

From the Hotline:

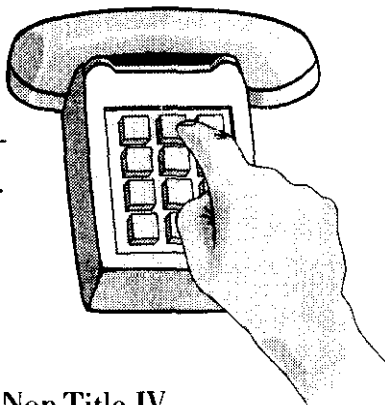
Q: I received an EDUC-1 form from a financial aid office. Part III of the form has not been completed. Is this form acceptable?

a: The financial aid offices were instructed to complete Part III of the EDUC-1 *only if* the financial assistance awarded (Part II A + B) is greater than direct education costs (Part I).

You may accept the EDUC-1 if the financial aid office was not required to complete this section.

If the financial aid office failed to complete Part III when required to do so, you must send the incomplete EDUC-1 back to the financial aid office.

See instructions on the reverse side of the EDUC-1 and Field Operations Memo 95-26.



Q: When must a student verify that Non-Title IV financial assistance was used or will be used to pay direct educational costs?

a: Any Non-Title IV monies which are not designated for direct education costs in Part III of the EDUC-1 must be verified by the student.

Even if the financial aid office is not required to complete Part III, Non-Title IV monies must be verified

Non-Title IV monies, if designated for personal living expenses, are countable as are Non-Title IV which are not designated for personal living expenses, but for which the student cannot verify use for an allowable educational expense.

See Section 106 CMR 365.700 of the *Food Stamp Manual* and also Field Operations Memos 93-52 and 95-26.

Q: Are aliens with an INS code of DV who were admitted to the United States through the diversity lottery eligible for food stamps?

a: A DV code is not an eligible alien status for cash assistance and/or food stamps. The alien must provide further documentation

proving that he was admitted to the United States under one of the acceptable alien codes for cash and/or food stamps.

For a listing of acceptable alien status codes please refer to the Alien Status Desk Guide

Q: A food stamp recipient receives an RSDI check for his child who is not part of the food stamp household since she is a resident of an institution. Is the RSDI income countable to the food stamp household?

a: Any portion of the RSDI income which is not used for the care and maintenance of the child would be countable to the food stamp household. The household must verify the amounts used for the care and maintenance of the child and entered as Food Stamp unearned income (FIW1 Special Income type "F"). See Section 363.220(B) of the *Food Stamp Policy Manual*.

Q: An applicant is living in a battered women's shelter which provides two meals per day to its residents. Is this woman eligible for food stamps?

a: Yes, under an exception to the residents of institutions rule, residents of shelters for battered women and their children are eligible for food stamps even if the shelter provides meals.

See 106 CMR 361.240 for other exceptions to the residents of institutions rule.

Q: How quickly must I act when a food stamp household reports the addition of a new household member, i.e., birth of a child?

a: Since this change results in an increase in benefit level, it requires you to take quick action. Make the change effective in the first allotment issued 10 days after the change was reported. In no event shall the change take effect any later than the month following the month of the reported change. If the change is reported after the 20th of the month and it is too late to adjust the following month's allotment, authorize a supplemental ATP.

You must have gotten verification of the change before the issuance of the second normal monthly allotment after the change is reported. If the verification is not

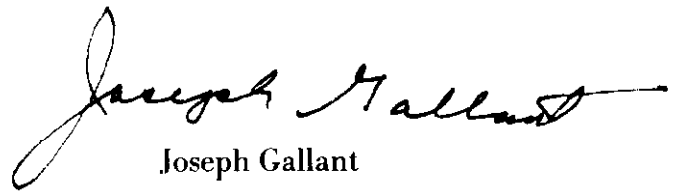
is nearly equal. 8709 cases have been determined to be nonexempt, 8448 exempt.

We are moving even more quickly in reviewing the teen parent population. Being able to work effectively with our youngest grantees/recipients is critical to our success in changing the culture of welfare to a culture of work and dignity. Of the baseline population of 4831 teen parent heads of household on the caseload, conversions have been completed on 3531 or 73 per cent. 181 of these young people have been referred to DSS for Assessment and DSS has completed 154 assessments.

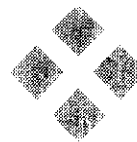
I will continue to keep you updated on our progress in this important mission. Until then, please let me know how things are going and what improvements we can make to our process. And, of course, *keep up the good work.*

Thank you.

Sincerely,



Joseph Gallant
Commissioner



received, reduce the monthly allotment to the original amount without a notice of adverse action. If you determine the household has refused to cooperate, the worker must close the case for refusal to cooperate, with a notice of adverse action. See Sections 106 CMR 366.120 (A) and 366.120 (D) of the *Food Stamp Policy Manual*.

Q: Who handles the food stamp case for a refugee family who receives cash benefits from the Massachusetts Office of Refugees and Immigrants?

a: Food stamp cases for refugees must be handled by the NPA Unit.
March '96