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Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2009-61
November 17, 2009

To: Transitional Assistance Office Staff
From:  John Augeri, Assistant Commissioner for Field Operations
Re: TAFDC, EAEDC and SNAP: Treatment of 2010 Census Earnings

Overview

The 2010 Census will begin in April 2010. Some of our clients may be accepting short-term jobs with the Census Bureau. The primary period of activity for the 2010 Census will be from March 2010 through July 2010, although some positions may begin before or extend after this time period.

The Department has received a waiver from USDA to exclude the earned income of short-term census employees from the determination of the SNAP eligibility or benefit level. State Letter 1351 states that the income from short-term census employment will also not count for cash assistance purposes.

This Field Operations Memo:

- describes the terms of the waiver;
- transmits procedures for entering temporary census earnings in BEACON; and
- introduces a new Job Title in BEACON.

Obsolete Memo

This Field Operations Memo obsoletes Field Operations Memo 2009-34: *TAFDC and SNAP-Treatment of Census Earnings*.

Terms of Waiver

The USDA waiver to exclude the earned income of short-term census employees from the determination of eligibility or benefit level is in effect now through September 30, 2010. As part of the terms of the waiver, USDA requires the Department to track and report on:

- the number of SNAP households that receive these excluded earnings;
 - the number of months the income is excluded; and
 - the amount of benefits issued to these households during the exclusion period.
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**Entering
Census
Earnings in
BEACON**

When a client reports that he or she has been hired by the Census Bureau for a temporary position, the case manager must request verification of the client's wages, using a BEACON generated VC-1. Verification can be in the form of the first pay stub or a letter from the employer identifying the expected weekly hours and the hourly rate.

Note: Even though the earnings of these temporary census workers are non-countable, the hours of employment may be used to satisfy work program requirements.

Once verification has been received the case manager must enter the information into BEACON on the Employed tab of the Employment Status window, following established procedures found in *A User's Guide: Transitional Assistance Programs and BEACON, Chapter XIV, Section B: Employment Status*. When entering earned income on this window, the case manager must select "No" for the Countable Cash and/or "No" for the Countable Food Stamps radio buttons. The job title of "Temporary 2010 Census Worker" must be selected in the Job Title field (see below).

The TAFDC case should be placed on Monthly Reporting (MR) following the established procedures found in *A User's Guide: Transitional Assistance Programs and BEACON, Chapter XVI, Section F: Monthly Reporting*. Once the client returns the Monthly Report, enter the wages from the Monthly Report following the instructions identified above.

The SNAP client should be placed on Universal Semiannual Reporting following established procedures found in *A User's Guide: Transitional Assistance Programs and BEACON, Chapter IV, Section C, Reevaluations/NPA FS Semiannual Reporting*.

Once the client reports that he or she is no longer employed by the Census Bureau, the case manager must revisit the Employment Status window and select "No" on the Exists radio button then enter the end date in the End Date field.

Note: If a client reports temporary census earnings paid after September 30, 2010, call the Policy Hotline for instructions.

**New Job Title
In BEACON**

A new job title listing of "Temporary 2010 Census Worker" has been added to the list of most chosen occupations in the "Job Title" field on the "Employed" tab of the "Employment Status" window. This job title must be selected for clients who have obtained employment with the Census Bureau, as the Department must satisfy the USDA requirement to track and report on these households.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.
