	27	22	16	11	6					
164	159	153	148	142	137	131	126	120	115	109	104	98	93	87	82	77	71	66	60	55	49	44	38	33	27	22	16	11	6					
165	159	154	149	143	137	132	126	121	116	110	104	99	93	88	83	77	71	66	60	55	50	44	38	33	27	22	17	11	6					
166	160	155	149	144	138	133	127	122	116	111	105	100	94	89	83	77	72	66	61	55	50	44	39	33	28	22	17	11	6					
167	161	156	150	145	139	134	128	122	117	111	106	100	95	89	84	78	72	67	61	56	50	45	39	33	28	22	17	11	6					
168	162	157	151	146	140	134	129	123	118	112	106	101	95	90	84	78	73	67	62	56	50	45	39	34	28	22	17	11	6					
169	163	158	152	146	141	135	130	124	118	113	107	101	96	90	85	79	73	68	62	56	51	45	39	34	28	23	17	11	6					
170	164	159	153	147	142	136	130	125	119	113	108	102	96	91	85	79	74	68	62	57	51	45	40	34	28	23	17	11	6					
171	165	160	154	148	142	137	131	125	120	114	108	103	97	91	86	80	74	68	63	57	51	46	40	34	29	23	17	11	6					
172	166	161	155	149	143	138	132	126	120	115	109	103	97	92	86	80	75	69	63	57	52	46	40	34	29	23	17	11	6					
173	167	162	156	150	144	138	133	127	121	115	110	104	98	92	87	81	75	69	63	58	52	46	40	35	29	23	17	12	6					
174	168	163	157	151	145	139	133	128	122	116	110	104	99	93	87	81	75	70	64	58	52	46	41	35	29	23	17	12	6					
175	169	164	158	152	146	140	134	128	123	117	111	105	99	93	88	82	76	70	64	58	53	47	41	35	29	23	18	12	6					
176	170	165	159	153	147	141	135	129	123	117	111	106	100	94	88	82	76	70	65	59	53	47	41	35	29	23	18	12	6					
177	171	166	160	154	148	142	136	130	124	118	112	106	100	94	89	83	77	71	65	59	53	47	41	35	29	24	18	12	6					
178	172	167	161	155	149	143	137	131	125	119	113	107	101	95	89	83	77	71	65	59	53	47	42	36	30	24	18	12	6					
179	173	168	162	156	150	144	138	132	126	120	114	108	102	96	90	84	78	72	66	60	54	48	42	36	30	24	18	12	6					
180	174	169	163	157	151	145	139	133	127	121	115	109	103	97	91	85	79	73	67	61	55	49	43	37	31	25	19	13	6					
181	175	170	164	158	152	146	140	134	128	122	116	110	104	98	92	86	80	74	68	62	56	50	44	38	32	26	20	14	6					
182	176	171	165	159	153	147	141	135	129	123	117	111	105	99	93	87	81	75	69	63	57	51	45	39	33	27	21	15	6					
183	177	172	166	160	154	148	142	136	130	124	118	112	106	100	94	88	82	76	70	64	58	52	46	40	34	28	22	16	10	6				
184	178	173	167	161	155	149	143	137	131	125	119	113	107	101	95	89	83	77	71	65	59	53	47	41	35	29	23	17	11	6				
185	179	174	168	162	156	150	144	138	132	126	120	114	108	102	96	90	84	78	72	66	60	54	48	42	36	30	24	18	12	6				
186	180	175	169	163	157	151	145	139	133	127	121	115	109	103	97	91	85	79	73	67	61	55	49	43	37	31	25	19	13	6				
187	181	176	170	164	158	152	146	140	134	128	122	116	110	104	98	92	86	80	74	68	62	56	50	44	38	32	26	20	14	6				
188	182	177	171	165	159	153	147	141	135	129	123	117	111	105	99	93	87	81	75	69	63	57	51	45	39	33	27	21	15	6				
189	183	178	172	166	160	154	148	142	136	130	124	118	112	106	100	94	88	82	76	70	64	58	52	46	40	34	28	22	16	10	6			
190	184	179	173	167	161	155	149	143	137	131	125	119	113	107	101	95	89	83	77	71	65	59	53	47	41	35	29	23	17	11	6			
191	185	180	174	168	162	156	150	144	138	132	126	120	114	108	102	96	90	84	78	72	66	60	54	48	42	36	30	24	18	12	6			
192	186	181	175	169	163	157	151	145	139	133	127	121	115	109	103	97	91	85	79	73	67	61	55	49	43	37	31	25	19	13	6			
193	187	182	176	170	164	158	152	146	140	134	128	122	116	110	104	98	92	86	80	74	68	62	56	50	44	38	32	26	20	14	6			
194	188	183	177	171	165	159	153	147	141	135	129	123	117	111	105	99	93	87	81	75	69	63	57	51	45	39	33	27	21	15	6			
195	189	184	178	172	166	160	154	148	142	136	130	124	118	112	106	100	94	88	82	76	70	64	58	52	46	40	34	28	22	16	10	6		
196	190	185	179	173	167	161	155	149	143	137	131	125	119	113	107	101	95	89	83	77	71	65	59	53	47	41	35	29	23	17	11	6		
197	191	186	180	174	168	162	156	150	144	138	132	126	120	114	108	102	96	90	84	78	72	66	60	54	48	42	36	30	24	18	12	6		
198	192	187	181	175	169	163	157	151	145	139	133	127	121	115	109	103	97	91	85	79	73	67	61	55	49	43	37	31	25	19	13	6		
199	193	188	182	176	170	164	158	152	146	140	134	128	122	116	110	104	98	92	86	80	74	68	62	56	50	44	38	32	26	20	14	6		
200	194	189	183	177	171	165	159	153	147	141	135	129	123	117	111	105	99	93	87	81	75	69	63	57	51	45	39	33	27	21	15	6		
201	195	190	184	178	172	166	160	154	148	142	136	130	124	118	112	106	100	94	88	82	76	70	64	58	52	46	40	34	28	22	16	10	6	
202	196	191	185	179	173	167	161	155	149	143	137	131	125	119	113	107	101	95	89	83	77	71	65	59	53	47	41	35	29	23	17	11	6	
203	197	192	186	180	174	168	162	156	150	144	138	132	126	120	114	108	102	96	90	84	78	72	66	60	54	48	42	36	30	24	18	12	6	
204	198	193	187	181	175	169	163	157	151	145	139	133	127	121	115	109	103	97	91	85	79	73	67	61	55	49	43	37	31	25	19	13	6	
205	199	194	188	182	176	170	164	158	152	146	140	134	128	122	116	110	104	98	92	86	80	74	68	62	56	50	44	38	32	26	20	14	6	
206	200	195	189	183	177	171	165	159	153	147	141	135	129	123	117	111	105	99	93	87	81	75	69	63	57	51	45	39	33	27	21	15	6	
207	201	196	190	184	178	172	166	160	154	148	142	136	130	124	118	112	106	100	94	88	82	76	70	64	58	52	46	40	34	28	22	16	10	6
208	202	197	191	185	179	173	167	161	155	149	143	137	131	125	119	113	107	101	95	89	83	77	71	65	59	53	47	41	35	29	23	17	11	6
209	203	198	192	186	180	174	168	162	156	150	144	138	132	126	120	114	108	102	96	90	84	78	72	66	60	54	48	42	36	30	24	18	12	6
210	204	199	193	187	181	175	169	163	157	151	145	139	133	127	121	115	109	103	97	91	85	79	73	67	61									

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
201	194	188	181	174	167	161	154	147	141	134	127	121	114	107	101	94	87	80	74	67	60	54	47	40	33	27	20	13	7	
202	195	189	182	175	168	162	155	148	141	135	128	121	114	108	101	94	88	81	74	67	61	54	47	40	34	27	20	13	7	
203	196	189	183	176	169	162	156	149	142	135	129	122	115	108	102	95	88	81	74	68	61	54	47	41	34	27	20	14	7	
204	197	190	184	177	170	163	156	150	143	136	129	122	116	109	102	95	88	82	75	68	61	54	48	41	34	27	20	14	7	
205	198	191	185	178	171	164	157	150	144	137	130	123	116	109	103	96	89	82	75	68	62	55	48	41	34	27	21	14	7	
206	199	192	185	179	172	165	158	151	144	137	130	124	117	110	103	96	89	82	76	69	62	55	48	41	34	27	21	14	7	
207	200	193	186	179	172	166	159	152	145	138	131	124	117	110	104	97	90	83	76	69	62	55	48	41	34	28	21	14	7	
208	201	194	187	180	173	166	159	153	146	139	132	125	118	111	104	97	90	83	76	69	62	55	49	42	35	28	21	14	7	
209	202	195	188	181	174	167	160	153	146	139	132	125	118	111	105	98	91	84	77	70	63	56	49	42	35	28	21	14	7	
210	203	196	189	182	175	168	161	154	147	140	133	126	119	112	105	98	91	84	77	70	63	56	49	42	35	28	21	14	7	
211	204	197	190	183	176	169	162	155	148	141	134	127	120	113	106	98	91	84	77	70	63	56	49	42	35	28	21	14	7	
212	205	198	191	184	177	170	163	156	149	142	135	128	121	114	107	99	92	85	78	71	64	57	49	42	35	28	21	14	7	
213	205	199	192	185	177	170	163	156	149	142	135	128	121	114	107	99	92	85	78	71	64	57	50	43	35	28	21	14	7	
214	207	200	193	185	178	171	164	157	150	143	136	129	122	114	107	100	93	86	78	71	64	57	50	43	36	29	21	14	7	
215	208	201	194	186	179	172	165	158	151	143	136	129	122	115	108	100	93	86	79	72	65	57	50	43	36	29	22	14	7	
216	209	202	194	187	180	173	166	158	151	144	137	130	122	115	108	101	94	86	79	72	65	58	50	43	36	29	22	14	7	
217	210	203	195	188	181	174	166	159	152	145	137	130	123	116	109	101	94	87	80	72	65	58	51	43	36	29	22	14	7	
218	211	204	196	189	182	174	167	160	153	145	138	131	124	116	109	102	94	87	80	73	65	58	51	44	36	29	22	15	7	
219	212	204	197	190	182	175	168	161	153	146	139	131	124	117	110	102	95	88	80	73	66	59	51	44	36	29	22	15	7	
220	213	205	198	191	183	176	169	161	154	147	139	132	125	117	110	103	95	88	81	73	66	59	51	44	37	29	22	15	7	
221	214	206	199	192	184	177	169	162	155	147	140	133	125	118	111	103	96	88	81	74	66	59	52	44	37	29	22	15	7	
222	215	207	200	192	185	178	170	163	155	148	141	133	126	118	111	104	96	89	81	74	67	59	52	44	37	30	22	15	7	
223	216	208	201	193	186	178	171	164	156	149	141	134	126	119	112	104	97	89	82	74	67	59	52	45	37	30	22	15	7	
224	217	209	202	194	187	179	172	164	157	149	142	134	127	119	112	105	97	90	82	75	67	60	52	45	37	30	22	15	7	
225	217	210	203	195	187	180	172	165	158	150	142	135	127	120	113	105	97	90	82	75	68	60	52	45	37	30	23	15	7	
226	218	211	203	196	188	181	173	166	158	151	143	136	128	121	113	105	98	90	83	75	68	60	53	45	38	30	23	15	8	
227	219	212	204	197	189	182	174	166	159	151	144	136	129	121	114	106	98	91	83	76	68	61	53	45	38	30	23	15	8	
228	220	213	205	198	190	182	175	167	160	152	144	137	129	122	114	106	99	91	84	76	68	61	53	46	39	30	23	15	8	
229	221	214	206	198	191	183	176	168	160	153	145	137	130	122	115	107	99	92	84	76	69	61	53	46	39	31	23	15	8	
230	222	215	207	199	192	184	176	169	161	153	146	138	130	123	115	107	100	92	84	77	69	61	54	46	38	31	23	15	8	
231	223	216	208	200	192	185	177	169	162	154	146	139	131	123	116	108	100	92	85	77	69	62	54	46	38	31	23	15	8	
232	224	217	209	201	193	186	178	170	162	155	147	139	131	124	116	108	101	93	85	77	70	62	54	46	39	31	23	15	8	
233	225	217	210	202	194	186	179	171	163	155	148	140	132	124	117	109	101	93	85	78	70	62	54	47	39	31	23	16	8	
234	226	218	211	203	195	187	179	172	164	156	148	140	133	125	117	109	101	94	86	78	70	62	55	47	39	31	23	16	8	
235	227	219	212	204	196	188	180	172	165	157	149	141	133	125	118	110	102	94	86	78	71	63	55	47	39	31	24	16	8	
236	228	220	212	205	197	189	181	173	165	157	149	142	134	126	118	110	102	94	87	79	71	63	55	47	39	31	24	16	8	
237	229	221	213	205	197	190	182	174	166	158	150	142	134	126	119	111	103	95	87	79	71	63	55	47	39	32	24	16	8	
238	230	222	214	206	198	190	182	175	167	159	151	143	135	127	119	111	103	95	87	79	71	63	56	48	40	32	24	16	8	
239	231	223	215	207	199	191	183	175	167	159	151	143	135	127	120	112	104	96	88	80	72	64	56	48	40	32	24	16	8	
240	232	224	216	208	200	192	184	176	168	160	152	144	136	128	120	112	104	96	88	80	72	64	56	48	40	32	24	16	8	

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30/31
241	233	225	217	209	201	193	185	177	169	161	153	145	137	129	121	112	104	96	88	80	72	64	56	48	40	32	24	16	8	
242	234	226	218	210	202	194	186	177	169	161	153	145	137	129	121	113	105	97	89	81	73	65	56	48	40	32	24	16	8	
243	235	227	219	211	202	194	186	178	170	162	154	146	138	130	122	113	105	97	89	81	73	65	57	49	40	32	24	16	8	
244	236	228	220	211	203	195	187	179	171	163	155	146	138	130	122	114	106	98	89	81	73	65	57	49	41	33	24	16	8	
245	237	229	221	212	204	196	188	180	172	163	155	147	139	131	123	114	106	98	90	82	74	65	57	49	41	33	25	16	8	
246	238	230	221	213	205	197	189	180	172	164	156	148	139	131	123	115	107	98	50	82	74	66	57	49	41	33	25	16	8	
247	239	231	222	214	206	198	189	181	173	165	156	148	140	132	124	115	107	99	91	82	74	66	58	49	41	33	25	16	8	
248	240	231	223	215	207	198	190	182	174	165	157	149	141	132	124	116	107	99	91	83	74	66	58	50	41	33	25	17	8	
249	241	232	224	216	207	199	191	183	174	166	158	149	141	133	125	116	108	100	91	83	75	66	58	50	41	33	25	17	8	
250	242	233	225	217	208	200	192	183	175	167	158	150	142	133	125	117	108	100	92	83	75	67	58	50	42	34	25	17	8	
251	243	234	226	218	209	201	192	184	176	167	159	151	142	134	126	117	109	100	92	84	75	67	59	50	42	34	25	17	8	
252	244	235	227	219	210	202	193	185	176	168	160	151	143	134	126	118	109	101	92	84	76	67	59	50	42	34	25	17	8	
253	245	236	228	219	211	202	194	186	177	169	160	152	143	135	127	118	110	101	93	84	76	67	59	51	42	34	25	17	8	
254	246	237	229	220	212	203	195	186	178	169	161	152	144	135	127	119	110	102	93	85	76	68	59	51	42	34	25	17	8	
255	246	238	230	221	212	204	195	187	179	170	161	153	144	136	128	119	110	102	93	85	77	68	59	51	42	34	26	17	8	
256	247	239	230	222	213	205	196	188	179	171	162	154	145	137	128	119	111	102	94	85	77	68	60	51	43	34	26	17	9	
257	248	240	231	223	214	206	197	188	180	171	163	154	146	137	129	120	111	103	94	86	77	69	60	51	43	34	26	17	9	
258	249	241	232	224	215	206	198	189	181	172	163	155	146	138	129	120	112	103	95	86	77	69	60	52	43	34	26	17	9	
259	250	242	233	224	216	207	199	190	181	173	164	155	147	138	130	121	112	104	95	86	78	69	60	52	43	35	26	17	9	
260	251	243	234	225	217	208	199	191	182	173	165	156	147	139	130	121	113	104	95	87	78	69	61	52	43	35	26	17	9	
261	252	244	235	226	217	209	200	191	183	174	165	157	148	139	131	122	113	104	96	87	78	70	61	52	43	35	26	17	9	
262	253	245	236	227	218	210	201	192	183	175	166	157	148	140	131	122	114	105	96	87	79	70	61	52	44	35	26	17	9	
263	254	246	237	228	219	210	202	193	184	175	167	158	149	140	132	123	114	105	96	88	79	70	61	53	44	35	26	18	9	
264	255	247	238	229	220	211	202	194	185	176	167	158	150	141	132	123	114	106	97	88	79	70	62	53	44	35	26	18	9	
265	256	247	239	230	221	212	203	194	186	177	168	159	150	141	133	124	115	106	97	88	80	71	62	53	44	35	27	18	9	
266	257	248	239	231	222	213	204	195	186	177	168	160	151	142	133	124	115	106	98	89	80	71	62	53	44	35	27	18	9	
267	258	249	240	231	222	214	205	196	187	178	169	160	151	142	134	125	116	107	98	89	80	71	62	53	44	36	27	18	9	
268	259	250	241	232	223	214	205	197	188	179	170	161	152	143	134	125	116	107	98	89	80	71	63	54	45	36	27	18	9	
269	260	251	242	233	224	215	206	197	188	179	170	161	152	143	135	126	117	108	99	90	81	72	63	54	45	36	27	18	9	
270	261	252	243	234	225	216	207	198	189	180	171	162	153	144	135	126	117	108	99	90	81	72	63	54	45	36	27	18	9	
271	262	253	244	235	226	217	208	199	190	181	172	163	154	145	136	126	117	108	99	90	81	72	63	54	45	36	27	18	9	
272	263	254	245	236	227	218	209	199	190	181	172	163	154	145	136	127	118	109	100	91	82	73	63	54	45	36	27	18	9	
273	264	255	246	237	228	219	210	200	191	182	173	164	155	146	137	128	119	109	100	91	82	73	64	55	45	36	27	18	9	
274	265	256	247	237	228	219	210	201	192	183	174	164	155	146	137	128	119	109	100	91	82	73	64	55	45	40	37	27	18	9
275	266	257	248	238	229	220	211	202	193	183	174	165	156	147	138	128	119	110	101	92	83	73	64	55	46	37	28	18	9	
276	267	258	248	239	230	221	212	202	193	184	175	166	156	147	138	129	120	110	101	92	83	74	64	55	46	37	28	18	9	
277	268	259	249	240	231	222	212	203	194	185	175	166	157	148	139	129	120	111	102	92	83	74	65	55	46	37	28	18	9	
278	269	259	250	241	232	222	213	204	195	165	176	158	148	139	130	120	111	102	93	83	74	65	56	46	37	28	19	9		
279	270	260	251	242	232	223	214	205	195	186	177	167	158	149	140	130	121	112	102	93	84	74	65	56	46	37	28	19	9	
280	271	261	252	243	233	224	215	205	196	187	177	168	159	149	140	131	121	112	103	93	84	75	65	56	47	37	28	19	9	

FOOD STAMP ALLOTMENT PRORATION TABLE

10/1/81

MONTHLY ALLOT	DATE OF APPLICATION																												
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

281	272	262	253	244	234	225	215	206	197	187	178	169	159	150	141	131	122	112	103	94	84	75	66	56	47	37	28	19	9	
282	273	263	254	244	235	226	216	207	197	188	179	169	160	150	141	132	122	113	103	94	85	75	66	56	47	38	28	19	9	
283	274	264	255	245	236	226	217	208	198	189	179	170	160	151	142	132	123	113	104	94	85	75	66	57	47	38	28	19	9	
284	275	265	256	246	237	227	218	208	199	189	180	170	161	151	142	133	123	114	104	95	85	76	66	57	47	38	28	19	9	
285	275	266	257	247	237	228	218	209	200	190	180	171	161	152	143	133	123	114	104	95	86	76	66	57	47	38	29	19	9	
286	276	267	257	248	238	229	219	210	200	191	181	172	162	153	143	133	124	114	105	95	86	76	67	57	48	38	29	19	10	
287	277	268	258	249	239	230	220	210	201	191	182	172	163	153	144	134	124	115	105	96	86	77	67	57	48	38	29	19	10	
288	278	269	259	250	240	230	221	211	202	192	182	173	163	154	144	134	125	115	106	96	86	77	67	58	48	38	29	19	10	
289	279	270	260	250	241	231	222	212	202	193	183	173	164	154	145	135	125	116	106	96	87	77	67	58	48	39	29	19	10	
290	280	271	261	251	242	232	222	213	203	193	184	174	164	155	145	135	126	116	106	97	87	77	68	58	48	39	29	19	10	
291	281	272	262	252	242	233	223	213	204	194	184	175	165	155	146	136	126	116	107	97	87	78	68	58	48	39	29	19	10	
292	282	273	263	253	243	234	224	214	204	195	185	175	165	156	146	136	127	117	107	97	88	78	68	58	49	39	29	19	10	
293	283	273	264	254	244	234	225	215	205	195	185	176	166	156	147	137	127	117	107	98	88	78	68	59	49	39	29	20	10	
294	284	274	265	255	245	235	225	216	206	196	186	176	167	157	147	137	127	118	108	98	88	78	69	59	49	39	29	20	10	
295	285	275	266	256	246	236	226	216	207	197	187	177	167	157	148	138	128	118	108	98	89	79	69	59	49	39	29	20	10	
296	286	276	266	257	247	237	227	217	207	197	187	178	168	158	148	138	128	118	109	99	89	79	69	59	49	39	30	20	10	
297	287	277	267	257	247	238	228	218	208	198	188	178	168	158	149	139	129	119	109	99	89	79	69	59	49	40	30	20	10	
298	288	278	268	258	248	238	228	219	209	199	189	179	169	159	149	139	129	119	109	99	89	79	70	60	50	40	30	20	10	
299	289	279	269	259	249	239	229	219	209	199	189	179	169	159	140	130	120	110	100	90	80	70	60	50	40	30	20	10	10	
300	290	280	270	260	250	240	230	220	210	200	190	180	170	160	150	140	130	120	110	100	90	80	70	60	50	40	30	20	10	10
301	291	281	271	261	251	241	231	221	211	201	191	181	171	161	151	140	130	120	110	100	90	80	70	60	50	40	30	20	10	10
302	292	282	272	262	252	242	232	222	212	201	191	181	171	161	151	141	131	121	111	101	91	81	70	60	50	40	30	20	10	10
303	293	283	273	263	252	242	232	222	212	202	192	182	172	162	152	141	131	121	111	101	91	81	71	61	50	40	30	20	10	10
304	294	284	274	263	253	243	233	223	213	203	193	182	172	162	152	142	132	122	111	101	91	81	71	61	51	41	30	20	10	10
305	295	285	275	264	254	244	234	224	214	203	193	183	173	163	153	142	132	122	112	102	92	81	71	61	51	41	31	20	10	10
306	296	286	275	265	255	245	235	224	214	204	194	184	173	163	153	143	133	122	112	102	92	82	71	61	51	41	31	20	10	10
307	297	287	276	266	256	246	235	225	215	205	194	184	174	164	154	143	133	123	113	102	92	82	72	61	51	41	31	20	10	10
308	298	287	277	267	257	246	236	226	216	205	195	185	175	164	154	144	133	123	113	103	92	82	72	62	51	41	31	21	10	10
309	299	288	278	268	257	247	237	227	216	206	196	185	175	165	155	144	134	124	113	103	93	82	72	62	51	41	31	21	10	10
310	300	289	279	269	258	248	238	227	217	207	196	186	176	165	155	145	134	124	114	103	93	83	72	62	52	41	31	21	10	10
311	301	290	280	270	259	249	238	228	218	207	197	187	176	166	156	145	135	124	114	104	93	83	73	62	52	41	31	21	10	10
312	302	291	281	270	260	250	239	229	218	208	198	187	177	166	156	146	135	125	114	104	94	83	73	62	52	42	31	21	10	10
313	303	292	282	271	261	250	240	230	219	209	198	188	177	167	157	146	136	125	115	104	94	83	73	63	52	42	31	21	10	10
314	304	293	283	272	262	251	241	230	220	209	198	188	178	167	157	147	136	126	115	105	94	84	73	63	52	42	31	21	10	10
315	304	294	284	273	262	251	241	231	221	210	199	189	178	168	158	147	136	126	115	105	95	84	73	63	52	42	32	21	10	10
316	305	295	284	274	263	253	242	232	221	211	200	190	179	169	158	147	137	126	116	105	95	84	74	63	53	42	32	21	10	10
317	306	296	285	275	264	254	243	232	222	211	201	190	180	169	159	148	137	127	116	106	95	85	74	63	53	42	32	21	10	10
318	307	297	286	276	265	254	244	233	223	212	201	191	180	170	159	148	138	127	117	106	95	85	74	64	53	42	32	21	10	10
319	308	298	287	276	266	255	245	234	223	213	202	191	181	170	160	149	138	128	117	106	96	85	74	64	53	43	32	21	10	10
320	309	299	288	277	267	256	245	235	224	213	203	192	181	171	160	149	139	128	117	107	96	85	75	64	53	43	32	21	10	10

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
321	310	300	289	278	267	257	246	235	225	214	203	193	182	171	161	150	139	128	118	107	96	86	75	64	53	43	32	21	11
322	311	301	290	279	268	258	247	236	225	215	204	193	182	172	161	150	140	129	118	107	97	86	75	64	54	43	32	21	11
323	312	301	291	280	269	258	248	237	226	215	205	194	183	172	162	151	140	129	118	108	97	86	75	65	54	43	32	22	11
324	313	302	292	281	270	259	248	238	227	216	205	194	184	173	162	151	140	130	119	108	97	86	76	65	54	43	32	22	11
325	314	303	293	282	271	260	249	238	228	217	206	195	184	173	163	152	141	130	119	108	98	87	76	65	54	43	33	22	11
326	315	304	293	283	272	261	250	239	228	217	206	196	185	174	163	152	141	130	120	109	98	87	76	65	54	43	33	22	11
327	316	305	294	283	272	262	251	240	229	218	207	196	185	174	164	153	142	131	120	109	98	87	76	65	54	44	33	22	11
328	317	306	295	284	273	262	251	241	230	219	208	197	186	175	164	153	142	131	120	109	98	87	77	66	55	44	33	22	11
329	318	307	296	285	274	263	252	241	230	219	208	197	186	175	165	154	143	132	121	110	99	88	77	66	55	44	33	22	11
330	319	308	297	286	275	264	253	242	231	220	209	198	187	176	165	154	143	132	121	110	99	88	77	66	55	44	33	22	11
331	320	309	298	287	276	265	254	243	232	221	210	199	188	177	166	154	143	132	121	110	99	88	77	66	55	44	33	22	11
332	321	310	299	288	277	266	255	243	232	221	210	199	188	177	166	155	144	133	122	111	100	89	77	66	55	44	33	22	11
333	322	311	300	289	278	267	256	244	233	222	211	200	189	178	167	155	144	133	122	111	100	89	78	67	55	44	33	22	11
334	323	312	301	289	278	267	256	245	234	223	212	200	189	178	167	156	145	134	122	111	100	89	78	67	56	45	33	22	11
335	324	313	302	290	279	268	257	246	235	223	212	201	190	179	168	156	145	134	123	112	101	89	78	67	56	45	34	22	11
336	325	314	302	291	280	269	258	246	235	224	213	202	190	179	168	157	146	134	123	112	101	90	78	67	56	45	34	22	11
337	326	315	303	292	281	270	258	247	236	225	213	202	191	180	169	157	146	135	124	112	101	90	79	67	56	45	34	22	11
338	327	315	304	293	282	270	259	248	237	225	214	203	192	180	169	158	146	135	124	113	101	90	79	68	56	45	34	23	11
339	328	316	305	294	282	271	260	249	237	226	215	203	192	181	170	158	147	136	124	113	102	90	79	68	56	45	34	23	11
340	329	317	306	295	283	272	261	249	238	227	215	204	193	181	170	159	147	136	125	113	102	91	79	68	57	46	34	23	11
341	330	318	307	296	284	273	261	250	239	227	216	205	193	182	171	159	148	136	125	114	102	91	80	68	57	46	34	23	11
342	331	319	308	296	285	274	262	251	239	228	217	205	194	182	171	160	148	137	125	114	103	91	80	68	57	46	34	23	11
343	332	320	309	297	286	274	263	252	240	229	217	206	194	183	172	160	149	137	126	114	103	91	80	69	57	46	34	23	11
344	333	321	310	298	287	275	264	252	241	229	218	206	195	183	172	161	149	138	126	115	103	92	80	69	57	46	34	23	11
345	333	322	311	299	287	276	264	253	242	230	218	207	195	184	173	161	149	138	126	115	104	92	80	69	57	46	35	23	11
346	334	323	311	300	288	277	265	254	242	231	219	208	196	185	173	161	150	138	127	115	104	92	81	69	58	46	35	23	12
347	335	324	312	301	289	278	266	254	243	231	220	208	197	185	174	162	150	139	127	116	104	93	81	69	58	46	35	23	12
348	336	325	313	302	290	278	267	255	244	232	220	209	197	186	174	162	151	139	128	116	104	93	81	70	58	46	35	23	12
349	337	326	314	302	291	279	268	256	244	233	221	209	198	186	175	163	151	140	128	116	105	93	81	70	58	47	35	23	12
350	338	327	315	303	292	280	268	257	245	233	222	210	198	187	175	163	152	140	128	117	105	93	82	70	58	47	35	23	12
351	339	328	316	304	292	281	269	257	246	234	222	211	199	187	176	164	152	140	129	117	105	94	82	70	58	47	35	23	12
352	340	329	317	305	293	282	270	258	246	235	223	211	199	188	176	164	153	141	129	117	106	94	82	70	59	47	35	23	12
353	341	329	318	306	294	282	271	259	247	235	224	212	200	188	177	165	153	141	129	118	106	94	82	71	59	47	35	24	12
354	342	330	319	307	295	283	271	260	248	236	224	212	201	189	177	165	153	142	130	118	106	94	83	71	59	47	35	24	12
355	343	331	320	308	296	284	272	260	249	237	225	213	201	189	178	166	154	142	130	118	107	95	83	71	59	47	36	24	12
356	344	332	320	309	297	285	273	261	249	237	225	214	202	190	178	166	154	142	131	119	107	95	83	71	59	47	36	24	12
357	345	333	321	309	297	286	274	262	250	238	226	214	202	190	179	167	155	143	131	119	107	95	83	71	59	48	36	24	12
358	346	334	322	310	298	286	274	263	251	239	227	215	203	191	179	167	155	143	131	119	107	96	84	72	60	48	36	24	12
359	347	335	323	311	299	287	275	263	251	239	227	215	203	191	180	168	156	144	132	120	108	96	84	72	60	48	36	24	12
360	348	336	324	312	300	288	276	264	252	240	228	216	204	192	180	168	156	144	132	120	108	96	84	72	60	48	36	24	12

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
361	349	337	325	313	301	289	277	265	253	241	229	217	205	193	181	168	156	144	132	120	108	96	84	72	60	48	36	24	12	
362	350	338	326	314	302	290	278	265	253	241	229	217	205	193	181	169	157	145	133	121	109	97	84	72	60	48	36	24	12	
363	351	339	327	315	302	290	278	265	254	242	230	218	206	194	182	169	157	145	133	121	109	97	85	73	60	48	36	24	12	
364	352	340	328	315	303	291	279	267	255	243	231	218	206	194	182	170	158	146	133	121	109	97	85	73	61	49	36	24	12	
365	353	341	329	316	304	292	280	268	256	243	231	219	207	195	183	170	158	146	134	122	110	97	85	73	61	49	37	24	12	
366	354	342	329	317	305	293	281	268	256	244	232	220	207	195	183	171	159	146	134	122	110	98	85	73	61	49	37	24	12	
367	355	343	330	318	306	294	281	269	257	245	232	220	208	196	184	171	159	147	135	122	110	98	86	73	61	49	37	24	12	
368	356	343	331	319	307	294	282	270	258	245	233	221	209	196	184	172	159	147	135	123	110	98	86	74	61	49	37	25	12	
369	357	344	332	320	307	295	283	271	258	246	234	221	209	197	185	172	160	148	135	123	111	98	86	74	61	49	37	25	12	
370	358	345	333	321	308	296	284	271	259	247	234	222	210	197	185	173	160	148	136	123	111	99	86	74	62	49	37	25	12	
371	359	346	334	322	309	297	284	272	260	247	235	223	210	198	186	173	161	148	136	124	111	99	87	74	62	49	37	25	12	
372	360	347	335	322	310	298	285	273	260	248	236	223	211	198	186	174	161	149	136	124	112	99	87	74	62	50	37	25	12	
373	361	348	336	323	311	298	286	274	261	249	236	224	211	199	187	174	162	149	137	124	112	99	87	75	62	50	37	25	12	
374	362	349	337	324	312	299	287	274	262	249	237	224	212	199	187	175	162	150	137	125	112	100	87	75	62	50	37	25	12	
375	362	350	338	325	312	300	287	275	263	250	237	225	212	200	188	175	162	150	137	125	113	100	87	75	62	50	38	25	12	
376	363	351	338	326	313	301	288	276	263	251	238	226	213	201	188	175	163	150	138	125	113	100	88	75	63	50	38	25	13	
377	363	352	339	327	314	302	289	276	264	251	239	226	214	201	189	176	163	151	138	126	113	101	88	75	63	50	38	25	13	
378	364	353	340	328	315	302	290	277	265	252	239	227	214	202	189	176	164	151	139	126	113	101	88	75	63	50	38	25	13	
379	365	354	341	328	316	303	291	278	265	253	240	227	215	202	190	177	164	152	139	125	114	101	88	76	63	51	38	25	13	
380	367	355	342	329	317	304	291	279	266	253	241	228	215	203	190	177	165	152	139	127	114	101	89	76	63	51	38	25	13	
381	368	356	343	330	317	305	292	279	267	254	241	229	216	203	191	178	165	152	140	127	114	102	89	76	63	51	38	25	13	
382	369	357	344	331	318	306	293	280	267	255	242	229	216	204	191	178	166	153	140	127	115	102	89	76	64	51	38	25	13	
383	370	357	345	332	319	306	294	281	268	255	243	230	217	204	192	179	166	153	140	128	115	102	89	77	64	51	38	26	13	
384	371	358	346	333	320	307	294	282	269	256	243	230	218	205	192	179	166	154	141	128	115	102	90	77	64	51	38	26	13	
385	372	359	347	334	321	308	295	282	270	257	244	231	218	205	193	180	167	154	141	128	116	103	90	77	64	51	39	26	13	
386	373	360	347	335	322	309	296	283	270	257	244	232	219	206	193	180	167	154	142	129	116	103	90	77	64	51	39	26	13	
387	374	361	348	335	322	310	297	284	271	258	245	232	219	206	194	181	168	155	142	129	116	103	90	77	64	52	39	26	13	
388	375	362	349	336	323	310	297	285	272	259	246	233	220	207	194	181	168	155	142	129	116	103	91	78	65	52	39	26	13	
389	376	363	350	337	324	311	298	285	272	259	246	233	220	207	195	182	169	156	143	130	117	104	91	78	65	52	39	26	13	
390	377	364	351	338	325	312	299	286	273	260	247	234	221	208	195	182	169	156	143	130	117	104	91	78	65	52	39	26	13	
391	378	365	352	339	326	313	300	287	274	261	248	235	222	209	196	182	169	156	143	130	117	104	91	78	65	52	39	26	13	
392	379	366	353	340	327	314	301	287	274	261	248	235	222	209	196	183	170	157	144	131	118	105	91	78	65	52	39	26	13	
393	380	367	354	341	327	314	301	288	275	262	249	236	223	210	197	183	170	157	144	131	118	105	92	79	65	52	39	26	13	
394	381	368	355	341	328	315	302	289	276	263	250	236	223	210	197	184	171	158	144	131	118	105	92	79	65	53	39	26	13	
395	382	369	356	342	329	316	303	290	277	263	250	237	224	211	198	184	171	158	145	132	119	105	92	79	65	53	40	26	13	
396	383	370	356	343	330	317	304	290	277	264	251	238	224	211	198	185	172	158	145	132	119	106	92	79	65	53	40	26	13	
397	384	371	357	344	331	318	304	291	278	265	251	238	225	212	199	185	172	159	146	133	119	106	93	79	65	53	40	26	13	
398	385	371	358	345	332	319	305	292	279	265	252	239	226	212	199	185	172	159	146	133	119	106	93	80	65	53	40	27	13	
399	386	372	359	346	332	319	306	293	279	266	253	239	226	213	200	186	173	160	146	133	120	106	93	80	65	53	40	27	13	
400	387	373	360	347	333	320	307	293	280	267	253	240	227	213	200	187	173	160	147	133	120	107	93	80	67	53	40	27	13	

FOOD STAMP ALLOTMENT PRORATION TABLE

10/1/81

MONTHLY ALLOTMENT	DATE OF APPLICATION												28	29	30/31														
	1	2	3	4	5	6	7	8	9	10	11	12				13	14	15	16	17	18	19	20	21	22	23	24	25	26
401	388	374	361	348	334	321	307	294	281	267	254	241	227	214	201	187	174	160	147	134	120	107	94	80	67	53	40	27	13
402	389	375	362	348	335	322	308	295	281	268	255	241	228	214	201	188	174	161	147	134	121	107	94	80	67	54	40	27	13
403	390	376	363	349	336	322	309	296	282	269	255	242	228	215	202	188	175	161	148	134	121	107	94	81	67	54	40	27	13
404	391	377	364	350	337	323	310	296	283	269	256	242	229	215	202	189	175	162	148	135	121	108	94	81	67	54	41	27	13
405	391	378	365	351	337	324	310	297	284	270	256	243	229	216	203	189	175	162	148	135	122	108	94	81	67	54	41	27	13
406	392	379	365	352	338	325	311	298	284	271	257	244	230	217	203	189	176	162	149	135	122	108	95	81	68	54	41	27	13
407	393	380	366	353	339	326	312	298	285	271	258	244	231	217	204	190	176	163	149	136	122	109	95	81	68	54	41	27	14
408	394	381	367	354	340	326	313	299	286	272	258	245	231	218	204	190	177	163	150	136	122	109	95	82	68	54	41	27	14
409	395	382	368	354	341	327	314	300	286	273	259	245	232	218	205	191	177	164	150	136	123	109	95	82	68	55	41	27	14
410	396	383	369	355	342	328	314	301	287	273	260	246	232	219	205	191	178	164	150	137	123	109	96	82	68	55	41	27	14
411	397	384	370	356	342	329	315	301	288	274	260	247	233	219	206	192	178	164	151	137	123	110	96	82	68	55	41	27	14
412	398	385	371	357	343	330	316	302	288	275	261	247	233	220	206	192	179	165	151	137	124	110	96	82	69	55	41	27	14
413	399	385	372	358	344	330	317	303	289	275	262	248	234	220	207	193	179	165	151	138	124	110	96	83	69	55	41	28	14
414	400	386	373	359	345	331	317	304	290	276	262	248	235	221	207	193	179	166	152	138	124	110	97	83	69	55	41	28	14
415	401	387	374	360	346	332	318	304	291	277	263	249	235	221	208	194	180	166	152	138	125	111	97	83	69	55	42	28	14
416	402	388	374	361	347	333	319	305	291	277	263	250	236	222	208	194	180	166	153	139	125	111	97	83	69	55	42	28	14
417	403	389	375	361	347	334	320	306	292	278	264	250	236	222	209	195	181	167	153	139	125	111	97	83	69	56	42	28	14
418	404	390	376	362	348	334	320	307	293	279	265	251	237	223	209	195	181	167	153	139	125	111	98	84	70	56	42	28	14
419	405	391	377	363	349	335	321	307	293	279	265	251	237	223	210	196	182	168	154	140	126	112	98	84	70	56	42	28	14
420	406	392	378	364	350	336	322	308	294	280	266	252	238	224	210	196	182	168	154	140	126	112	98	84	70	56	42	28	14
421	407	393	379	365	351	337	323	309	295	281	267	253	239	225	211	196	182	168	154	140	126	112	98	84	70	56	42	28	14
422	408	394	380	366	352	338	324	309	295	281	267	253	239	225	211	197	183	169	155	141	127	113	98	84	70	56	42	28	14
423	409	395	381	367	352	338	324	310	296	282	268	254	240	226	212	197	183	169	155	141	127	113	99	85	70	56	42	28	14
424	410	396	382	367	353	339	325	311	297	283	269	254	240	226	212	198	184	170	155	141	127	113	99	85	71	57	42	28	14
425	411	397	383	368	354	340	326	312	298	283	269	255	241	227	213	198	184	170	156	142	128	113	99	85	71	57	43	28	14
426	412	398	383	369	355	341	327	312	298	284	270	256	241	227	213	199	185	170	156	142	128	114	99	85	71	57	43	29	14
427	413	399	384	370	356	342	327	313	299	285	270	256	242	228	214	199	185	171	157	142	128	114	100	85	71	57	43	29	14
428	414	399	385	371	357	342	328	314	300	285	271	257	243	228	214	200	185	171	157	143	128	114	100	86	71	57	43	29	14
429	415	400	385	372	357	343	329	315	300	286	272	257	243	229	215	200	186	172	157	143	129	114	100	86	71	57	43	29	14
430	416	401	387	373	358	344	330	315	301	287	272	258	244	229	215	201	186	172	158	143	129	115	100	86	72	57	43	29	14
431	417	402	388	374	359	345	330	316	302	287	273	259	244	230	216	201	187	172	158	144	129	115	101	86	72	57	43	29	14
432	418	403	389	374	360	346	331	317	302	288	274	259	245	230	216	202	187	173	158	144	130	115	101	86	72	58	43	29	14
433	419	404	390	375	361	346	332	318	303	289	274	260	245	231	217	202	188	173	159	144	130	115	101	87	72	58	43	29	14
434	420	405	391	376	362	347	333	318	304	289	275	260	246	231	217	203	188	174	159	145	130	116	101	87	72	58	43	29	14
435	420	406	392	377	362	348	333	319	305	290	275	261	246	232	218	203	188	174	159	145	131	116	101	87	72	58	44	29	14
436	421	407	392	378	363	349	334	320	305	291	276	262	247	233	218	203	189	174	160	145	131	116	102	87	73	58	44	29	15
437	422	408	393	379	364	350	335	320	306	292	277	262	248	233	219	204	189	175	160	146	131	117	102	87	73	58	44	29	15
438	423	409	394	380	365	350	336	321	307	292	277	262	248	234	219	204	190	175	161	146	131	117	102	88	73	58	44	29	15
439	424	410	395	380	366	351	337	322	307	292	277	262	249	234	220	205	190	176	161	146	132	117	102	88	73	59	44	29	15
440	425	411	396	381	367	352	337	323	308	293	278	263	249	235	220	205	191	176	161	147	132	117	103	88	73	59	44	29	15

FOOD STAMP ALLOTMENT PRORATION TABLE

10/1/81

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
441	426	412	412	397	382	367	353	338	323	309	294	279	265	250	235	221	206	191	176	162	147	132	118	103	88	73	59	44	29	15
442	427	413	398	383	368	354	339	324	309	295	280	265	250	236	221	206	192	177	162	147	133	118	103	88	74	59	44	29	15	
443	428	413	399	384	369	354	340	325	310	295	281	266	251	236	222	207	192	177	162	148	133	118	103	89	74	59	44	30	15	
444	429	414	400	385	370	355	340	326	311	296	281	266	252	237	222	207	192	178	163	148	133	118	104	89	74	59	44	30	15	
445	430	415	401	386	371	356	341	326	312	297	282	267	252	237	223	208	193	178	163	148	134	119	104	89	74	59	45	30	15	
446	431	416	401	387	372	357	342	327	312	297	282	268	253	238	223	208	193	178	164	149	134	119	104	89	74	59	45	30	15	
447	432	417	402	387	372	358	343	328	313	298	283	268	253	238	224	209	194	179	164	149	134	119	104	89	74	60	45	30	15	
448	433	418	403	388	373	358	343	329	314	299	284	269	254	239	224	209	194	179	164	149	134	119	105	90	75	60	45	30	15	
449	434	419	404	389	374	359	344	329	314	299	284	269	254	239	225	210	195	180	165	150	135	120	105	90	75	60	45	30	15	
450	435	420	405	390	375	360	345	330	315	300	285	270	255	240	225	210	195	180	165	150	135	120	105	90	75	60	45	30	15	
451	436	421	406	391	376	361	346	331	316	301	286	271	256	241	226	210	195	180	165	150	135	120	105	90	75	60	45	30	15	
452	437	422	407	392	377	362	347	332	317	302	287	272	257	242	227	211	196	181	166	151	136	121	106	91	75	60	45	30	15	
453	438	423	408	393	378	363	348	333	318	303	288	272	257	242	227	212	197	182	166	151	136	121	106	91	76	61	45	30	15	
454	439	424	409	394	379	364	349	334	319	304	289	273	258	243	228	212	197	182	167	152	137	122	107	92	76	61	46	31	15	
455	440	425	410	394	379	364	349	334	319	304	289	274	259	244	229	214	199	184	168	153	138	123	108	93	77	62	46	31	15	
456	441	426	410	395	380	365	350	334	319	304	289	274	258	243	228	213	198	182	167	152	137	122	106	91	76	61	46	31	15	
457	442	427	411	396	381	366	350	335	320	305	289	274	259	244	229	213	198	183	168	152	137	122	107	91	76	61	46	31	15	
458	443	427	412	397	382	366	351	336	321	305	290	275	260	244	229	214	198	183	168	153	137	122	107	92	76	61	46	31	15	
459	444	428	413	398	382	367	352	337	321	306	291	275	260	245	230	214	199	184	168	153	138	122	107	92	76	61	46	31	15	
460	445	429	414	399	383	368	353	337	322	307	291	276	261	245	230	215	199	184	169	153	138	123	107	92	77	61	46	31	15	
461	446	430	415	400	384	369	353	338	323	307	292	277	261	246	231	215	200	184	169	154	138	123	108	92	77	61	46	31	15	
462	447	431	416	400	385	370	354	339	324	308	293	277	262	246	231	216	200	185	169	154	139	123	108	92	77	62	46	31	15	
463	448	432	417	401	386	370	355	340	324	309	293	278	262	247	232	216	201	185	170	154	139	123	108	93	77	62	46	31	15	
464	449	433	418	402	387	371	356	340	325	309	294	278	263	247	232	217	201	186	170	155	139	124	108	93	77	62	46	31	15	
465	449	434	419	403	387	372	356	341	326	310	294	279	263	248	233	217	201	186	170	155	140	124	108	93	77	62	47	31	15	
466	450	435	420	404	388	373	357	342	326	311	295	280	264	249	233	217	202	186	171	155	140	124	109	93	78	62	47	31	16	
467	451	436	421	405	389	374	358	343	327	311	296	280	265	249	234	218	202	187	171	156	140	125	109	93	78	62	47	31	16	
468	452	437	421	406	390	374	359	343	328	312	296	281	265	250	234	218	203	187	172	156	140	125	109	94	78	62	47	31	16	
469	453	438	422	406	391	375	360	344	328	313	297	281	266	250	235	219	203	188	172	156	141	125	109	94	78	63	47	31	16	
470	454	439	423	407	392	376	360	345	329	313	298	282	266	251	235	219	204	188	172	157	141	125	110	94	78	63	47	31	16	
471	455	440	424	408	392	377	361	345	330	314	298	283	267	251	236	220	204	188	173	157	141	126	110	94	78	63	47	31	16	
472	456	441	425	409	393	378	362	346	330	315	299	283	267	252	236	220	205	189	173	157	142	126	110	94	79	63	47	31	16	
473	457	441	426	410	394	378	363	347	331	315	300	284	268	252	237	221	205	189	173	158	142	126	110	95	79	63	47	32	16	
474	458	442	427	411	395	379	363	348	332	316	300	284	269	253	237	221	205	190	174	158	142	126	111	95	79	63	47	32	16	
475	459	443	428	412	396	380	364	348	333	317	301	285	269	253	238	222	206	190	174	158	143	127	111	95	79	63	48	32	16	
476	460	444	429	413	397	381	365	349	333	317	301	285	270	254	238	222	206	190	175	159	143	127	111	95	79	63	48	32	16	
477	461	445	430	414	398	382	366	350	334	318	302	286	270	254	239	223	207	191	175	159	143	127	111	95	79	64	48	32	16	
478	462	446	431	415	399	383	367	351	335	319	303	287	271	255	239	223	207	191	175	159	143	127	112	96	80	64	48	32	16	
479	463	447	431	415	399	383	367	351	335	319	303	287	271	255	240	224	208	192	176	160	144	128	112	96	80	64	48	32	16	
480	464	448	432	416	400	384	368	352	336	320	304	288	272	256	240	224	208	192	176	160	144	128	112	96	80	64	48	32	16	

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30/31
481	491	455	449	433	417	401	385	369	353	337	321	305	289	273	257	241	224	208	192	176	160	144	128	112	96	80	64	48	32	16
482	482	466	450	434	418	402	386	370	354	338	322	306	290	274	258	242	225	209	193	177	161	145	129	112	96	80	64	48	32	16
483	483	467	451	435	419	403	387	371	355	339	323	307	291	275	259	243	226	210	194	177	161	145	129	113	97	81	65	49	33	17
484	484	468	452	436	420	404	388	372	356	340	324	308	292	276	260	244	228	212	196	179	163	147	131	115	99	83	67	51	35	19
485	485	469	453	437	421	405	389	373	357	341	325	309	293	277	261	245	229	213	197	181	165	149	133	117	101	85	69	53	37	21
486	486	471	455	439	423	407	391	375	359	343	327	311	295	279	263	247	231	215	199	183	167	151	135	119	103	87	71	55	39	23
487	487	475	459	443	427	411	395	379	363	347	331	315	299	283	267	251	235	219	203	187	171	155	139	123	107	91	75	59	43	27
488	488	479	463	447	431	415	399	383	367	351	335	319	303	287	271	255	239	223	207	191	175	159	143	127	111	95	79	63	47	31
489	489	473	457	441	425	409	393	377	361	345	329	313	297	281	265	249	233	217	201	185	169	153	137	121	105	89	73	57	41	25
490	490	477	461	445	429	413	397	381	365	349	333	317	301	285	269	253	237	221	205	189	173	157	141	125	109	93	77	61	45	29
491	491	475	459	443	427	411	395	379	363	347	331	315	299	283	267	251	235	219	203	187	171	155	139	123	107	91	75	59	43	27
492	492	476	460	444	428	412	396	380	364	348	332	316	300	284	268	252	236	220	204	188	172	156	140	124	108	92	76	60	44	28
493	493	477	461	445	429	413	397	381	365	349	333	317	301	285	269	253	237	221	205	189	173	157	141	125	109	93	77	61	45	29
494	494	478	462	446	430	414	398	382	366	350	334	318	302	286	270	254	238	222	206	190	174	158	142	126	110	94	78	62	46	30
495	495	478	462	446	430	414	398	382	366	350	334	318	302	286	270	254	238	222	206	190	174	158	142	126	110	94	78	62	46	30
496	496	479	463	447	431	415	399	383	367	351	335	319	303	287	271	255	239	223	207	191	175	159	143	127	111	95	79	63	47	31
497	497	480	464	448	432	416	400	384	368	352	336	320	304	288	272	256	240	224	208	192	176	160	144	128	112	96	80	64	48	32
498	498	481	465	449	433	417	401	385	369	353	337	321	305	289	273	257	241	225	209	193	177	161	145	129	113	97	81	65	49	33
499	499	482	466	450	434	418	402	386	370	354	338	322	306	290	274	258	242	226	210	194	178	162	146	130	114	98	82	66	50	34
500	500	483	467	451	435	419	403	387	371	355	339	323	307	291	275	259	243	227	211	195	179	163	147	131	115	99	83	67	51	35
501	501	484	468	452	436	420	404	388	372	356	340	324	308	292	276	260	244	228	212	196	180	164	148	132	116	100	84	68	52	36
502	502	485	469	453	437	421	405	389	373	357	341	325	309	293	277	261	245	229	213	197	181	165	149	133	117	101	85	69	53	37
503	503	486	470	454	438	422	406	390	374	358	342	326	310	294	278	262	246	230	214	198	182	166	150	134	118	102	86	70	54	38
504	504	487	471	455	439	423	407	391	375	359	343	327	311	295	279	263	247	231	215	199	183	167	151	135	119	103	87	71	55	39
505	505	488	472	456	440	424	408	392	376	360	344	328	312	296	280	264	248	232	216	200	184	168	152	136	120	104	88	72	56	40
506	506	489	473	457	441	425	409	393	377	361	345	329	313	297	281	265	249	233	217	201	185	169	153	137	121	105	89	73	57	41
507	507	490	474	458	442	426	410	394	378	362	346	330	314	298	282	266	250	234	218	202	186	170	154	138	122	106	90	74	58	42
508	508	491	475	459	443	427	411	395	379	363	347	331	315	299	283	267	251	235	219	203	187	171	155	139	123	107	91	75	59	43
509	509	492	476	460	444	428	412	396	380	364	348	332	316	300	284	268	252	236	220	204	188	172	156	140	124	108	92	76	60	44
510	510	493	477	461	445	429	413	397	381	365	349	333	317	301	285	269	253	237	221	205	189	173	157	141	125	109	93	77	61	45
511	511	494	478	462	446	430	414	398	382	366	350	334	318	302	286	270	254	238	222	206	190	174	158	142	126	110	94	78	62	46
512	512	495	479	463	447	431	415	399	383	367	351	335	319	303	287	271	255	239	223	207	191	175	159	143	127	111	95	79	63	47
513	513	496	480	464	448	432	416	400	384	368	352	336	320	304	288	272	256	240	224	208	192	176	160	144	128	112	96	80	64	48
514	514	497	481	465	449	433	417	401	385	369	353	337	321	305	289	273	257	241	225	209	193	177	161	145	129	113	97	81	65	49
515	515	498	482	466	450	434	418	402	386	370	354	338	322	306	290	274	258	242	226	210	194	178	162	146	130	114	98	82	65	49
516	516	499	483	467	451	435	419	403	387	371	355	339	323	307	291	275	259	243	227	211	195	179	163	147	131	115	99	83	67	51
517	517	500	484	468	452	436	420	404	388	372	356	340	324	308	292	276	260	244	228	212	196	180	164	148	132	116	100	84	68	52
518	518	501	485	469	453	437	421	405	389	373	357	341	325	309	293	277	261	245	229	213	197	181	165	149	133	117	101	85	69	53
519	519	502	486	470	454	438	422	406	390	374	358	342	326	310	294	278	262	246	230	214	198	182	166	150	134	118	102	86	70	54
520	520	503	487	471	455	439	423	407	391	375	359	343	327	311	295	279	263	247	231	215	199	183	167	151	135	119	103	87	71	55

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION												27	28	29	30	31												
	1	2	3	4	5	6	7	8	9	10	11	12						13	14	15	16	17	18	19	20	21	22	23	24
521	504	486	469	451	434	417	399	382	365	347	330	313	295	278	261	243	226	208	191	174	156	139	122	104	87	69	52	35	17
522	505	487	470	452	435	418	400	383	365	348	331	313	296	278	261	244	226	209	191	174	157	139	122	104	87	70	52	35	17
523	506	489	471	453	436	418	401	384	366	349	331	314	296	279	262	244	227	209	192	174	157	139	122	105	87	70	52	35	17
524	506	489	472	454	437	419	402	384	367	349	332	314	297	279	262	244	227	210	192	175	157	140	122	105	87	70	52	35	17
525	507	490	473	455	437	420	402	385	368	350	332	315	297	280	263	245	227	210	192	175	158	140	122	105	87	70	53	35	17
526	508	491	473	456	438	421	403	386	368	351	333	316	298	281	263	245	228	210	193	175	158	140	123	105	89	70	53	35	18
527	509	492	474	457	439	422	404	386	369	351	334	317	299	281	264	246	228	211	193	176	159	141	123	105	89	70	53	35	18
528	510	493	475	458	440	422	405	387	370	352	334	317	299	282	264	246	229	211	194	176	158	141	123	106	88	70	53	35	18
529	511	494	476	458	441	423	406	388	370	353	335	317	300	282	265	247	229	212	194	176	159	141	123	106	88	71	53	35	18
530	512	495	477	459	442	424	406	389	371	353	336	318	300	283	265	247	230	212	194	177	159	141	124	106	88	71	53	35	18
531	513	495	478	460	442	425	407	389	372	354	336	319	301	283	266	248	230	212	195	177	159	142	124	106	89	71	53	35	18
532	514	497	479	461	443	426	408	390	372	355	337	319	301	284	266	248	231	213	195	177	160	142	124	106	89	71	53	35	18
533	515	497	480	462	444	426	409	391	373	355	338	320	302	284	267	249	231	213	195	178	160	142	124	107	89	71	53	35	18
534	516	498	481	463	445	427	409	392	374	356	338	320	303	285	267	249	231	214	196	178	160	142	125	107	89	71	53	35	18
535	517	499	482	464	446	428	410	392	375	357	339	321	303	285	268	250	232	214	196	178	161	143	125	107	89	71	54	36	18
536	518	500	482	464	447	429	411	393	375	357	339	322	304	286	268	250	232	214	196	179	161	143	125	107	89	71	54	36	18
537	519	501	483	465	447	430	412	394	376	358	340	322	304	286	269	251	233	215	197	179	161	143	125	107	89	72	54	36	18
538	520	502	484	466	448	430	412	395	377	359	341	323	305	287	269	251	233	215	197	179	161	143	126	108	90	72	54	36	18
539	521	503	485	467	449	431	413	395	377	359	341	323	305	287	270	251	234	216	198	180	162	144	126	108	90	72	54	36	18
540	522	504	486	468	450	432	414	396	378	360	342	324	306	288	270	252	234	216	198	180	162	144	126	108	90	72	54	36	18
541	523	505	487	469	451	433	415	397	379	361	343	325	307	289	271	252	234	216	198	180	162	144	126	108	90	72	54	36	18
542	524	506	488	470	452	434	415	397	379	361	343	325	307	289	271	253	235	217	199	181	163	144	126	108	90	72	54	36	18
543	525	507	489	471	452	434	416	398	380	362	344	326	308	290	272	253	235	217	199	181	163	145	127	109	90	72	54	36	18
544	526	508	490	471	453	435	417	399	381	363	345	326	308	290	272	254	236	218	199	181	163	145	127	109	91	73	54	36	18
545	527	509	491	472	454	436	418	400	382	363	345	327	309	291	273	254	236	218	200	182	164	145	127	109	91	73	55	36	18
546	528	510	491	473	455	437	419	400	382	364	346	328	309	291	273	255	237	218	200	182	164	146	127	109	91	73	55	36	18
547	529	511	492	474	456	438	419	401	383	365	346	328	310	292	274	255	237	219	201	182	164	146	128	109	91	73	55	36	18
548	530	511	493	475	457	438	420	402	384	365	347	329	310	292	274	256	237	219	201	183	164	146	128	110	91	73	55	36	18
549	531	512	494	476	457	439	421	403	384	366	348	329	311	293	275	256	238	220	201	183	165	146	128	110	91	73	55	37	18
550	532	513	495	477	458	440	422	403	385	367	348	330	312	293	275	257	238	220	202	183	165	147	128	110	92	73	55	37	18
551	533	514	496	477	459	441	422	404	386	367	349	331	312	294	276	257	239	220	202	184	165	147	129	110	92	73	55	37	18
552	534	515	497	478	460	442	423	405	386	368	350	331	313	294	276	258	239	221	202	184	166	147	129	110	92	74	55	37	18
553	535	516	498	479	461	442	424	406	387	369	351	332	313	295	277	258	240	221	203	184	166	147	129	111	92	74	55	37	18
554	535	517	499	480	462	443	425	406	388	369	351	332	314	295	277	258	240	222	203	185	166	148	129	111	92	74	55	37	18
555	536	518	500	481	462	444	425	407	389	370	351	333	314	296	278	259	240	222	203	185	167	148	129	111	92	74	56	37	18
556	537	519	500	482	463	445	426	408	389	371	352	334	315	297	278	259	241	222	204	185	167	148	130	111	93	74	56	37	19
557	538	520	501	483	464	446	427	408	390	371	353	334	316	297	279	260	241	223	204	186	167	148	130	111	93	74	56	37	19
558	539	521	502	484	465	446	428	409	391	372	353	335	316	298	279	260	242	223	205	186	167	149	130	112	93	74	56	37	19
559	540	522	503	484	466	447	429	410	391	373	354	335	317	298	280	261	242	224	205	186	168	149	130	112	93	75	56	37	19
560	541	523	504	485	467	448	429	411	392	373	355	336	317	299	280	261	243	224	205	187	168	149	131	112	93	75	56	37	19

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
561	542	524	505	486	467	449	430	411	393	374	355	337	318	299	281	262	243	224	206	187	168	150	131	112	93	75	56	37	19
562	543	525	506	487	468	450	431	412	393	375	356	337	318	300	281	262	244	225	206	187	169	150	131	112	94	75	56	37	19
563	514	525	507	488	469	450	432	413	394	375	357	338	319	300	282	263	244	225	206	188	169	150	131	113	94	75	56	37	19
564	545	526	508	489	470	451	432	414	395	376	357	338	320	301	282	263	244	226	207	188	169	150	132	113	94	75	56	38	19
565	546	527	509	490	471	452	433	414	396	377	358	339	320	301	283	264	245	226	207	188	170	151	132	113	94	75	57	38	19
566	547	528	509	490	472	453	434	415	396	377	358	340	321	302	283	264	245	226	207	189	170	151	132	113	94	75	57	38	19
567	548	529	510	491	472	454	435	416	397	378	359	340	321	302	284	265	246	227	208	189	170	151	132	113	94	76	57	38	19
568	549	530	511	492	473	454	435	417	398	379	360	341	322	303	284	265	246	227	208	189	170	151	133	114	95	76	57	38	19
569	550	531	512	493	474	455	436	417	398	379	360	341	322	303	285	265	247	228	209	190	171	152	133	114	95	76	57	38	19
570	551	532	513	494	475	456	437	418	399	380	361	342	323	304	285	266	247	228	209	190	171	152	133	114	95	76	57	38	19
571	552	533	514	495	476	457	438	419	400	381	362	343	324	305	286	266	247	228	209	190	171	152	133	114	95	76	57	38	19
572	553	534	515	496	477	458	439	420	401	382	363	344	325	306	286	267	248	229	210	191	172	152	133	114	95	76	57	38	19
573	554	535	516	497	477	458	440	421	401	382	363	344	325	306	287	267	248	229	210	191	172	153	134	115	95	76	57	38	19
574	555	536	517	497	478	459	440	421	402	383	364	344	325	306	287	268	249	230	210	191	172	153	134	115	96	77	57	38	19
575	556	537	518	498	479	460	441	422	403	383	364	345	326	307	288	268	249	230	211	192	173	153	134	115	95	77	58	38	19
576	557	538	519	499	480	461	442	422	403	384	365	346	326	307	288	269	250	230	211	192	173	154	134	115	95	77	58	38	19
577	558	539	519	500	481	462	442	423	404	385	365	346	327	308	289	269	250	231	212	192	173	154	135	115	95	77	58	38	19
578	559	539	520	501	482	462	443	424	405	385	366	347	327	308	289	270	250	231	212	193	173	154	135	116	96	77	58	38	19
579	560	540	521	502	482	463	444	425	405	386	367	347	328	309	290	270	251	232	212	193	174	154	135	116	96	77	58	39	19
580	561	541	522	503	483	464	445	425	406	387	367	348	329	309	290	271	251	232	213	193	174	155	135	116	97	77	58	39	19
581	562	542	523	503	484	465	445	426	407	387	368	349	329	310	291	271	252	232	213	194	174	155	136	116	97	77	58	39	19
582	563	543	524	504	485	466	446	427	407	388	369	349	330	310	291	272	252	233	213	194	175	155	136	116	97	78	59	39	19
583	564	544	525	505	486	466	447	428	408	389	369	350	330	311	292	272	253	233	214	194	175	155	136	117	97	78	58	39	19
584	565	545	526	506	487	467	448	428	409	389	370	350	331	311	292	272	253	234	214	195	175	156	136	117	97	78	58	39	19
585	565	545	527	507	487	468	448	429	410	390	370	351	331	312	293	273	253	234	214	195	175	156	136	117	97	78	59	39	19
586	566	547	527	508	488	469	449	430	410	391	371	352	332	313	293	273	254	234	215	195	176	156	137	117	98	78	59	39	20
587	567	548	529	509	489	470	450	430	411	391	372	352	333	313	294	274	254	235	215	196	176	156	137	117	98	78	59	39	20
588	568	549	529	510	490	470	451	431	412	392	372	353	333	314	294	274	255	235	216	196	176	157	137	118	99	78	59	39	20
589	569	550	530	510	491	471	452	432	412	393	373	353	334	314	295	275	255	236	216	195	177	157	137	118	99	79	59	39	20
590	570	551	531	511	492	472	452	433	413	393	374	354	334	315	295	275	256	236	216	197	177	157	138	118	98	79	59	39	20
591	571	552	532	512	492	473	453	433	414	394	374	355	335	315	296	276	256	236	217	197	177	158	138	118	99	79	59	39	20
592	572	553	533	513	493	474	454	434	414	395	375	355	335	316	296	276	257	237	217	197	178	158	138	118	99	79	59	39	20
593	573	553	534	514	494	474	455	435	415	395	376	356	336	316	297	277	257	237	217	198	178	158	138	119	99	79	59	39	20
594	574	554	535	515	495	475	455	436	416	396	376	356	337	317	297	277	257	238	218	198	178	158	139	119	99	79	59	40	20
595	575	555	536	516	496	476	456	436	417	397	377	357	337	317	298	278	258	238	218	198	179	159	139	119	99	79	59	40	20
596	576	556	536	516	497	477	457	437	417	397	377	358	338	318	298	278	258	238	218	199	179	159	139	119	99	79	60	40	20
597	577	557	537	517	497	478	458	438	418	398	378	358	338	319	299	279	259	239	219	199	179	159	139	119	99	80	60	40	20
598	578	558	538	518	498	478	458	439	419	399	379	359	339	319	299	279	259	239	219	199	179	159	140	120	100	80	60	40	20
599	579	559	539	519	499	479	459	439	419	399	379	359	339	319	300	279	260	240	220	200	180	160	140	120	100	80	60	40	20
600	580	560	540	520	500	480	460	440	420	400	380	360	340	320	300	280	260	240	220	200	180	160	140	120	100	80	60	40	20

FOOD STAMP ALLOTMENT PRORATION TABLE

10/1/81

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
601	581	561	541	521	501	481	461	441	421	401	381	361	341	321	301	280	260	240	220	200	180	160	140	120	100	80	60	40	20	
602	582	562	542	522	502	482	462	442	422	402	382	362	342	322	302	281	261	241	221	201	181	160	140	120	100	80	60	40	20	
603	583	563	543	523	503	483	463	443	423	403	383	363	343	323	303	282	262	242	222	202	182	161	141	121	101	81	60	40	20	
604	584	564	544	524	504	484	464	444	424	404	384	364	344	324	304	283	263	243	223	203	183	162	142	122	102	82	61	41	20	
605	585	565	545	525	505	485	465	445	425	405	385	365	345	325	305	284	264	244	224	204	184	163	143	123	103	83	62	42	21	
606	586	566	546	526	506	486	466	446	426	406	386	366	346	326	306	285	265	245	225	205	185	164	144	124	104	84	63	43	21	
607	587	567	547	527	507	487	467	447	427	407	387	367	347	327	307	286	266	246	226	206	186	165	145	125	105	85	64	44	21	
608	588	568	548	528	508	488	468	448	428	408	388	368	348	328	308	287	267	247	227	207	187	166	146	126	106	86	65	45	21	
609	589	569	549	529	509	489	469	449	429	409	389	369	349	329	309	288	268	248	228	208	188	167	147	127	107	87	66	46	21	
610	590	570	550	530	510	490	470	450	430	410	390	370	350	330	310	289	269	249	229	209	189	168	148	128	108	88	67	47	21	
611	591	571	551	531	511	491	471	451	431	411	391	371	351	331	311	290	270	250	230	210	190	169	149	129	109	89	68	48	21	
612	592	572	552	532	512	492	472	452	432	412	392	372	352	332	312	291	271	251	231	211	191	170	150	130	110	90	69	49	21	
613	593	573	553	533	513	493	473	453	433	413	393	373	353	333	313	292	272	252	232	212	192	171	151	131	111	91	70	50	21	
614	594	574	554	534	514	494	474	454	434	414	394	374	354	334	314	293	273	253	233	213	193	172	152	132	112	92	71	51	21	
615	595	575	555	535	515	495	475	455	435	415	395	375	355	335	315	294	274	254	234	214	194	173	153	133	113	93	72	52	21	
616	596	576	556	536	516	496	476	456	436	416	396	376	356	336	316	295	275	255	235	215	195	174	154	134	114	94	73	53	21	
617	597	577	557	537	517	497	477	457	437	417	397	377	357	337	317	296	276	256	236	216	196	175	155	135	115	95	74	54	21	
618	598	578	558	538	518	498	478	458	438	418	398	378	358	338	318	297	277	257	237	217	197	176	156	136	116	96	75	55	21	
619	599	579	559	539	519	499	479	459	439	419	399	379	359	339	319	298	278	258	238	218	198	177	157	137	117	97	76	56	21	
620	600	580	560	540	520	500	480	460	440	420	400	380	360	340	320	299	279	259	239	219	199	178	158	138	118	98	77	57	21	
621	601	581	561	541	521	501	481	461	441	421	401	381	361	341	321	300	280	260	240	220	200	180	160	140	120	100	80	60	40	20
622	602	582	562	542	522	502	482	462	442	422	402	382	362	342	322	301	281	261	241	221	201	181	161	141	121	101	81	61	41	20
623	603	583	563	543	523	503	483	463	443	423	403	383	363	343	323	302	282	262	242	222	202	182	162	142	122	102	82	62	42	20
624	604	584	564	544	524	504	484	464	444	424	404	384	364	344	324	303	283	263	243	223	203	183	163	143	123	103	83	63	43	20
625	605	585	565	545	525	505	485	465	445	425	405	385	365	345	325	304	284	264	244	224	204	184	164	144	124	104	84	64	44	20
626	606	586	566	546	526	506	486	466	446	426	406	386	366	346	326	305	285	265	245	225	205	185	165	145	125	105	85	65	45	20
627	607	587	567	547	527	507	487	467	447	427	407	387	367	347	327	306	286	266	246	226	206	186	166	146	126	106	86	66	46	20
628	608	588	568	548	528	508	488	468	448	428	408	388	368	348	328	307	287	267	247	227	207	187	167	147	127	107	87	67	47	20
629	609	589	569	549	529	509	489	469	449	429	409	389	369	349	329	308	288	268	248	228	208	188	168	148	128	108	88	68	48	20
630	610	590	570	550	530	510	490	470	450	430	410	390	370	350	330	309	289	269	249	229	209	189	169	149	129	109	89	69	49	20
631	611	591	571	551	531	511	491	471	451	431	411	391	371	351	331	310	290	270	250	230	210	190	170	150	130	110	90	70	50	20
632	612	592	572	552	532	512	492	472	452	432	412	392	372	352	332	311	291	271	251	231	211	191	171	151	131	111	91	71	51	20
633	613	593	573	553	533	513	493	473	453	433	413	393	373	353	333	312	292	272	252	232	212	192	172	152	132	112	92	72	52	20
634	614	594	574	554	534	514	494	474	454	434	414	394	374	354	334	313	293	273	253	233	213	193	173	153	133	113	93	73	53	20
635	615	595	575	555	535	515	495	475	455	435	415	395	375	355	335	314	294	274	254	234	214	194	174	154	134	114	94	74	54	20
636	616	596	576	556	536	516	496	476	456	436	416	396	376	356	336	315	295	275	255	235	215	195	175	155	135	115	95	75	55	20
637	617	597	577	557	537	517	497	477	457	437	417	397	377	357	337	316	296	276	256	236	216	196	176	156	136	116	96	76	56	20
638	618	598	578	558	538	518	498	478	458	438	418	398	378	358	338	317	297	277	257	237	217	197	177	157	137	117	97	77	57	20
639	619	599	579	559	539	519	499	479	459	439	419	399	379	359	339	318	298	278	258	238	218	198	178	158	138	118	98	78	58	20
640	620	600	580	560	540	520	500	480	460	440	420	400	380	360	340	319	299	279	259	239	219	199	179	159	139	119	99	79	59	20

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
641	620	598	577	555	534	513	491	470	449	427	406	385	363	342	321	299	278	256	235	214	192	171	150	128	107	85	64	43	21	
642	621	599	578	556	535	514	492	471	449	428	407	385	364	342	321	300	278	257	235	214	193	171	150	128	107	86	64	43	21	
643	622	600	579	557	536	514	493	472	450	429	407	386	364	343	322	300	279	257	236	214	193	171	150	129	107	86	64	43	21	
644	622	601	580	558	537	515	494	472	451	429	408	386	365	343	322	300	279	258	236	215	193	172	150	129	107	86	64	43	21	
645	623	602	581	559	537	516	494	473	452	430	408	387	365	344	323	301	279	258	236	215	194	172	150	129	107	86	65	43	21	
646	624	603	581	560	538	517	495	474	452	431	409	388	366	345	323	301	280	258	237	215	194	172	151	129	108	86	65	43	22	
647	625	604	582	561	539	518	496	474	453	431	410	388	367	345	324	302	280	259	237	216	194	172	151	129	109	86	65	43	22	
648	625	605	583	562	540	519	497	475	454	432	410	389	367	346	324	302	281	259	238	216	194	173	151	130	109	86	65	43	22	
649	627	606	584	562	541	519	498	476	454	433	411	389	368	346	325	303	281	260	238	216	195	173	151	130	109	87	65	43	22	
650	628	607	585	563	542	520	499	477	455	433	412	390	368	347	325	303	282	260	238	217	195	173	152	130	109	87	65	43	22	
651	629	608	586	564	542	521	499	477	456	434	412	391	369	347	326	304	282	260	239	217	195	174	152	130	109	87	65	43	22	
652	630	609	587	565	543	522	500	478	456	435	413	391	369	348	326	304	283	261	239	217	196	174	152	130	109	87	65	43	22	
653	631	609	588	566	544	522	501	479	457	435	414	392	370	348	327	305	283	261	239	218	196	174	152	131	109	87	65	43	22	
654	632	610	589	567	545	523	501	480	458	436	414	392	371	349	327	305	283	262	240	218	196	174	153	131	109	87	65	44	22	
655	633	611	590	568	546	524	502	480	459	437	415	393	371	349	328	306	284	262	240	218	197	175	153	131	109	87	65	44	22	
656	634	612	590	568	547	525	503	481	459	437	415	394	372	350	328	306	284	262	240	219	197	175	153	131	109	87	66	44	22	
657	635	613	591	569	547	526	504	482	460	438	416	394	372	350	329	307	285	263	241	219	197	175	153	131	109	88	66	44	22	
658	636	614	592	570	548	526	504	483	461	439	417	395	373	351	329	307	285	263	241	219	197	175	154	132	110	88	66	44	22	
659	637	615	593	571	549	527	505	483	461	439	417	395	373	351	330	307	286	264	242	220	198	176	154	132	110	88	66	44	22	
660	638	616	594	572	550	528	506	484	462	440	418	396	374	352	330	308	286	264	242	220	198	176	154	132	110	88	66	44	22	
661	639	617	595	573	551	529	507	485	463	441	419	397	375	353	331	308	286	264	242	220	199	176	154	132	110	88	66	44	22	
662	640	618	596	574	552	530	507	485	463	441	419	397	375	353	331	309	287	265	243	221	199	176	154	132	110	88	66	44	22	
663	641	619	597	575	552	530	508	486	464	442	420	398	376	354	332	309	287	265	243	221	199	177	155	133	110	88	66	44	22	
664	642	620	598	575	553	531	509	487	465	443	421	398	376	354	332	310	288	266	243	221	199	177	155	133	111	89	66	44	22	
665	643	621	599	576	554	532	510	488	466	443	421	399	377	355	333	310	288	266	244	222	200	177	155	133	111	89	67	44	22	
666	644	622	599	577	555	533	511	488	466	444	422	400	377	355	333	311	289	266	244	222	200	178	155	133	111	89	67	44	22	
667	645	623	600	578	556	534	511	489	467	445	422	400	378	356	334	311	289	267	245	222	200	178	156	133	111	89	67	44	22	
668	646	623	601	579	557	534	512	490	468	445	423	401	378	356	334	312	289	267	245	223	200	178	156	134	111	89	67	44	22	
669	647	624	602	580	557	535	513	491	468	446	424	401	379	357	335	312	290	268	245	223	201	178	156	134	111	89	67	45	22	
670	648	625	603	581	558	536	514	491	469	447	424	402	380	357	335	313	290	268	246	223	201	179	156	134	112	89	67	45	22	
671	649	626	604	581	559	537	514	492	470	447	425	403	380	358	336	313	291	268	246	224	201	179	157	134	112	89	67	45	22	
672	650	627	605	582	560	538	515	493	470	448	426	403	381	358	336	314	291	269	246	224	202	179	157	134	112	90	67	45	22	
673	651	628	606	583	561	539	516	494	471	449	426	404	381	359	337	314	292	269	247	224	202	179	157	135	112	90	67	45	22	
674	651	629	607	584	562	539	517	494	472	449	427	404	382	359	337	314	292	270	247	225	202	180	157	135	112	90	67	45	22	
675	652	630	608	585	562	540	517	495	473	450	427	405	382	360	338	315	292	270	247	225	203	180	157	135	112	90	68	45	22	
676	653	631	608	586	563	541	518	496	473	451	428	406	383	361	338	315	293	270	248	225	203	180	158	135	113	90	68	45	23	
677	654	632	609	587	564	542	519	496	474	451	429	406	384	361	339	316	293	271	248	226	203	181	158	136	113	90	68	45	23	
678	655	633	610	588	565	542	520	497	475	452	429	407	384	362	339	316	294	271	249	226	203	181	158	136	113	90	68	45	23	
679	656	634	611	588	566	543	521	498	475	453	430	407	385	362	340	317	294	272	249	226	204	181	158	136	113	91	68	45	23	
680	657	635	612	589	567	544	521	499	476	453	431	408	385	363	340	317	295	272	249	227	204	181	159	136	113	91	68	45	23	

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
681	681	658	636	613	590	567	545	522	499	477	454	431	409	386	363	341	318	295	272	250	227	204	182	159	136	113	91	68	45	23
682	682	659	637	614	591	568	546	523	500	477	455	432	409	385	364	341	318	296	273	250	227	205	182	159	136	114	91	68	45	23
683	683	660	637	615	592	569	546	524	501	478	455	433	410	387	364	342	319	296	273	250	228	205	182	159	137	114	91	68	45	23
684	684	661	638	616	593	570	547	524	502	479	456	434	410	388	365	342	319	296	274	251	228	205	182	160	137	114	91	68	45	23
685	685	662	639	617	594	571	548	525	502	480	457	434	411	389	366	343	320	297	274	251	228	206	183	160	137	114	91	69	46	23
686	686	663	640	617	594	572	549	526	503	480	457	434	412	389	366	343	320	297	274	251	229	206	183	160	137	114	91	69	46	23
687	687	664	641	618	595	572	550	527	504	481	458	435	412	389	366	344	321	298	275	252	229	206	183	160	137	114	92	69	46	23
688	688	665	642	619	596	573	550	527	505	482	459	436	413	390	367	344	321	298	275	252	229	206	183	161	138	115	92	69	46	23
689	689	666	643	620	597	574	551	528	505	482	459	436	413	390	367	345	321	299	276	253	230	207	184	161	138	115	92	69	46	23
690	690	667	644	621	598	575	552	529	506	483	460	437	414	391	368	345	322	299	276	253	230	207	184	161	138	115	92	69	46	23
691	691	668	645	622	599	576	553	530	507	484	461	438	415	392	369	346	322	299	276	253	230	207	184	161	138	115	92	69	46	23
692	692	669	646	623	600	577	554	530	507	484	461	438	415	392	369	346	323	300	277	254	231	208	184	161	138	115	92	69	46	23
693	693	670	647	624	601	577	554	531	508	485	462	439	416	393	370	347	323	300	277	254	231	208	185	162	139	115	92	69	46	23
694	694	671	648	625	601	578	555	532	509	486	463	440	416	393	370	347	324	301	278	254	231	208	185	162	139	115	93	69	46	23
695	695	672	649	626	602	579	556	533	510	487	463	440	417	394	371	348	324	301	278	255	232	209	185	162	139	116	93	70	46	23
696	696	673	650	626	603	580	557	534	510	487	464	441	418	394	371	348	325	302	278	255	232	209	186	162	139	116	93	70	46	23
697	697	674	651	627	604	581	558	534	511	488	465	441	418	395	372	349	325	302	279	256	232	209	186	163	139	116	93	70	46	23
698	698	675	651	628	605	582	558	535	512	489	465	442	419	395	372	349	326	302	279	256	233	209	185	163	140	116	93	70	46	23
699	699	676	652	629	606	582	559	536	513	489	466	443	419	396	373	350	326	303	280	256	233	210	186	163	140	116	93	70	47	23
700	700	677	653	630	607	583	560	537	513	490	467	443	420	397	373	350	327	303	280	257	233	210	187	163	140	117	93	70	47	23
701	701	678	654	631	607	584	561	537	514	491	467	444	421	397	374	351	327	304	280	257	234	210	187	164	140	117	93	70	47	23
702	702	679	655	632	608	585	562	538	515	491	468	445	421	398	374	351	328	304	281	257	234	211	187	164	140	117	94	70	47	23
703	703	680	656	633	609	586	562	539	516	492	469	445	422	398	375	352	328	305	281	258	234	211	187	164	141	117	94	70	47	23
704	704	680	657	634	610	587	563	540	516	493	469	446	422	399	375	352	328	305	282	258	235	211	188	164	141	117	94	70	47	23
705	705	681	658	635	611	587	564	540	517	494	470	446	423	399	376	353	329	305	282	258	235	212	188	164	141	117	94	71	47	23
706	706	682	659	635	612	588	565	541	518	494	471	447	424	400	377	353	329	306	282	259	235	212	188	165	141	118	94	71	47	24
707	707	683	660	636	613	589	566	542	518	495	471	448	424	401	377	354	330	306	283	259	236	212	188	165	141	118	94	71	47	24
708	708	684	661	637	614	590	566	543	519	496	472	448	425	401	378	354	330	307	283	260	236	212	189	165	142	118	94	71	47	24
709	709	685	662	638	614	591	567	544	520	496	473	449	425	402	378	355	331	307	284	260	236	213	189	165	142	118	95	71	47	24
710	710	686	663	639	615	592	568	544	521	497	473	450	426	402	379	355	331	308	284	260	237	213	189	166	142	118	95	71	47	24
711	711	687	664	640	616	592	569	545	521	498	474	450	427	403	379	356	332	308	284	261	237	213	190	166	142	118	95	71	47	24
712	712	688	665	641	617	593	570	546	522	498	475	451	427	403	380	356	332	309	285	261	237	214	190	166	142	119	95	71	47	24
713	713	689	665	642	618	594	570	547	523	499	475	452	428	404	380	357	333	309	285	261	238	214	190	166	143	119	95	71	47	24
714	714	690	666	643	619	595	571	547	524	500	476	452	428	405	381	357	333	309	286	262	238	214	190	167	143	119	95	71	48	24
715	715	691	667	644	620	596	572	548	524	501	477	453	429	405	381	358	334	310	286	262	238	215	191	167	143	119	95	72	48	24
716	716	692	668	644	620	597	573	549	525	501	477	453	430	406	382	358	334	310	286	262	239	215	191	167	143	119	95	72	48	24
717	717	693	669	645	621	597	574	550	526	502	478	454	430	406	382	359	335	311	287	263	239	215	191	167	143	119	96	72	49	24
718	718	694	670	646	622	598	574	550	527	503	479	455	431	407	383	359	335	311	287	263	239	215	191	168	144	120	96	72	49	24
719	719	695	671	647	623	599	575	551	527	503	479	455	431	407	383	360	335	312	288	264	240	216	192	168	144	120	96	72	49	24
720	720	696	672	648	624	600	576	552	528	504	480	456	432	408	384	360	336	312	288	264	240	216	192	168	144	120	96	72	49	24

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION												26	27	28	29	30/31												
	1	2	3	4	5	6	7	8	9	10	11	12						13	14	15	16	17	18	19	20	21	22	23	24
721	697	673	649	625	601	577	553	529	505	481	457	433	409	385	361	336	312	288	264	240	216	192	168	144	120	96	72	48	24
722	698	674	650	626	602	578	554	530	506	482	458	434	410	386	362	337	313	289	265	241	217	192	168	144	120	96	72	48	24
723	699	675	651	627	603	579	555	531	507	483	459	434	410	386	362	338	314	290	265	241	217	193	169	145	121	97	72	48	24
724	700	676	652	628	604	580	556	532	508	484	459	435	411	387	363	338	314	290	266	242	218	193	169	145	121	97	73	48	24
725	701	677	653	629	605	581	557	533	509	485	460	436	412	388	364	339	315	291	267	243	219	194	170	146	122	98	73	49	24
726	702	678	654	630	606	582	558	534	510	486	461	437	413	389	365	340	316	292	268	244	220	195	171	147	123	99	73	49	24
727	703	679	655	631	607	583	559	535	511	487	462	438	414	389	365	341	317	293	269	245	221	196	172	148	124	100	74	49	24
728	704	680	656	632	608	584	560	536	512	488	463	439	415	390	366	342	318	294	270	246	222	197	173	149	125	101	74	49	24
729	705	681	657	633	609	585	561	537	513	489	464	440	416	391	367	343	319	295	271	247	223	198	174	150	126	102	74	49	24
730	706	682	658	634	610	586	562	538	514	490	465	441	417	392	368	344	320	296	272	248	224	199	175	151	127	103	74	49	24
731	707	683	659	635	611	587	563	539	515	491	466	442	418	393	369	345	321	297	273	249	225	200	176	152	128	104	74	49	24
732	708	684	660	636	612	588	564	540	516	492	467	443	419	394	370	346	322	298	274	250	226	201	177	153	129	105	74	49	24
733	709	685	661	637	613	589	565	541	517	493	468	444	420	395	371	347	323	299	275	251	227	202	178	154	130	106	74	49	24
734	710	686	662	638	614	590	566	542	518	494	469	445	421	396	372	348	324	300	276	252	228	203	179	155	131	107	74	49	24
735	711	687	663	639	615	591	567	543	519	495	470	446	422	397	373	349	325	301	277	253	229	204	180	156	132	108	74	49	24
736	712	688	664	640	616	592	568	544	520	496	471	447	423	398	374	350	326	302	278	254	230	205	181	157	133	109	74	49	24
737	713	689	665	641	617	593	569	545	521	497	472	448	424	399	375	351	327	303	279	255	231	206	182	158	134	110	74	49	24
738	714	690	666	642	618	594	570	546	522	498	473	449	425	400	376	352	328	304	280	256	232	207	183	159	135	111	74	49	24
739	715	691	667	643	619	595	571	547	523	499	474	450	426	401	377	353	329	305	281	257	233	208	184	160	136	112	74	49	24
740	716	692	668	644	620	596	572	548	524	500	475	451	427	402	378	354	330	306	282	258	234	209	185	161	137	113	74	49	24
741	717	693	669	645	621	597	573	549	525	501	476	452	428	403	379	355	331	307	283	259	235	210	186	162	138	114	74	49	24
742	718	694	670	646	622	598	574	550	526	502	477	453	429	404	380	356	332	308	284	260	236	211	187	163	139	115	74	49	24
743	719	695	671	647	623	599	575	551	527	503	478	454	430	405	381	357	333	309	285	261	237	212	188	164	140	116	74	49	24
744	720	696	672	648	624	600	576	552	528	504	479	455	431	406	382	358	334	310	286	262	238	213	189	165	141	117	74	49	24
745	721	697	673	649	625	601	577	553	529	505	480	456	432	407	383	359	335	311	287	263	239	214	190	166	142	118	74	49	24
746	722	698	674	650	626	602	578	554	530	506	481	457	433	408	384	360	336	312	288	264	240	215	191	167	143	119	74	49	24
747	723	699	675	651	627	603	579	555	531	507	482	458	434	409	385	361	337	313	289	265	241	216	192	168	144	120	74	49	24
748	724	700	676	652	628	604	580	556	532	508	483	459	435	410	386	362	338	314	290	266	242	217	193	169	145	121	74	49	24
749	725	701	677	653	629	605	581	557	533	509	484	460	436	411	387	363	339	315	291	267	243	218	194	170	146	122	74	49	24
750	726	702	678	654	630	606	582	558	534	510	485	461	437	412	388	364	340	316	292	268	244	219	195	171	147	123	74	49	24
751	727	703	679	655	631	607	583	559	535	511	486	462	438	413	389	365	341	317	293	269	245	220	196	172	148	124	74	49	24
752	728	704	680	656	632	608	584	560	536	512	487	463	439	414	390	366	342	318	294	270	246	221	197	173	149	125	74	49	24
753	729	705	681	657	633	609	585	561	537	513	488	464	440	415	391	367	343	319	295	271	247	222	198	174	150	126	74	49	24
754	730	706	682	658	634	610	586	562	538	514	489	465	441	416	392	368	344	320	296	272	248	223	199	175	151	127	74	49	24
755	731	707	683	659	635	611	587	563	539	515	490	466	442	417	393	369	345	321	297	273	249	224	199	176	152	128	74	49	24
756	732	708	684	660	636	612	588	564	540	516	491	467	443	418	394	370	346	322	298	274	250	225	200	177	153	129	74	49	24
757	733	709	685	661	637	613	589	565	541	517	492	468	444	419	395	371	347	323	299	275	251	226	201	178	154	130	74	49	24
758	734	710	686	662	638	614	590	566	542	518	493	469	445	420	396	372	348	324	300	276	252	227	202	179	155	131	74	49	24
759	735	711	687	663	639	615	591	567	543	519	494	470	446	421	397	373	349	325	301	277	253	228	203	180	156	132	74	49	24
760	736	712	688	664	640	616	592	568	544	520	495	471	447	422	398	374	350	326	302	278	254	229	204	181	157	133	74	49	24

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
761	736	710	685	659	634	609	583	558	533	507	482	457	431	406	381	355	330	304	279	254	228	203	178	152	127	101	76	51	25	
762	737	711	686	660	635	610	584	559	533	508	483	457	432	406	381	356	330	305	279	254	229	203	178	152	127	102	76	51	25	
763	738	712	687	661	636	610	585	560	534	509	483	458	432	407	382	356	331	305	280	254	229	203	178	153	127	102	76	51	25	
764	738	713	688	662	637	611	586	560	535	509	484	458	433	407	382	356	331	306	280	255	229	204	178	153	127	102	76	51	25	
765	739	714	689	663	637	612	586	561	536	510	484	459	433	408	383	357	331	306	280	255	230	204	178	153	127	102	77	51	25	
766	740	715	689	664	638	613	587	562	536	511	485	460	434	409	383	357	332	306	281	255	230	204	179	153	128	102	77	51	26	
767	741	716	690	665	639	614	588	563	537	511	485	460	435	409	384	358	332	307	281	256	230	204	179	153	128	102	77	51	26	
768	742	717	691	666	640	614	589	563	538	512	486	461	435	410	384	358	333	307	282	256	230	205	179	154	128	102	77	51	26	
769	743	718	692	666	641	615	590	564	538	513	487	461	436	410	385	359	333	308	282	256	231	205	179	154	129	103	77	51	26	
770	744	719	693	667	642	616	590	565	539	513	488	462	436	411	385	359	334	308	282	257	231	205	180	154	129	103	77	51	26	
771	745	720	694	668	642	617	591	565	540	514	488	463	437	411	386	360	334	308	283	257	231	206	180	154	129	103	77	51	26	
772	746	721	695	669	643	618	592	566	540	515	489	463	437	412	386	360	335	309	283	257	232	206	180	154	129	104	78	52	26	
773	747	721	696	670	644	618	593	567	541	515	490	464	438	412	387	361	335	309	283	258	232	206	180	155	129	103	77	51	26	
774	748	722	697	671	645	619	593	568	542	516	490	464	439	413	387	361	335	310	284	258	232	206	181	155	129	103	77	52	26	
775	749	723	698	672	646	620	594	568	543	517	491	465	439	413	388	362	336	310	284	258	233	207	181	155	129	103	78	52	26	
776	750	724	698	672	647	621	595	569	543	517	491	466	440	414	388	362	336	310	284	259	233	207	181	155	129	103	78	52	26	
777	751	725	699	673	647	622	596	570	544	518	492	466	440	414	389	363	337	311	285	259	233	207	181	155	129	104	78	52	26	
778	752	726	700	674	648	622	596	571	545	519	493	467	441	415	389	363	337	311	285	259	233	207	182	156	130	104	78	52	26	
779	753	727	701	675	649	623	597	571	545	519	493	467	441	415	390	363	338	312	286	260	234	208	182	156	130	104	78	52	26	
780	754	728	702	676	650	624	598	572	546	520	494	468	442	416	390	364	338	312	286	260	234	208	182	156	130	104	78	52	26	
781	755	729	703	677	651	625	599	573	547	521	495	469	443	417	391	364	338	312	286	260	234	209	182	156	130	104	78	52	26	
782	756	730	704	678	652	626	599	573	547	521	495	469	443	417	391	365	339	313	287	261	235	209	182	156	130	104	78	52	26	
783	757	731	705	679	652	626	600	574	548	522	496	470	444	418	392	365	339	313	287	261	235	209	183	157	130	104	78	52	26	
784	758	732	706	679	653	627	601	575	549	523	497	470	444	418	392	366	340	314	287	261	235	209	183	157	131	105	78	52	26	
785	759	733	707	680	654	628	602	576	550	523	497	471	445	419	393	366	340	314	288	262	236	209	183	157	131	105	79	52	26	
786	760	734	707	681	655	629	603	576	550	524	498	472	445	419	393	367	341	314	288	262	236	210	183	157	131	105	79	52	26	
787	761	735	708	682	656	630	603	577	551	525	498	472	446	420	394	367	341	315	289	262	236	210	184	157	131	105	79	52	26	
789	762	735	709	683	657	630	604	578	552	525	499	473	446	420	394	368	341	315	289	263	236	210	184	158	131	105	79	52	26	
789	763	736	710	684	657	631	605	579	552	526	500	473	447	421	395	368	342	316	289	263	237	210	184	158	131	105	79	53	26	
790	764	737	711	685	658	632	606	579	553	527	500	474	448	421	395	369	342	316	290	263	237	211	184	158	132	105	79	53	26	
791	765	738	712	685	659	633	606	580	554	527	501	475	449	422	396	369	343	316	290	264	237	211	185	158	132	105	79	53	26	
792	766	739	713	686	660	634	607	581	554	528	502	475	449	422	396	370	343	317	290	264	238	211	185	158	132	106	79	53	26	
793	767	740	714	687	661	634	608	582	555	529	502	476	449	423	397	370	344	317	291	264	238	211	185	159	132	106	79	53	26	
794	767	741	715	688	662	635	609	582	556	529	503	476	450	423	397	370	344	318	291	265	238	211	185	159	132	106	79	53	26	
795	768	742	716	689	662	636	609	583	557	530	503	477	450	424	398	371	344	318	291	265	239	212	185	159	132	106	80	53	26	
796	769	743	716	690	663	637	610	584	557	531	504	478	451	425	398	371	345	318	292	265	239	212	186	159	133	106	80	53	27	
797	770	744	717	691	664	638	611	584	558	531	505	478	452	425	399	372	345	319	292	266	239	212	186	159	133	106	80	53	27	
798	771	745	718	692	665	638	612	585	559	532	505	479	452	426	399	372	346	319	293	266	239	213	186	160	133	106	80	53	27	
799	772	746	719	692	666	639	613	586	559	533	506	479	453	426	400	373	346	320	293	266	240	213	186	160	133	107	80	53	27	
800	773	747	720	693	667	640	613	587	560	533	507	480	453	427	400	373	347	320	293	267	240	213	187	160	133	107	80	53	27	

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
801	774	748	721	694	667	641	614	587	561	534	507	481	454	427	401	374	347	320	294	267	240	214	187	160	133	107	80	53	27		
802	775	749	722	695	668	642	615	588	561	535	508	481	454	428	401	374	348	321	294	267	241	214	187	160	134	107	80	53	27		
803	776	749	723	696	669	642	616	589	562	535	509	482	455	428	402	375	348	321	294	268	241	214	187	161	134	107	80	53	27		
804	777	750	724	697	670	643	616	590	563	536	509	482	456	429	403	376	349	322	295	268	241	214	188	161	134	107	80	54	27		
805	778	751	725	698	671	644	617	590	564	537	510	483	456	429	403	376	349	322	295	268	242	215	188	161	134	107	81	54	27		
806	779	752	726	699	672	645	618	591	564	537	510	484	457	430	403	376	349	322	295	269	242	215	188	161	134	107	81	54	27		
807	780	753	727	700	673	646	619	592	565	538	511	484	457	430	404	377	350	323	296	269	242	215	188	161	134	108	81	54	27		
808	781	754	728	701	674	647	620	593	566	539	512	485	458	431	404	377	350	323	296	269	242	215	189	162	135	108	81	54	27		
809	782	755	729	702	675	648	621	594	567	540	513	486	459	432	405	378	351	324	297	270	243	216	189	162	135	108	81	54	27		
810	783	756	730	703	676	649	622	595	568	541	514	487	460	433	406	379	352	325	298	271	244	217	190	163	136	109	81	54	27		
811	784	757	731	704	677	650	623	596	569	542	515	488	461	434	407	380	353	326	299	272	245	218	191	164	136	109	82	54	27		
812	785	758	732	705	678	651	624	597	570	543	516	489	462	435	408	381	354	327	300	273	246	219	191	164	136	109	82	54	27		
813	786	759	733	706	679	652	625	598	571	544	517	490	463	436	409	382	355	328	301	274	247	220	192	165	137	110	82	54	27		
814	787	760	734	707	680	653	626	599	572	545	518	491	464	437	410	383	356	329	302	275	248	221	192	165	137	110	82	54	27		
815	788	761	735	708	681	654	627	600	573	546	519	492	465	438	411	384	357	330	303	278	251	224	193	166	138	111	83	55	27		
816	789	762	736	709	682	655	628	601	574	547	520	493	466	439	412	385	358	331	304	279	252	225	194	166	138	111	83	55	27		
817	790	763	737	710	683	656	629	602	575	548	521	494	467	440	413	386	359	332	305	280	253	226	195	167	139	111	83	55	27		
818	791	764	738	711	684	657	630	603	576	549	522	495	468	441	414	387	360	333	306	281	254	227	196	167	139	111	83	55	27		
819	792	765	739	712	685	658	631	604	577	550	523	496	469	442	415	388	361	334	307	282	255	228	196	167	139	111	83	55	27		
820	793	766	740	713	686	659	632	605	578	551	524	497	470	443	416	389	362	335	308	283	256	229	197	168	140	112	84	56	28		
821	794	767	741	714	687	660	633	606	579	552	525	498	471	444	417	390	363	336	309	284	257	230	197	168	140	112	84	56	28		
822	795	768	742	715	688	661	634	607	580	553	526	499	472	445	418	391	364	337	310	285	258	231	198	168	140	112	84	56	28		
823	796	769	743	716	689	662	635	608	581	554	527	500	473	446	419	392	365	338	311	286	259	232	198	168	140	112	84	56	28		
824	797	770	744	717	690	663	636	609	582	555	528	501	474	447	420	393	366	339	312	287	260	233	199	169	141	112	84	56	28		
825	798	771	745	718	691	664	637	610	583	556	529	502	475	448	421	394	367	340	313	288	261	234	199	169	141	112	84	56	28		
826	799	772	746	719	692	665	638	611	584	557	530	503	476	449	422	395	368	341	314	289	262	235	199	169	141	112	84	56	28		
827	800	773	747	720	693	666	639	612	585	558	531	504	477	450	423	396	369	342	315	290	263	236	200	169	141	112	84	56	28		
828	801	774	748	721	694	667	640	613	586	559	532	505	478	451	424	397	370	343	316	291	264	237	200	169	141	112	84	56	28		
829	802	775	749	722	695	668	641	614	587	560	533	506	479	452	425	398	371	344	317	292	265	238	200	169	141	112	84	56	28		
830	803	776	750	723	696	669	642	615	588	561	534	507	480	453	426	399	372	345	318	293	266	239	200	169	141	112	84	56	28		
831	804	777	751	724	697	670	643	616	589	562	535	508	481	454	427	400	373	346	319	294	267	240	200	169	141	112	84	56	28		
832	805	778	752	725	698	671	644	617	590	563	536	509	482	455	428	401	374	347	320	295	268	241	200	169	141	112	84	56	28		
833	806	779	753	726	699	672	645	618	591	564	537	510	483	456	429	402	375	348	321	296	269	242	200	169	141	112	84	56	28		
834	807	780	754	727	700	673	646	619	592	565	538	511	484	457	430	403	376	349	322	297	270	243	200	169	141	112	84	56	28		
835	808	781	755	728	701	674	647	620	593	566	539	512	485	458	431	404	377	350	323	298	271	244	200	169	141	112	84	56	28		
836	809	782	756	729	702	675	648	621	594	567	540	513	486	459	432	405	378	351	324	299	272	245	200	169	141	112	84	56	28		
837	810	783	757	730	703	676	649	622	595	568	541	514	487	460	433	406	379	352	325	298	273	246	200	169	141	112	84	56	28		
838	811	784	758	731	704	677	650	623	596	569	542	515	488	461	434	407	380	353	326	299	274	247	200	169	141	112	84	56	28		
839	812	785	759	732	705	678	651	624	597	570	543	516	489	462	435	408	381	354	327	300	275	248	200	169	141	112	84	56	28		
840	813	786	760	733	706	679	652	625	598	571	544	517	490	463	436	409	382	355	328	301	276	249	200	169	141	112	84	56	28		
841	814	787	761	734	707	680	653	626	599	572	545	518	491	464	437	410	383	356	329	302	277	250	200	169	141	112	84	56	28		
842	815	788	762	735	708	681	654	627	600	573	546	519	492	465	438	411	384	357	330	303	278	251	200	169	141	112	84	56	28		
843	816	789	763	736	709	682	655	628	601	574	547	520	493	466	439	412	385	358	331	304	279	252	200	169	141	112	84	56	28		
844	817	790	764	737	710	683	656	629	602	575	548	521	494	467	440	413	386	359	332	305	280	253	200	169	141	112	84	56	28		
845	818	791	765	738	711	684	657	630	603	576	549	522	495	468	441	414	387	360	333	306	281	254	200	169	141	112	84	56	28		
846	819	792	766	739	712	685	658	631	604	577	550	523	496	469	442	415	388	361	334	307	282	255	200	169	141	112	84	56	28		
847	820	793	767	740	713	686	659	632	605	578	551	524	497	470	443	416	389	362	335	308	283	256	200	169	141	112	84	56	28		
848	821	794	768	741	714	687	660	633	606	579	552	525	498	471	444	417	390	363	336	309	284	257	200	169	141	112	84	56	28		
849	822	795	769	742	715	688	661	634	607	580	553	526	499	472	445	418	391	364	337	310	285	258	200	169	141	112	84	56	28		
850	823	796	770	743	716	689	662	635	608	581	554</																				

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY ALLOTMENT	DATE OF APPLICATION												27	28	29	30/31													
	1	2	3	4	5	6	7	8	9	10	11	12					13	14	15	16	17	18	19	20	21	22	23	24	25
841	813	785	757	729	701	673	645	617	589	561	533	505	477	449	421	392	364	336	308	280	252	224	196	168	140	112	84	56	28
842	814	786	758	730	702	674	646	618	590	562	534	506	478	450	422	393	365	337	309	281	253	224	196	168	140	112	84	56	28
843	815	787	759	731	703	675	647	619	591	563	535	506	478	450	422	394	366	338	309	281	253	225	197	169	141	113	84	56	28
844	816	788	760	732	704	676	648	620	592	563	535	507	479	451	423	394	366	338	310	282	254	225	197	169	141	113	84	56	28
845	817	789	761	733	705	677	649	621	593	564	536	508	480	452	424	395	367	339	311	283	255	226	198	170	142	114	85	57	28
846	818	790	762	734	706	678	650	622	594	565	537	509	481	453	425	396	368	340	312	284	256	227	199	171	143	115	85	57	28
847	819	791	763	735	707	679	651	623	595	566	538	510	482	454	426	397	369	341	313	285	257	228	199	171	143	115	85	57	28
848	820	792	764	736	708	680	652	624	596	567	539	511	483	455	427	398	370	342	314	286	258	229	200	172	144	116	86	57	29
849	821	792	764	736	708	680	652	624	596	567	539	511	483	455	427	398	370	342	314	286	258	229	200	172	144	116	86	57	29
850	822	793	765	737	709	681	653	625	597	568	540	512	484	456	428	399	371	343	315	287	259	230	201	173	145	117	86	57	29
851	823	794	766	738	710	682	654	626	598	569	541	513	485	457	429	400	372	344	316	288	260	231	202	174	146	118	87	58	29
852	824	795	767	739	711	683	655	627	599	570	542	514	486	458	430	401	373	345	317	289	261	232	203	175	147	119	87	58	29
853	825	796	768	740	712	684	656	628	600	571	543	515	487	459	431	402	374	346	318	290	262	233	204	176	148	120	88	58	29
854	826	797	769	741	713	685	657	629	601	572	544	516	488	460	432	403	375	347	319	291	263	234	205	177	149	121	88	58	29
855	827	798	770	742	714	686	658	630	602	573	545	517	489	461	433	404	376	348	320	292	264	235	206	178	150	122	88	58	29
856	828	799	771	743	715	687	659	631	603	574	546	518	490	462	434	405	377	349	321	293	265	236	207	179	151	123	89	58	29
857	829	800	772	744	716	688	660	632	604	575	547	519	491	463	435	406	378	350	322	294	266	237	208	180	152	124	89	58	29
858	830	801	773	745	717	689	661	633	605	576	548	520	492	464	436	407	379	351	323	295	267	238	209	181	153	125	89	58	29
859	831	802	774	746	718	690	662	634	606	577	549	521	493	465	437	408	380	352	324	296	268	239	210	182	154	126	89	58	29
860	832	803	775	747	719	691	663	635	607	578	550	522	494	466	438	409	381	353	325	297	269	240	211	183	155	127	89	58	29
861	833	804	776	748	720	692	664	636	608	579	551	523	495	467	439	410	382	354	326	298	270	241	212	184	156	128	89	58	29
862	834	805	777	749	721	693	665	637	609	580	552	524	496	468	440	411	383	355	327	299	271	242	213	185	157	129	89	58	29
863	835	806	778	750	722	694	666	638	610	581	553	525	497	469	441	412	384	356	328	300	272	243	214	186	158	130	89	58	29
864	836	807	779	751	723	695	667	639	611	582	554	526	498	470	442	413	385	357	329	301	273	244	215	187	159	131	89	58	29
865	837	808	780	752	724	696	668	640	612	583	555	527	499	471	443	414	386	358	330	302	274	245	216	188	160	132	89	58	29
866	838	809	781	753	725	697	669	641	613	584	556	528	500	472	444	415	387	359	331	303	275	246	217	189	161	133	89	58	29
867	839	810	782	754	726	698	670	642	614	585	557	529	501	473	445	416	388	360	332	304	276	247	218	190	162	134	89	58	29
868	840	811	783	755	727	699	671	643	615	586	558	530	502	474	446	417	389	361	333	305	277	248	219	191	163	135	89	58	29
869	841	812	784	756	728	700	672	644	616	587	559	531	503	475	447	418	390	362	334	306	278	249	220	192	164	136	89	58	29
870	842	813	785	757	729	701	673	645	617	588	560	532	504	476	448	419	391	363	335	307	279	250	221	193	165	137	89	58	29
871	843	814	786	758	730	702	674	646	618	589	561	533	505	477	449	420	392	364	336	308	280	251	222	194	166	138	89	58	29
872	844	815	787	759	731	703	675	647	619	590	562	534	506	478	450	421	393	365	337	309	281	252	223	195	167	139	89	58	29
873	845	816	788	760	732	704	676	648	620	591	563	535	507	479	451	422	394	366	338	310	282	253	224	196	168	140	89	58	29
874	846	817	789	761	733	705	677	649	621	592	564	536	508	480	452	423	395	367	339	311	283	254	225	197	169	141	89	58	29
875	847	818	790	762	734	706	678	650	622	593	565	537	509	481	453	424	396	368	340	312	284	255	226	198	170	142	89	58	29
876	848	819	791	763	735	707	679	651	623	594	566	538	510	482	454	425	397	369	341	313	285	256	227	199	171	143	89	58	29
877	849	820	792	764	736	708	680	652	624	595	567	539	511	483	455	426	398	370	342	314	286	257	228	200	172	144	89	58	29
878	850	821	793	765	737	709	681	653	625	596	568	540	512	484	456	427	399	371	343	315	287	258	229	201	173	145	89	58	29
879	851	822	794	766	738	710	682	654	626	597	569	541	513	485	457	428	400	372	344	316	288	259	230	202	174	146	89	58	29
880	852	823	795	767	739	711	683	655	627	598	570	542	514	486	458	429	401	373	345	317	289	260	231	203	175	147	89	58	29
881	853	824	796	768	740	712	684	656	628	599	571	543	515	487	459	430	402	374	346	318	290	261	232	204	176	148	89	58	29
882	854	825	797	769	741	713	685	657	629	600	572	544	516	488	460	431	403	375	347	319	291	262	233	205	177	149	89	58	29
883	855	826	798	770	742	714	686	658	630	601	573	545	517	489	461	432	404	376	348	320	292	263	234	206	178	150	89	58	29
884	856	827	799	771	743	715	687	659	631	602	574	546	518	490	462	433	405	377	349	321	293	264	235	207	179	151	89	58	29
885	857	828	800	772	744	716	688	660	632	603	575	547	519	491	463	434	406	378	350	322	294	265	236	208	180	152	89	58	29
886	858	829	801	773	745	717	689	661	633	604	576	548	520	492	464	435	407	379	351	323	295	266	237	209	181	153	89	58	29
887	859	830	802	774	746	718	690	662	634	605	577	549	521	493	465	436	408	380	352	324	296	267	238	210	182	154	89	58	29
888	860	831	803	775	747	719	691	663	635	606	578	550	522	494	466	437	409	381	353	325	297	268	239	211	183	155	89	58	29
889	861	832	804	776	748	720	692	664	636	607	579	551	523	495	467	438	410	382	354	326	298	269	240	212	184	156	89	58	29
890	862	833	805	777	749	721	693	665	637	608	58																		

FOOD STAMP ALLOTMENT PRORATION TABLE

MONTHLY

ALLOTMENT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30/31

881	881	852	822	793	763	734	705	675	646	617	587	558	529	499	470	441	411	382	352	323	294	264	235	206	176	147	117	88	59	29
882	892	853	823	794	764	735	706	676	647	617	588	559	529	500	470	441	412	382	353	323	294	265	235	206	176	147	118	88	59	29
883	883	854	824	795	765	736	706	677	648	618	589	559	530	500	471	442	412	383	353	324	294	265	235	206	177	147	118	88	59	29
884	884	854	825	795	766	737	707	678	648	619	589	560	530	501	471	442	412	383	354	324	295	265	236	206	177	147	118	88	59	29
885	885	826	797	767	737	708	678	649	620	590	560	531	501	472	443	413	383	354	324	295	266	236	206	177	147	118	89	59	29	
886	886	856	827	797	768	738	709	679	650	620	591	561	532	502	473	443	413	384	354	325	295	266	236	207	177	148	118	89	59	30
887	887	828	798	769	739	710	680	650	621	591	562	532	503	473	444	414	384	355	325	296	266	236	207	177	148	118	89	59	30	
888	888	858	829	799	770	740	710	681	651	622	592	562	533	503	474	444	414	385	355	326	296	266	237	207	178	149	118	89	59	30
889	889	859	830	800	770	741	711	682	652	622	593	563	533	504	474	445	415	385	356	326	296	267	237	207	178	148	119	89	59	30
890	890	860	831	801	771	742	712	682	653	623	593	564	534	504	475	445	415	386	356	326	297	267	237	208	178	149	119	89	59	30
891	891	861	832	802	772	742	713	683	653	624	594	564	535	505	475	446	416	386	356	327	297	267	238	208	178	148	119	89	59	30
892	892	862	833	803	773	743	714	684	654	624	595	565	535	505	476	446	416	387	357	327	297	268	238	208	178	149	119	89	59	30
893	893	863	834	804	774	744	714	685	655	625	595	565	536	506	476	447	417	387	357	327	298	268	238	208	179	149	119	89	59	30
894	894	864	834	805	775	745	715	685	656	626	596	566	536	507	477	447	417	387	358	328	298	268	238	209	179	149	119	89	60	30
895	895	865	835	806	776	746	716	686	656	627	597	567	537	507	477	448	418	388	358	328	298	269	239	209	179	149	119	90	60	30
896	896	866	836	806	776	747	717	687	657	627	597	567	538	508	478	448	418	388	358	328	299	269	239	209	179	149	119	90	60	30
897	897	867	837	807	777	747	718	688	658	628	598	568	538	508	478	449	419	389	359	329	299	269	239	209	179	149	120	90	60	30
898	898	868	838	808	778	748	718	688	659	629	599	569	539	509	479	449	419	389	359	329	299	269	239	210	180	150	120	90	60	30
899	899	869	839	809	779	749	719	689	659	629	599	569	539	509	479	450	419	390	360	330	300	270	240	210	180	150	120	90	60	30
900	900	870	840	810	780	750	720	690	660	630	600	570	540	510	480	450	420	390	360	330	300	270	240	210	180	150	120	90	60	30

TABLE VI

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
0 - 0	75	139	197	253	300	360	398	455	512	569
1 - 3	74	138	198	252	299	359	397	454	511	568
4 - 6	73	137	197	251	298	358	396	453	510	567
7 - 10	72	136	196	250	297	357	395	452	509	566
11 - 13	71	135	195	249	296	356	394	451	508	565
14 - 16	70	134	194	248	295	355	393	450	507	564
17 - 20	69	133	193	247	294	354	392	449	506	563
21 - 23	68	132	192	246	293	353	391	448	505	562
24 - 26	67	131	191	245	292	352	390	447	504	561
27 - 30	66	130	190	244	291	351	389	446	503	560
31 - 33	65	129	189	243	290	350	388	445	502	559
34 - 36	64	128	188	242	289	349	387	444	501	558
37 - 40	63	127	187	241	288	348	386	443	500	557
41 - 43	62	126	186	240	287	347	385	442	499	556
44 - 46	61	125	185	239	286	346	384	441	498	555
47 - 50	60	124	184	238	285	345	383	440	497	554
51 - 53	59	123	183	237	284	344	382	439	496	553
54 - 56	58	122	182	236	283	343	381	438	495	552
57 - 60	57	121	181	235	282	342	380	437	494	551
61 - 63	56	120	180	234	281	341	379	436	493	550
64 - 66	55	119	179	233	280	340	378	435	492	549
67 - 70	54	118	178	232	279	339	377	434	491	548
71 - 73	53	117	177	231	278	338	376	433	490	547
74 - 76	52	116	176	230	277	337	375	432	489	546
77 - 80	51	115	175	229	276	336	374	431	488	545
81 - 83	50	114	174	228	275	335	373	430	487	544
84 - 86	49	113	173	227	274	334	372	429	486	543
87 - 90	48	112	172	226	273	333	371	428	485	542
91 - 93	47	111	171	225	272	332	370	427	484	541
94 - 96	46	110	170	224	271	331	369	426	483	540
97 - 100	45	109	169	223	270	330	368	425	482	539
101 - 103	44	108	168	222	269	329	367	424	481	538
104 - 106	43	107	167	221	268	328	366	423	480	537
107 - 110	42	106	166	220	267	327	365	422	479	536
111 - 113	41	105	165	219	266	326	364	421	478	535

COUPON ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME	ONE PERSON		TWO PERSONS		THREE PERSONS		FOUR PERSONS		FIVE PERSONS		SIX PERSONS		SEVEN PERSONS		EIGHT PERSONS		NINE PERSONS		TEN PERSONS	
	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS
114 - 116	40	104	164	218	265	325	363	420	477	534										
117 - 120	39	103	163	217	264	324	362	419	476	533										
121 - 123	38	102	162	216	263	323	361	418	475	532										
124 - 126	37	101	161	215	262	322	360	417	474	531										
127 - 130	36	100	160	214	261	321	359	416	473	530										
131 - 133	35	99	159	213	260	320	358	415	472	529										
134 - 136	34	98	158	212	259	319	357	414	471	528										
137 - 140	33	97	157	211	258	318	356	413	470	527										
141 - 143	32	96	156	210	257	317	355	412	469	526										
144 - 146	31	95	155	209	256	316	354	411	468	525										
147 - 150	30	94	154	208	255	315	353	410	467	524										
151 - 153	29	93	153	207	254	314	352	409	466	523										
154 - 156	28	92	152	206	253	313	351	408	465	522										
157 - 160	27	91	151	205	252	312	350	407	464	521										
161 - 163	26	90	150	204	251	311	349	406	463	520										
164 - 166	25	89	149	203	250	310	348	405	462	519										
167 - 170	24	88	148	202	249	309	347	404	461	518										
171 - 173	23	87	147	201	248	308	346	403	460	517										
174 - 176	22	86	146	200	247	307	345	402	459	516										
177 - 180	21	85	145	199	246	306	344	401	458	515										
181 - 183	20	84	144	198	245	305	343	400	457	514										
184 - 186	19	83	143	197	244	304	342	399	456	513										
187 - 190	18	82	142	196	243	303	341	398	455	512										
191 - 193	17	81	141	195	242	302	340	397	454	511										
194 - 196	16	80	140	194	241	301	339	396	453	510										
197 - 200	15	79	139	193	240	300	338	395	452	509										
201 - 203	14	78	138	192	239	299	337	394	451	508										
204 - 206	13	77	137	191	238	298	336	393	450	507										
207 - 210	12	76	136	190	237	297	335	392	449	506										
211 - 213	11	75	135	189	236	296	334	391	448	505										
214 - 216	10	74	134	188	235	295	333	390	447	504										
217 - 220	10	73	133	187	234	294	332	389	446	503										
221 - 223	10	72	132	186	233	293	331	388	445	502										
224 - 226	10	71	131	185	232	292	330	387	444	501										
227 - 230	10	70	130	184	231	291	329	386	443	500										

COUPON ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME	NUMBER OF PERSONS IN THE HOUSEHOLD									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
231 - 233	10	69	129	183	230	290	328	385	442	499
231 - 236	10	68	128	182	229	289	327	384	441	498
237 - 240	10	67	127	181	228	288	326	383	440	497
241 - 243	10	66	126	180	227	287	325	382	439	496
244 - 246	10	65	125	179	226	286	324	381	438	495
247 - 250	10	64	124	178	225	285	323	380	437	494
251 - 253	10	63	123	177	224	284	322	379	436	493
254 - 256	10	62	122	176	223	283	321	378	435	492
257 - 260	10	61	121	175	222	282	320	377	434	491
261 - 263	10	60	120	174	221	281	319	376	433	490
264 - 266	10	59	119	173	220	280	318	375	432	489
267 - 270	10	58	118	172	219	279	317	374	431	488
271 - 273	10	57	117	171	218	278	316	373	430	487
274 - 276	10	56	116	170	217	277	315	372	429	486
277 - 280	10	55	115	169	216	276	314	371	428	485
281 - 283	10	54	114	168	215	275	313	370	427	484
284 - 286	10	53	113	167	214	274	312	369	426	483
287 - 290	10	52	112	166	213	273	311	368	425	482
291 - 293	10	51	111	165	212	272	310	367	424	481
294 - 296	10	50	110	164	211	271	309	366	423	480
297 - 300	10	49	109	163	210	270	308	365	422	479
301 - 303	10	48	108	162	209	269	307	364	421	478
304 - 306	10	47	107	161	208	268	306	363	420	477
307 - 310	10	46	106	160	207	267	305	362	419	476
311 - 313	10	45	105	159	206	266	304	361	418	475
314 - 316	10	44	104	158	205	265	303	360	417	474
317 - 320	10	43	103	157	204	264	302	359	416	473
321 - 323	10	42	102	156	203	263	301	358	415	472
324 - 326	10	41	101	155	202	262	300	357	414	471
327 - 330	10	40	100	154	201	261	299	356	413	470
331 - 333	10	39	99	153	200	260	298	355	412	469
334 - 336	10	38	98	152	199	259	297	354	411	468
337 - 340	10	37	97	151	198	258	296	353	410	467
341 - 343	10	36	96	150	197	257	295	352	409	466
344 - 346	10	35	95	149	196	256	294	351	408	465

COUPON ALLOTMENTS BY HOUSEHOLD SIZE
NUMBER OF PERSONS IN THE HOUSEHOLD

MONTHLY NET
INCOME

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
347	10	34	91	148	195	255	293	350	407	464
351	10	33	93	147	194	254	292	349	406	463
355	10	32	92	146	193	253	291	348	405	462
357	10	31	91	145	192	252	290	347	404	461
361	10	30	90	144	191	251	289	346	403	460
365	10	29	89	143	190	250	288	345	402	459
367	10	28	88	142	189	249	287	344	401	458
371	10	27	87	141	188	248	286	343	400	457
374	10	26	86	140	187	247	285	342	399	456
377	10	25	85	139	186	246	284	341	398	455
381	10	24	84	138	185	245	283	340	397	454
384	10	23	83	137	184	244	282	339	396	453
387	10	22	82	136	183	243	281	338	395	452
391	10	21	81	135	182	242	280	337	394	451
394	10	20	80	134	181	241	279	336	393	450
397	10	19	79	133	180	240	278	335	392	449
401	10	18	78	132	179	239	277	334	391	448
404	10	17	77	131	178	238	276	333	390	447
407	10	16	76	130	177	237	275	332	389	446
411	10	15	75	129	176	236	274	331	388	445
414	10	14	74	128	175	235	273	330	387	444
417	10	13	73	127	174	234	272	329	386	443
421	10	12	72	126	173	233	271	328	385	442
424	10	11	71	125	172	232	270	327	384	441
427	10	10	70	124	171	231	269	326	383	440
431	10	10	69	123	170	230	268	325	382	439
434	10	10	68	122	169	229	267	324	381	438
437	10	10	67	121	168	228	266	323	380	437
441	10	10	66	120	167	227	265	322	379	436
444	10	10	65	119	166	226	264	321	378	435
447	10	10	64	118	165	225	263	320	377	434
451	10	10	63	117	164	224	262	319	376	433
454	10	10	62	116	163	223	261	318	375	432
457	10	10	61	115	162	222	260	317	374	431
461	10	10	60	114	161	221	259	316	373	430

COUPON ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME	NUMBER OF PERSONS IN THE HOUSEHOLD									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
461 - 466	10	59	113	160	220	258	315	372	429	
467 - 470	10	58	112	159	219	257	314	371	428	
471 - 473	10	57	111	158	218	256	313	370	427	
474 - 476	10	56	110	157	217	255	312	369	426	
477 - 480	10	55	109	156	216	254	311	368	425	
481 - 483	10	54	108	155	215	253	310	367	424	
484 - 486	10	53	107	154	214	252	309	366	423	
487 - 490	10	52	106	153	213	251	308	365	422	
491 - 493	10	51	105	152	212	250	307	364	421	
494 - 496	10	50	104	151	211	249	306	363	420	
497 - 500	10	49	103	150	210	248	305	362	419	
501 - 503	10	48	102	149	209	247	304	361	418	
504 - 506	10	47	101	148	208	246	303	360	417	
507 - 510	10	46	100	147	207	245	302	359	416	
511 - 513	10	45	99	146	206	244	301	358	415	
514 - 516	10	44	98	145	205	243	300	357	414	
517 - 520	10	43	97	144	204	242	299	356	413	
521 - 523	10	42	96	143	203	241	298	355	412	
524 - 526	10	41	95	142	202	240	297	354	411	
527 - 530	10	40	94	141	201	239	296	353	410	
531 - 533	10	39	93	140	200	238	295	352	409	
534 - 536	10	38	92	139	199	237	294	351	408	
537 - 540	10	37	91	138	198	236	293	350	407	
541 - 543	10	36	90	137	197	235	292	349	406	
544 - 546	10	35	89	136	196	234	291	348	405	
547 - 550	10	34	88	135	195	233	290	347	404	
551 - 553	10	33	87	134	194	232	289	346	403	
554 - 556	10	32	86	133	193	231	288	345	402	
557 - 560	10	31	85	132	192	230	287	344	401	
561 - 563	10	30	84	131	191	229	286	343	400	
564 - 566	10	29	83	130	190	228	285	342	399	
567 - 570	10	28	82	129	189	227	284	341	398	
571 - 573	10	27	81	128	188	226	283	340	397	
574 - 576	10	26	80	127	187	225	282	339	396	
577 - 580	10	25	79	126	186	224	281	338	395	

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE NUMBER OF PERSONS IN THE HOUSEHOLD									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
581 - 583	10	24	78	125	185	223	280	337	394	
584 - 586	10	23	77	124	184	222	279	336	393	
587 - 590	10	22	76	123	183	221	278	335	392	
591 - 593		21	75	122	182	220	277	334	391	
594 - 596		20	74	121	181	219	276	333	390	
597 - 600		19	73	120	180	218	275	332	389	
601 - 603		18	72	119	179	217	274	331	388	
604 - 606		17	71	118	178	216	273	330	387	
607 - 610		16	70	117	177	215	272	329	386	
611 - 613		15	69	116	176	214	271	328	385	
614 - 616		14	68	115	175	213	270	327	384	
617 - 620		13	67	114	174	212	269	326	383	
621 - 623		12	66	113	173	211	268	325	382	
624 - 626		11	65	112	172	210	267	324	381	
627 - 630		10	64	111	171	209	266	323	380	
631 - 633		9	63	110	170	208	265	322	379	
634 - 636		8	62	109	169	207	264	321	378	
637 - 640		7	61	108	168	206	263	320	377	
641 - 643		6	60	107	167	205	262	319	376	
644 - 646		6*	59	106	166	204	261	318	375	
647 - 650		4	58	105	165	203	260	317	374	
651 - 653		4*	57	104	164	202	259	316	373	
654 - 656		2	56	103	163	201	258	315	372	
657 - 660		2*	55	102	162	200	257	314	371	
661 - 663			54	101	161	199	256	313	370	
664 - 666			53	100	160	198	255	312	369	
667 - 670			52	99	159	197	254	311	368	
671 - 673			51	98	158	196	253	310	367	
674 - 676			50	97	157	195	252	309	366	
677 - 680			49	96	156	194	251	308	365	
681 - 683			48	95	155	193	250	307	364	
684 - 686			47	94	154	192	249	306	363	
687 - 690			46	93	153	191	248	305	362	
691 - 693			45	92	152	190	247	304	361	
694 - 696			44	91	151	189	246	303	360	

* IF THE ALLOTMENT WILL BE PRORATED, SUBTRACT \$1 FROM THIS NUMBER TO DETERMINE THE EXACT AMOUNT OF THE MONTHLY ALLOTMENT.

COUPON ALLOTMENTS BY HOUSEHOLD SIZE

MONTHLY NET INCOME	NUMBER OF PERSONS IN THE HOUSEHOLD									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
697 - 700	43	90	150	188	245	302	359			
701 - 703	42	89	149	187	244	301	358			
704 - 706	41	88	148	186	243	300	357			
707 - 710	40	87	147	185	242	299	356			
711 - 713	39	86	146	184	241	298	355			
714 - 716	38	85	145	183	240	297	354			
717 - 720	37	84	144	182	239	296	353			
721 - 723	36	83	143	181	238	295	352			
724 - 726	35	82	142	180	237	294	351			
727 - 730	34	81	141	179	236	293	350			
731 - 733	33	80	140	178	235	292	349			
734 - 736	32	79	139	177	234	291	348			
737 - 740	31	78	138	176	233	290	347			
741 - 743	30	77	137	175	232	289	346			
744 - 746	29	76	136	174	231	288	345			
747 - 750	28	75	135	173	230	287	344			
751 - 753	27	74	134	172	229	286	343			
754 - 756	26	73	133	171	228	285	342			
757 - 760	25	72	132	170	227	284	341			
761 - 763	24	71	131	169	226	283	340			
764 - 766	23	70	130	168	225	282	339			
767 - 770	22	69	129	167	224	281	338			
771 - 773	21	68	128	166	223	280	337			
774 - 776	20	67	127	165	222	279	336			
777 - 780	19	66	126	164	221	278	335			
781 - 783	18	65	125	163	220	277	334			
784 - 786	17	64	124	162	219	276	333			
787 - 790	16	63	123	161	218	275	332			
791 - 793	15	62	122	160	217	274	331			
794 - 796	14	61	121	159	216	273	330			
797 - 800	13	60	120	158	215	272	329			
801 - 803	12	59	119	157	214	271	328			
804 - 806	11	58	118	156	213	270	327			
807 - 810	10	57	117	155	212	269	326			
811 - 813	9	56	116	154	211	268	325			

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
814			8	55	115	153	210	267	324	
817			7	54	114	152	209	266	323	
821			6	53	113	151	208	265	322	
827			6*	52	112	150	207	264	321	
830			4	51	111	149	206	263	320	
831			4*	50	110	148	205	262	319	
834			2	49	109	147	204	261	318	
837			2*	48	108	146	203	260	317	
841				47	107	145	202	259	316	
844				46	106	144	201	258	315	
847				45	105	143	200	257	314	
851				44	104	142	199	256	313	
854				43	103	141	198	255	312	
857				42	102	140	197	254	311	
861				41	101	139	196	253	310	
864				40	100	138	195	252	309	
867				39	99	137	194	251	308	
871				38	98	136	193	250	307	
874				37	97	135	192	249	306	
877				36	96	134	191	248	305	
881				35	95	133	190	247	304	
884				34	94	132	189	246	303	
887				33	93	131	188	245	302	
891				32	92	130	187	244	301	
894				31	91	129	186	243	300	
897				30	90	128	185	242	299	
901				29	89	127	184	241	298	
904				28	88	126	183	240	297	
907				27	87	125	182	239	296	
911				26	86	124	181	238	295	
914				25	85	123	180	237	294	
917				24	84	122	179	236	293	
921				23	83	121	178	235	292	
924				22	82	120	177	234	291	
927				21	81	119	176	233	290	

* IF THE ALLOTMENT WILL BE PRORATED, SUBTRACT \$1 FROM THIS NUMBER TO DETERMINE THE EXACT AMOUNT OF THE MONTHLY ALLOTMENT.

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
931 - 933	20	80	118	175	232	289				
934 - 936	19	79	117	174	231	288				
937 - 940	18	78	116	173	230	287				
941 - 943	17	77	115	172	229	286				
944 - 946	16	76	114	171	228	285				
947 - 950	15	75	113	170	227	284				
951 - 953	14	74	112	169	226	283				
954 - 956	13	73	111	168	225	282				
957 - 960	12	72	110	167	224	281				
961 - 963	11	71	109	166	223	280				
964 - 966	10	70	108	165	222	279				
967 - 970	9	69	107	164	221	278				
971 - 973	8	68	106	163	220	277				
974 - 976	7	67	105	162	219	276				
977 - 980	6	66	104	161	218	275				
981 - 983	6*	65	103	160	217	274				
984 - 986	4	64	102	159	216	273				
987 - 990	4*	63	101	158	215	272				
991 - 993	2	62	100	157	214	271				
994 - 996	2*	61	99	156	213	270				
997 - 1000	60	98	155	212	269					
1001 - 1003	59	97	154	211	268					
1004 - 1006	58	96	153	210	267					
1007 - 1010	57	95	152	209	266					
1011 - 1013	56	94	151	208	265					
1014 - 1016	55	93	150	207	264					
1017 - 1020	54	92	149	206	263					
1021 - 1023	53	91	148	205	262					
1024 - 1026	52	90	147	204	261					
1027 - 1030	51	89	146	203	260					
1031 - 1033	50	88	145	202	259					
1034 - 1036	49	87	144	201	258					
1037 - 1040	48	86	143	200	257					
1041 - 1043	47	85	142	199	256					
1044 - 1046	46	84	141	198	255					

* IF THE ALLOTMENT WILL BE PRORATED, SUBTRACT \$1 FROM THIS NUMBER TO DETERMINE THE EXACT AMOUNT OF THE MONTHLY ALLOTMENT.

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1047 - 1050					45	83	140	197	254	
1051 - 1053					44	82	139	196	253	
1054 - 1056					43	81	138	195	252	
1057 - 1060					42	80	137	194	251	
1061 - 1063					41	79	136	193	250	
1064 - 1066					40	78	135	192	249	
1067 - 1070					39	77	134	191	248	
1071 - 1073					38	76	133	190	247	
1074 - 1076					37	75	132	189	246	
1077 - 1080					36	74	131	188	245	
1081 - 1083					35	73	130	187	244	
1084 - 1086					34	72	129	186	243	
1087 - 1090					33	71	128	185	242	
1091 - 1093					32	70	127	184	241	
1094 - 1096					31	69	126	183	240	
1097 - 1100					30	68	125	182	239	
1101 - 1103					29	67	124	181	238	
1104 - 1106					28	66	123	180	237	
1107 - 1110					27	65	122	179	236	
1111 - 1113					26	64	121	178	235	
1114 - 1116					25	63	120	177	234	
1117 - 1120					24	62	119	176	233	
1121 - 1123					23	61	118	175	232	
1124 - 1126					22	60	117	174	231	
1127 - 1130					21	59	116	173	230	
1131 - 1133					20	58	115	172	229	
1134 - 1136					19	57	114	171	228	
1137 - 1140					18	56	113	170	227	
1141 - 1143					17	55	112	169	226	
1144 - 1146					16	54	111	168	225	
1147 - 1150					15	53	110	167	224	
1151 - 1153					14	52	109	166	223	
1154 - 1156					13	51	108	165	222	
1157 - 1160					12	50	107	164	221	
1161 - 1163					11	49	106	163	220	

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1161 - 1166					10		48	105	162	219
1167 - 1170					9		47	104	161	218
1171 - 1173					8		46	103	160	217
1174 - 1176					7		45	102	159	216
1177 - 1180					6		44	101	158	215
1181 - 1183					6*		43	100	157	214
1184 - 1186					4		42	99	156	213
1187 - 1190					4*		41	98	155	212
1191 - 1193					2		40	97	154	211
1194 - 1196					2*		39	96	153	210
1197 - 1200							38	95	152	209
1201 - 1203							37	94	151	208
1204 - 1206							36	93	150	207
1207 - 1210							35	92	149	206
1211 - 1213							34	91	148	205
1214 - 1216							33	90	147	204
1217 - 1220							32	89	146	203
1221 - 1223							31	88	145	202
1224 - 1226							30	87	144	201
1227 - 1230							29	86	143	200
1231 - 1233							28	85	142	199
1234 - 1236							27	84	141	198
1237 - 1240							26	83	140	197
1241 - 1243							25	82	139	196
1244 - 1246							24	81	138	195
1247 - 1250							23	80	137	194
1251 - 1253							22	79	136	193
1254 - 1256							21	78	135	192
1257 - 1260							20	77	134	191
1261 - 1263							19	76	133	190
1264 - 1266							18	75	132	189
1267 - 1270							17	74	131	188
1271 - 1273							16	73	130	187
1274 - 1276							15	72	129	186
1277 - 1280							14	71	128	185

* IF THE ALLOTMENT WILL BE PRORATED, SUBTRACT \$1 FROM THIS NUMBER TO DETERMINE THE EXACT AMOUNT OF THE MONTHLY ALLOTMENT.

COUPON ALLOTMENTS BY HOUSEHOLD SIZE
NUMBER OF PERSONS IN THE HOUSEHOLD

MONTHLY NET INCOME	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1281 - 1283							13	70	127	164
1284 - 1286							12	69	126	183
1287 - 1290							11	68	125	182
1291 - 1293							10	67	124	181
1294 - 1296							9	66	123	180
1297 - 1300							8	65	122	179
1301 - 1303							7	64	121	178
1304 - 1306							6	63	120	177
1307 - 1310							6*	62	119	176
1311 - 1313							4	61	118	175
1314 - 1316							4*	60	117	174
1317 - 1320							2	59	116	173
1321 - 1323							2*	58	115	172
1324 - 1326								57	114	171
1327 - 1330								56	113	170
1331 - 1333								55	112	169
1334 - 1336								54	111	168
1337 - 1340								53	110	167
1341 - 1343								52	109	166
1344 - 1346								51	108	165
1347 - 1350								50	107	164
1351 - 1353								49	106	163
1354 - 1356								48	105	162
1357 - 1360								47	104	161
1361 - 1363								46	103	160
1364 - 1366								45	102	159
1367 - 1370								44	101	158
1371 - 1373								43	100	157
1374 - 1376								42	99	156
1377 - 1380								41	98	155
1381 - 1383								40	97	154
1384 - 1386								39	96	153
1387 - 1390								38	95	152
1391 - 1393								37	94	151
1394 - 1396								36	93	150

* IF THE ALLOTMENT WILL BE PRORATED, SUBTRACT \$1 FROM THIS NUMBER TO DETERMINE THE EXACT AMOUNT OF THE MONTHLY ALLOTMENT.

COUPON ALLOTMENTS BY HOUSEHOLD SIZE
NUMBER OF PERSONS IN THE HOUSEHOLD

MONTHLY NET INCOME	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1397 - 1400							35	35	92	149
1401 - 1403							34	34	91	148
1404 - 1406							33	33	90	147
1407 - 1410							32	32	89	146
1411 - 1413							31	31	88	145
1414 - 1416							30	30	87	144
1417 - 1420							29	29	86	143
1421 - 1423							28	28	85	142
1424 - 1426							27	27	84	141
1427 - 1430							26	26	83	140
1431 - 1433							25	25	82	139
1434 - 1436							24	24	81	138
1437 - 1440							23	23	80	137
1441 - 1443							22	22	79	136
1444 - 1446							21	21	78	135
1447 - 1450							20	20	77	134
1451 - 1453							19	19	76	133
1454 - 1456							18	18	75	132
1457 - 1460							17	17	74	131
1461 - 1463							16	16	73	130
1464 - 1466							15	15	72	129
1467 - 1470							14	14	71	128
1471 - 1473							13	13	70	127
1474 - 1476							12	12	69	126
1477 - 1480							11	11	68	125
1481 - 1483							10	10	67	124
1484 - 1486							9	9	66	123
1487 - 1490							8	8	65	122
1491 - 1493							7	7	64	121
1494 - 1496							6	6	63	120
1497 - 1500							6*	6*	62	119
1501 - 1503							4	4	61	118
1504 - 1506							4*	4*	60	117
1507 - 1510							2	2	59	116
1511 - 1513							2*	2*	58	115

* IF THE ALLOTMENT WILL BE PRORATED, SUBTRACT \$1 FROM THIS NUMBER TO DETERMINE THE EXACT AMOUNT OF THE MONTHLY ALLOTMENT.

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1631 - 1633									22	79
1634 - 1636									21	78
1637 - 1640									20	77
1641 - 1643									19	76
1644 - 1646									18	75
1647 - 1650									17	74
1651 - 1653									16	73
1654 - 1656									15	72
1657 - 1660									14	71
1661 - 1663									13	70
1664 - 1666									12	69
1667 - 1670									11	68
1671 - 1673									10	67
1674 - 1676									9	66
1677 - 1680									8	65
1681 - 1683									7	64
1684 - 1686									6	63
1687 - 1690									6*	62
1691 - 1693									4	61
1694 - 1696									4*	60
1697 - 1700									2	59
1701 - 1703									2*	58
1704 - 1706										57
1707 - 1710										56
1711 - 1713										55
1714 - 1716										54
1717 - 1720										53
1721 - 1723										52
1724 - 1726										51
1727 - 1730										50
1731 - 1733										49
1734 - 1736										48
1737 - 1740										47
1741 - 1743										46
1744 - 1746										45

* IF THE ALLOTMENT WILL BE PRORATED, SUBTRACT \$1 FROM THIS NUMBER TO DETERMINE THE EXACT AMOUNT OF THE MONTHLY ALLOTMENT.

MONTHLY NET INCOME	COUPON ALLOTMENTS BY HOUSEHOLD SIZE									
	ONE PERSON	TWO PERSONS	THREE PERSONS	FOUR PERSONS	FIVE PERSONS	SIX PERSONS	SEVEN PERSONS	EIGHT PERSONS	NINE PERSONS	TEN PERSONS
1861 - 1866										9
1867 - 1870										8
1871 - 1873										7
1874 - 1876										6
1877 - 1880										6*
1881 - 1883										4
1884 - 1886										4*
1887 - 1890										2
1891 - 1893										2*

* IF THE ALLOTMENT WILL BE PRORATED, SUBTRACT \$1 FROM THIS NUMBER TO DETERMINE THE EXACT AMOUNT OF THE MONTHLY ALLOTMENT.

FOR ISSUANCE TO HOUSEHOLDS OF MORE THAN 10 PERSONS USE THE FOLLOWING FORMULA:

- A. VALUE OF THE MAXIMUM COUPON ALLOTMENT. FOR EACH PERSON IN EXCESS OF TEN, ADD \$57 TO THE MONTHLY MAXIMUM COUPON ALLOTMENT FOR A TEN-PERSON HOUSEHOLD.
- B. BENEFIT DETERMINATION WITHOUT THE TABLES. TO DETERMINE THE BENEFIT HOUSEHOLDS SHALL RECEIVE:
 1. MULTIPLY THE NET MONTHLY FOOD STAMP INCOME BY 30 PERCENT.
 2. ROUND THE PRODUCT UP TO THE NEXT DOLLAR IF IT ENDS IN CENTS.
 3. SUBTRACT THE RESULT FROM THE MAXIMUM COUPON ALLOTMENT FOR THAT SIZE HOUSEHOLD.
 4. IF THE COMPUTATION RESULTS IN AN ALLOTMENT OF \$1, \$3, OR \$5, ROUND UP TO \$2, \$4, OR \$6, RESPECTIVELY EXCEPT WHEN PRORATING THE INITIAL MONTH'S BENEFITS. IF PRORATING THE INITIAL MONTH'S BENEFITS, THE ACTUAL FULL MONTH'S ALLOTMENT OF \$1, \$3 OR \$5 SHALL BE USED TO PRORATE.
 5. IF THE ALLOTMENT IS FOR A ONE OR TWO-PERSON HOUSEHOLD AND IS LESS THAN \$10, ROUND UP TO THE MINIMUM MONTHLY ALLOTMENT OF \$10.

10:87-12.7 165 percent of poverty level

(a) The following table is to be used when determining separate household status for elderly and disabled individuals in accordance with N.J.A.C. 10:87-2.2(a)4.

TABLE VII
165% of Poverty Level

<u>Household Size</u>	<u>Maximum Allowable Income</u>
1	\$ 644
2	856
3	1067
4	1279
5	1491
6	1702
7	1914
8	2126
9	2338
10	2550
Each additional member	+212

INDEX

I N D E X

- Acronyms Used, 1002
- Addicts and/or Alcoholics
 - Eligibility for program, 213.2, 760
 - Exemption from work requirements, 343.7
 - Expedited Service for, 272.1
- Adverse Action
 - For noncompliance with work registration requirements, 345.1
 - For transfer of resources, 444
 - Notification of 262.3a, 281.3, 801, 933, 934
- Agency Conference, 811.2
(see also Fair Hearings)
- Alcoholics
(see Addicts and/or Alcoholics)
- Alcoholic Treatment Centers
(see Drug or Alcoholic Treatment Centers)
- Aliens
 - Conditional entry of, 323.3
 - Continuous residence of, 323.2
 - Determining status of, 323
 - Documentation of status, 251.2c, 251.2d
 - Eligible, 322, 323
 - Ineligible, 324
 - as applicant, 322.2
 - as member of household, 322.1
 - awaiting verification of alien status, 251.2e
 - income of, 325
 - non-household members, 212.4
 - Verification of status, 251.2, 251.2a, 251.2b
- Appeals
(see also Fair Hearings)
 - Of fraud decisions, 1113.3a, 1117
- Application
 - After denial or termination, 233
 - By authorized representative, 216.1
 - By households in immediate need, 220
- Application (continued)
 - Contacting food stamp office for, 222.3
 - designated office, 222.3a
 - wrong office, 222.3b
 - Documentation by CWA, 222.1b
 - Failure to complete, cause of delay, 262.1
 - Filing of, 222, 261, 281.4
 - Minimum requirements for, 222.1a
 - Month of, 610
 - NPA household, 221.2
 - PA household, 221.1
 - Prompt action on, 220, 261, 281
 - Right to file, 222.1
 - Untimely, for recertification, 611.1
 - Withdrawal of, 222.6
- ATP Cards
 - Altered, 1024, 1111.3, 1131.3
 - Cashed cards, filing and storage, 1023
 - Definitions of terms used with, 1001
 - Duplicate, 1131.7
 - Emergency replacement of, 953.3
 - Filing and storage, 1023
 - Improperly obtained, 1111.5
 - Improper transaction of, 1131.4
 - Security and control of, 957
 - Trading or selling, 1111.6
- Authorized Representatives of Household
 - Applying for program, 216.1
 - Disqualified household members as, 219.2
 - Documentation of, 218
 - Drug or Alcoholic Treatment center as, 216.4
 - Emergency authorized representative, 216.1a
 - Multihousehold representative, 219.3
 - Nonhousehold member as, 217
 - Obtaining coupons, 216.2
 - Restrictions on, 219
 - Retailers as, 219.1
 - Use of coupons, 216.3
 - Welfare employees as, 219.1

BENDEX

- Release statements, 257
- Source of documentary evidence, 257

Benefits

- Calculating benefit levels, 640, 744
- Continued, 910
 - prior to fair hearing, 822.2c, 830, 1131.8
- Monthly Allotment, 641.3a
- Restoration of lost benefits, 1120
 - computing amount of, 1124
- Right to uninterrupted, lost, 911.6
- To boarders, 731

Boarders

- As residents of licensed commercial boarding homes, 214
- Eligibility and benefit levels, 731
- Group of, considered as household, 211.5, 730, 731
- Income from, 511.2b
- Individual, considered as household, 211.3
- Paying less than reasonable amount, 212.2b, 212.2c
- Payments from, treated as income, 720
- Spouses and children as, 212.2a

Boarding Home

- Defined, 214

Certification

- Continuation when household transfers, 941
- During participation under Form FNS-286, 945
- Of tax dependency, 352
- Periods, 660, 664.3, 664.4
 - changes during, 930
 - (see also Changes During Certification Period)
 - expedited service, 273.3, 273.3d
 - for PA households, 663
 - for other households, 664
 - for self employed, 664.6, 717
 - for unemployable or elderly, 664.5

Certification (continued)

- unaffected by interview waiver, 241.4d
- Procedures, 600
- Processed after 15th of month, 664.1
- Unlimited expedited certification, 273.3c
- CETA Funds, 511.3
- Changes During Certification Period
 - Action on, 932.2
 - Failure to report, 931.3
 - Increased benefits from, 932.2a
 - Mass changes, 932.3
 - Method of reporting, 931.2
 - Reduced benefits from, 932.2b
 - To be reported, 931.1

Citizenship

- Defined, 321
- Verifying questionable citizenship, 251.4c

Claims

- Accounting procedures for, 1152.6
- Against households, 1130
- Calculating amount of non-fraud claims, 1132.2
- Collection of fraud claims, 1142, 1150
 - procedure for, 1142.1
 - receipt and transmittal of, 1152.4
 - suspension of, 1142.2
 - termination of, 1142.3
- Collection of non-fraud claim, 1133, 1150
 - receipt and transmittal of, 1152.4
 - suspending collection, 1133.2
 - terminating collection, 1133.3
- Determination forms, 1152.5
- Establishing fraud claims, 1141
- Fraud, defined, 1140
- Instances resulting in, 1131
 - altered ATP, 1131.3
 - benefits pending a fair hearing, 1131.8
 - CWA action on changes delayed, 1131.5

Claims (continued)

failure to report a
change, 1131.2
improper transaction of
ATP, 1131.4
incomplete or incorrect
information 1131.1
incorrect allotment, 1131.6
Methods of collections of, 1152
Non-fraud defined, 1132
Offsetting fraud claims, 1124.5

Claims for Unused Coupons, 1022.3

Code Descriptions, 1040

Collateral Contacts

As substitute for documentary
evidence, 255.1
Defined, 253
Examples of, 253
In expedited service cases, 273.2

Confidentiality

BENDEX release statement, 257
Client review of case file, 142.4
Fair hearings, 142.5, 843.1, 854
Interviews, 241.3
Judicial summons, 142.2
Law enforcement agencies, 142.1
Policy of, 141
Quality control reviews, 142.7
Release of names and addresses
prohibited, 142.6
Waiver of, 142.3

Coupons

Destroyed or stolen, 953.1
Exchange of old series for
new, 1022.2
For prepared meals, 330, 331, 332
Improperly manufactured, 953.2,
1022.1
Improperly obtained, 1111.5
Improper use of, 1111.4
Mutilated, 953.2, 1022.1
Obtaining of by authorized
representative, 216.2
Trading or selling, 1111.6
Unused, claims for, 1022.3
Use by authorized representative,
216.3

Deductible Expenses

Determination of, 630
From net income from
boarders, 723
Of disqualified household
members, 743
Shared with non-household
member, 753
Subsequent verification, 251.4e3
Verifying, 251.4e

Delays

Beyond 60 days of application, 262.5
Caused by household, 262.3,
262.5a2, 262.5c
Determining cause of 262.1
Fault of CWA, 262.2, 262.4,
262.5a1, 911.4b1
In benefits to PA household, 251.5
In processing, 262
In verifying deductible
expenses, 251.4e2
Restoration of lost benefits
from, 1124.2

Denials

Expenses exceeding income, 251.4a
For transfer of resources, 443
Household fault in delays
beyond 60 days, 262.5c
Incorrect, 1124.2
Notice of, 923

Destitute Households

Determination of, 650
Expedited procedures for, 652.8
Income
averaged, 652.6
both new and terminated
source of, 652.3
consideration of, 652.4
new source of, 652
source of, 652.7
terminated source of, 651
Travel advances to, 652.5
Wage advances to, 652.5a

Disclosure of Information

Confidentiality (see separate
heading)
Public access to information,
150
Public access to manual, 124

Disqualifications

- Administrative, 1112
- As authorized representatives, 219.2
- Concurrent, 1118.2a
- Court imposed, 1118, 1118.2
- For transfer of resources, 440, 443, 444, 445
- Fraud cases, 212.6, 745.2, 1110
- Of students failing to meet work registration requirements, 212.6, 745.1
- Of treatment centers, 765.1, 765.2, 765.3
- Period of, for fraud, 1117.2a
- Reversed fraud, 1119
- Within certification period, 745

Documentary Evidence

- Acceptance of, 255
- BENDEX, 257
- Defined, 252
- Examples of, 252
- For verification, 252
- Obtaining, 255, 255.1
- Of Social Security benefits, 257

Drug Addicts

(see Addicts and/or Alcoholics)

Drug or Alcohol Treatment Centers

- As authorized representative, 216.4, 760
- Defined, 216.4a
- Residents considered households, 760

Educational Grants and Loans

- As income exclusion, 521.4
- As unearned income, 512.4
- Averaging, 622.6

Eligibility

- Affected by changes during certification period, 930
- Affected by tax dependency, 350
- Denial for insufficient information on tax dependency status, 251.4d2
- Denial for non-cooperation, 231, 232
- Factors other than need, 200
 - citizenship or permanent alien status, 320
 - residency in county, 310

Eligibility (continued)

- tax dependency, 350
- work registration, 340
- Financial, 500
 - determining, 620, 621, 622
- In second 30 day period, 262.3b, 262.4a
- Notices of, 921
- Of boarders, 731
- Of residents of Drug/Alcoholic Treatment and Rehabilitation Programs, 760
- Reestablishing, after non-compliance with work registration requirements, 346
- Resource maximum, 431, 432
- Work registration requirement, 344

Employment

- Self employment income (see Special Income Circumstances)
- Strikers, 344.7
- Suitable employment
 - accepting of, 344.5, 346.3b
 - continuance of, 344.6
 - return to, 346.3c
- Unsuitable employment, 344.5a
 - proof of, 344.5b

Expedited Service

- Denial of, contested, 811.2
- Entitlement to, 270
- Fair hearings, 822.4
- For destitute households, 650, 652.8
- For drug addicts and alcoholics, 272.1, 762.1
- Identifying households needing, 271
- Incomplete applications, 272.2a
- Late determinations of right to, 272.3
- Out of office interviews, 272.2
- Postponement of verification, 273.1
- Processing standards, 272

Fair Hearings

- Abandonment of, 822.3c
- Availability of policy material, 124.1
- CWA responsibilities in, 821
- Decisions, 850
 - basis of, 852
 - hearing report, 851
 - implementation of, 841.7
 - notification of, 853

- Fair Hearings (continued)
Effecting an adjustment before, 811.1
Expedited, 822.4
For failure to comply with
work registration requirements,
345.1a
Household rights in, 843
On amounts of restored benefits,
1123.1
Postponements of, 841.7
Procedures of, 840
Processing, 820
Records of, 853
Release of information, 142.5
Request for, 810, 821.1b
Right to, 801, 811, 1123.1
State agency responsibilities in,
822
Time period for request of, 812
- Fiscal Operations
(see also table of contents
preceding Section X)
Acronyms used in, 1002
Document library for, 1030
Documents provided CWAs 1010
Forms used in, 1003
Program code description, 1040
Retention of records, 1021
- Forms
(see also Fiscal Operations)
Application
NPA household, 221.2
PA household, 221.1
Claim determination forms, 1152.5
Control of Form FNS-286, 947.1
- Fraud
By drug and alcoholic treatment
centers, 765
Claims
(see Claims)
Criteria for determining, 1115
Defined, 1111
Hearing procedures, 1113
Participation while awaiting a
hearing on, 1114
Individual disqualified from program
for, 212.6, 1110, 1125
Suspected, of less than \$35, 1112.1
Uncertified household member
suspected of, 1112.3
- Gross Non-Exempt Income
Verification of, 251.1
- Group of Individuals Living Together
Considered household, 211.4
- Home Visits
For interviews, 241.4b
For verification, 253.1
- Household
Authorized representatives of, 216
Basic concept, 210
Composition
change in, 1127, 1151
verifying, 251.4b
Defined, 211
Destitute
(see Destitute Household)
Head of, 215
Moved
(see Moved Household)
Non-members, 212
- Identification Cards
Expiration, 952.2
Issuance, 952, 952.1
Photographs on, 952.4
Special designation, 952.3
- Income
Advances on wages, 622.3d, 652.5a
Anticipated, 281.1, 622.2
Averaging, 622.4, 622.5, 622.6,
652.6
Calculating net income, 640
Child support payments, 514.2
Counted only in month
received, 622.3
Deductions, 530
dependent care, 533
shelter cost, 534
standard deduction, 531
work allowance, 532
Defined, 510
Earned, 511
of student under 18, 521.8
Educational grants and loans,
512.4, 521.4
Exclusions, 520
identification of, 521

Income (continued)

Fluctuations
Mailing, 622.3e
Seasonal, 622.2b
From rental property, 511.2a,
512.3
From roomer or boarder, 511.2a
From self-employment, 351.2,
511.2, 521.10
GAEP payments, 511.1a
Infrequent or irregular, 521.3
In-kind benefits, 521.1a
Monies not included as, 514
Net monthly, 641
Nonrecurring lump sums, 281.2, 521.9,
622.3b
Of destitute households
(see Destitute Households)
Of disqualified individuals,
513, 740, 742
Of ineligible aliens, 325
Of non-household members, 750
Reimbursements, 521.6
Responsibility of reporting, 501
Retroactive AFDC Payments, 281.2
Special income circumstances
(see Special Income Circumstances)
Support and alimony, 512.5
Training allowances, 511.3
Uncertain, 622.1
Unearned, 512
Vendor payments, 521.2
Wages held by employer, 622.3c

Individual Living Alone

Considered household, 211.1

Individual Living with Others

Considered household, 211.2

Interviews

By telephone, 241.4b
Confidential nature of, 241.3
Failure to appear for, 241.5a,
262.1d
For PA households, 241.6
Home visits, 241.4b
Person interviewed, 241.1
Required, 240
Responsibilities of interviewer,
241.2
Scheduling of, 241.5

Legal Actions

Against fraud, 1112.4
Referral for prosecution for
fraud, 1118.1
Suits against county, 181
To obtain claim payment, 1152.3

Licensed Vehicles

As excluded resource, 411.10
Treatment of, as resource, 422, 422.5
Value of, 421, 422.2, 422.3,
422.4

Liquid Resources

Defined, 402.1
Verification of, 251.4f

Live-in Attendants

Non-household members, 212.3

Loans

As income exclusions, 521.5
Educational grants and, 512.4, 521.4
Verification of, 251.4f

Moved Household

Covered by Form FNS-286, 946
Responsibility of former
CWA for, 942
Responsibility of new
jurisdiction for, 943
Rights of, in new locale, 944

Non-Compliance

With work registration or
work requirements, 345
determination of good
cause, 345.2
good cause for noncompliance,
defined, 345.4
penalty for noncompliance, 345.4

Non-Cooperation

Denial of eligibility for,
231, 232, 233
Failure to appear for
interview, 911.3b
Refusal to provide information, 911.6

Non-Discrimination

Complaint procedures, 131
CWA responsibilities, 131.2
Policy, 130
Public notification, 132

- Non-Household Members
 - As authorized representatives, 217
 - Participation in program, 212
- Obsolete Material
 - Retention, 123.1
- Opportunity to Participate, 261.1
- Outreach
 - Purpose, 113
 - Role of CWA, 170
- Overissuance
 - (see also Claims)
 - Erroneous information from authorized representative, 216.1
- PA Households
 - Application form for, 221.1
 - Interviewing, 241.6
 - Verification for, 251.5
- Personnel Requirements, 954.1
- Quality Control
 - Administrative system for, 956
 - Disclosure of information for reviews, 142.7
- Reasonable Certainty
 - Basic concept, 121
 - Situations not covered by manual, 121.1
- Recertification
 - Application for
 - timely, 911.2
 - untimely, 611.1, 911.6a
 - Application process for, 910
 - CWA action on timely recertification, 910, 911.4
 - Defined, 611
 - Ineligibility
 - for month of application, 613
 - subsequent to month of application, 612
 - Notices
 - denial, 923
 - eligibility, 921
 - pending status, 924
 - period expiration, 911
- Recertification (continued)
 - Residents in drug or alcoholic treatment center, 762.3
 - Verification
 - change in income, 259
 - change in utility costs, 259
 - unchanged information, 259.1a
 - With varying allotments, 614
- Records
 - Case records
 - applicant's correct address in, 312
 - complete, in delays beyond 60 days, 262.5a
 - content of, 955.2
 - documentation in, 256
 - incomplete, in delays beyond 60 days, 262.5a
 - retention of, 955.1
 - Fair hearings, 853
 - Fiscal, retention of, 1021
 - Maintaining, 955
 - Of FNS-286 forms, 947.1
 - Of restoration of lost benefits, 1120
 - Public notification of non-discrimination, 132.1a
- Residency
 - Change of, 940
 - (see also Moved Household)
 - County, 310
 - Determination of, 311
 - Of vacationers, 311.1
- Residents of Institutions
 - Definition, 213
 - Eligibility for program, 213.1, 213.2
- Resources
 - Burial plot, 411.4
 - Counted as income, 411.15
 - Determining, 620, 621
 - Disaster payments, 411.12
 - Exclusions, 410
 - by federal law, 411.17
 - identification of, 411
 - treatment of, 412
 - Home and surrounding property, 411.2
 - Household goods, 411.2
 - Inaccessible, 403.1, 411.13
 - Income producing property, 411.7
 - Indian lands, 411.16
 - Irrevocable trusts, 411.14

Resources (continued)

Jointly owned, 403
Licensed vehicles, 411.10
Life Insurance, 411.5
Liquid, 402.1
Maximums for eligibility, 430
Non-liquid, 402.2
Of disqualified household members,
741
Of ineligible aliens, 325
Of non-household members, 405, 750
Pension funds, 411.6
Personal effects, 411.3
Property essential for employment,
411.8
Property sold under contract,
411.11
Transfer of, 440
Value of, 400
Verification of, 404
Work related equipment, 411.9

Restoration of Lost Benefits

(see also Retroactive Benefits)
Benefits lost prior to EPR, 1128
By monthly installments, 1126.1
Computing amount of benefits, 1124,
1125.2
Continuation of, 1124.2d
Disputed amount of benefits, 1123
For errors discovered by CWA, 1122
Method of, 1126
Notification of, 1122.1, 1122.2
Period of, 1121
Required, 1120
Restrictions on, 1125.1
To households changed in composition,
1127

Retroactive Benefits

From CWA failure to act on
reapplication, 911.5
From delays beyond 60 days of
application, 262.5b
From error by CWA, 1120
From hearing decisions, 858.1
From reversed fraud disqualification,
1119.1, 11120
From subsequent verification of
deductible expenses, 251.4e3
To date of application, 220
To households currently ineligible,
1121

Roomers

Income from, 511.2b
Not considered household, 212.1

Scholarships

(see Educational Grants and Loans)

Shelter Costs

As income deductions, 534, 723.1
Verifying costs of unoccupied homes,
251.4e1

Situations Not Covered by Manual

Referral to DPW, 121.1

Social Security Numbers, 951, 951.1

Special Income Circumstances

Affect on eligibility and benefit
levels, 700
Households with boarders, 720
Self employment income, 710
allowable costs of producing, 716
annualizing, 711
anticipated, 714.1
capital gains, 715
determining monthly income, 714,
714.2
from new enterprise, 713
part of annual support, 712
received on monthly basis, 711.1

Strikers

Certification period for, 664.2
Program participation of, 344.7

Student

College, failure to meet work
registration requirements, 212.6
Tax dependency questioned, 352
verification of, 251.4d
Tax dependents in noneligible
households, 212.5
Work registration requirement for,
342.3, 343.4

Tax Dependency

Certifying, 352
Eligibility and, 350, 351

Students

in non eligible households, 212.5
verifying questionable dependency
of, 251.4d

Time Limits

- Adjournment of fair hearing, 841.8
- Appealing a decision of fraud, 1117.1
- Application for recertification, 911.2
- Complaint of discrimination, 131.1
- Contacting household prior to fair hearing, 821.1d
- CWA action on reapplication, 910, 911.4
- Hearing decision implementation, 841.7
- Household action to determine eligibility, 262.3
- Increasing benefits due to changes, 932.2a
- Mailing ATP to households entitled to expedited services, 272
- Mailing of ATP, 261.1
- Notice of denial, 922, 923
- Notice of eligibility, 921, 922
- Pending status, 262.3a, 924
- Postponement of fair hearing, 841.7
- Providing missing verification, 262.1c1
- Reducing benefits due to changes, 932.2b
- Request for fair hearing, 812, 830, 1123.2
- Scheduling agency conference, 811.2b

Training Allowances

- As income 511.3

Transfers

(see Moved Household)

Utilities

- Anticipating expenses of, 634.1
- As allowable shelter costs, 534.1c
- Standard, 534.4
- Verification of expenses, 251.3

Verification

- Alien status, 251.2, 326
- Changes, 259.2
- Defined, 250
- Delays in, 251.4e2
- For PA household, 251.5
- Gross non-exempt income, 251.1
- Incomplete, 262.1c
- Mandatory, 251, 241.4c

Verification (continued)

- Postponement of, for expedited service, 273.1
- Questionable Information, 251.4, 259.1
 - on citizenship, 251.4c
 - on deductible expenses, 251.4e
 - on household composition, 251.4b
 - on liquid resources and loans, 251.4f
 - on tax dependency, 251.4d
- questionable information defined, 251.4a
- Responsibility of household, 255
- Social Security numbers, 951, 951.1
- Subsequent to initial certification, 259
- Subsequent verification of deductible expenses, 251.4e3
- Utility expenses, 251.3

Vendor Payments

- Child care payments by government agency, 521.2b
- Defined, 521.2
- Of non-household members, 750

Waivers

- Confidentiality, 142.3
- Office interview, 241.4

WIN

- Funds from, as income, 511.3

Work Registration

- Additional requirements, 344
- Exemptions from, 343
 - addicts and alcoholics, 343.7
 - age limits, 343.1
 - employed persons, 343.6
 - essential persons, 343.3
 - incapacitated adults, 343.5
 - persons subject to registration under other programs, 343.8
 - recipients of unemployment compensation, 343.8
 - students, 343.4
- Failure to register cause of delay, 262.1b
- Required procedure, 342, 342.2
- Student, 342.3
 - college students, 212.6