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**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
600 Washington Street • Boston, MA 02111

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Secretary

JOHN A. WAGNER  
Commissioner

**Field Operations Memo 2003-27**  
**September 25, 2003**

**To:** Transitional Assistance Office Staff  
**From:**  Cescia Derderian, Assistant Commissioner for Field Operations  
**Re:** Farm Bill of 2002: 10/1/2003 Restoration of Food Stamp Benefits to Qualified Noncitizen Children Under 18 Years Old

**Background**

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Effective October 1, 2003, the Farm Bill restores food stamp eligibility to qualified noncitizen children under 18 years old, regardless of their date of entry into the United States (see 106 CMR 362.220(A)). In addition, beginning October 1, 2003, eligible children will be exempt from Noncitizen Sponsorship Deeming requirements.

Based on BEACON noncitizen information, approximately 1,000 noncitizen children who appear eligible on October 1, 2003 are in active, denied or closed AUs. In our continuing effort to increase food stamp participation, the Department will send an outreach notice to all affected AUs, informing them of the potential eligibility of the noncitizen child(ren) in their household who is not currently receiving food stamp benefits.

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**Overview**

This Field Operations Memo will discuss:

- Processing food stamp re/applications containing:
    - a noncitizen child(ren) eligible as of October 1, 2003 and an ineligible AU Member(s); and
    - a noncitizen child(ren) eligible as of October 1, 2003 and an eligible AU Member(s).
  - Processing Ongoing food stamp AUs:
    - adding a noncitizen child(ren) who appears eligible as of October 1, 2003 to an existing FS AU.
  - Outreach Activities including:
    - a notice which is being sent to AUs with a noncitizen child(ren) who appear eligible as of October 1, 2003; and
    - reports listing the AUs who are being notified of the potential eligibility of their noncitizen child(ren) effective October 1, 2003.
  - Elimination of Noncitizen Sponsorship Deeming for children effective October 1, 2003.
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**PROCESSING FOOD STAMP RE/APPLICATIONS**

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**Under no circumstances should a FS AU in which the only potentially eligible member is a noncitizen child(ren) or a FS AU which includes a noncitizen child(ren) and members who are currently eligible be sent away and told to reapply on October 1, 2003.**

AUs Containing  
a Noncitizen  
Child(ren) and  
Ineligible AU  
Member(s)

When an AU applies which contains an AU member ineligible for food stamp benefits, and a noncitizen child(ren) who will be eligible as of October 1, 2003, the AU Manager must follow this list of important steps when processing these AUs:

- Re/Open the FS AU following routine procedures;
- Enter the child(ren)'s correct INS Designation on the Noncitizen window;
- Answer "No" to the prompt question: Is this a legal noncitizen who is ineligible to participate in the federal Food Stamp Program?  
**Note:** The answer must be No for these noncitizen children.
- Select the AU Member(s) being denied using the Reason Category of *Program Rules* and the Reason of *Ineligible Noncitizen* to deny the relevant noncitizen(s);  
**Note:** This denial will not produce a BEACON-generated notice.
  - Use the FSNL-2 and manual citation 106 CMR 362.220 and 106 CMR 365.520 to deny the AU member(s).
  - Mail the FSNL-2 denial to the AU member(s).
- On the Interview Wrap-up window, after all verifications are returned for the AU:
  - Click on Selection and then Select All;
  - Click on EBC Results and then Calculate;
  - **Change the Benefit Effective Date to the AU's Cyclical date in October;** and
  - Click on Authorization.**Note:** Except for those AUs with SSNs ending in 0, most AUs will be owed food stamp benefits from October 1 through the day *before* the AU's October cyclical issuance date.

Calculating the  
Retroactive  
Payment

- Beginning October 15 through October 30, 2003 calculate and issue retroactive food stamp benefits if any, as follows:
    - Multiply the monthly FS benefit amount by 12 to get the yearly total;
    - Divide the amount by 365 (days) to get the daily total;
      - ♦ Multiply that amount by the number of days from October 1 through the day *before* the AU's October cyclical issuance date;and
      - ♦ Issue this amount as a Related Benefit: FS Supplement/ Immediate Issuance.
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- AU's Containing a Noncitizen Child(ren) and Other Eligible AU Member(s)
- When an AU applies which contains an AU member(s) eligible for food stamp benefits, and a noncitizen child(ren) who will be eligible as of October 1, 2003 applies for food stamp benefits, the AU Manager must follow this list of important steps for processing these AUs prior to October 1, 2003:
- Re/Open the FS AU following routine procedures;
  - On the Interview Wrap-up window, after all verifications are returned for the AU:
    - Click on Selection and then Select All;
    - Click on EBC Results and then Calculate;
    - **Change the Benefit Effective Date to the AU's cyclical date in October;** and
    - Click on Authorization
- Calculating the Retroactive Payment
- Calculate and issue retroactive food stamp benefits owed to the AU as follows. **USE THESE INSTRUCTIONS FOR THE PURPOSES OF THIS MEMO ONLY.**
    - Step A.** *For food stamp benefits owed from October 1 through the day before October's cyclical issuance:*
      - Multiply the monthly FS benefit amount by 12 to get the yearly total;
      - Divide the amount by 365 (days) to get the daily total;
        - ♦ Multiply that amount by the number of days from October 1 through the day before the AU's October cyclical issuance date; and
        - ♦ Manually record the figure.
    - Step B.** *For food stamp benefits owed from the application date through September 30, 2003:*
      - Divide the October monthly food stamp benefit by the number of eligible persons who applied for benefits;
      - Multiply that amount by the number of persons eligible on the original date of application;
      - Multiply this amount by 12 to get the yearly total;
      - Divide the amount by 365 (days) to get the daily total;
        - ♦ Multiply that amount by the number of days from the AU's application date through September 30; and
        - ♦ Manually record the figure.
    - Step C.** *To determine the total amount owed to the AU:*
      - Add the results from Step A and Step B above; and
      - Issue the amount as a Related Benefit: FSP Supplement/Immediate Issuance.
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Example

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An AU with an SSN ending in 8 applies for food stamp benefits on September 20, 2003. The AU includes two LPR parents who have been here for six years and two LPR children who recently arrived. The parents are eligible from the date of application, but the two children are not eligible until October 1, 2003.

The two parents would be owed retroactive food stamp benefits from September 20, 2003, while the entire AU would be owed retroactive food stamp benefits from October 1, 2003 to October 12, 2003.

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**PROCESSING ONGOING AUs**

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**Procedures for Adding a Noncitizen Child(ren) to an Existing FS AU**

For an existing food stamp AU containing an AU member(s) who will be eligible for food stamp benefits as a noncitizen child(ren) as of October 1, 2003, the AU Manager must follow this list of important steps when processing these AUs:

- Add the noncitizen child(ren) following routine procedures;
- Be sure to use the correct application date on the Apply for Assistance window;
- Enter the child's correct INS Designation on the Noncitizen window;
- Answer "No" to the prompt question: Is this a legal noncitizen who is ineligible to participate in the federal Food Stamp Program?

**Note:** The answer must be No for these noncitizen children.

- Verify the new status of the child(ren) being added;
- Select the change to be authorized;
- Perform an EBC calculation; and
- Click on Authorization.

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**OUTREACH ACTIVITIES**

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**Outreach to Active, Closed, and Denied AUs**

The attached notice (Attachment A) will be sent to active, closed and denied FS AUs containing a noncitizen child(ren) who appears eligible as of October 1, 2003 based on BEACON information. The notice tells the AU of the potential eligibility of the noncitizen child(ren) under the food stamp policy change of October 1, 2003 and will list the name of each noncitizen child(ren) in the AU. The notice encourages the AU to re/apply for food stamp benefits for the AU member(s) named in the notice. It also gives information about the various methods of application as well as how to obtain a food stamp application.

Reports listing the APs in active, closed and denied AUs who will be notified of their potential food stamp eligibility will be electronically generated to the applicable TAOs during the week of September 29, 2003. The reports are sorted by AU Manager within TAO.

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AU Manager  
Action for Report  
of Active AUs

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**AU Managers must send a Verification Checklist (VC-1) to all AUs listed on your Active Outreach report, who have not contacted the TAO to have their child(ren) added to their FS AU by the next recertification or by November 15, 2003, whichever date comes first.** AU Managers must outreach to these active AUs to both ensure eligible noncitizen children receive food stamp benefits and prevent possible AU composition errors due to a potentially eligible member not being added to an existing AU.

**Note:** AU Managers must not make contact with Transitional Benefit Alternative (TBA) and Universal Semiannual Reporting (USR) AUs.

The AU Manager must:

- Request a written statement from the AU to verify whether or not the child is still living in the home;
- Request updated Noncitizen verification if necessary;
- Close the AU using *Reason Category*: Program Rules and *Reason*: Failed to meet FS HH composition requirements if the AU fails to provide the information necessary to determine whether or not the child(ren) should be added to the AU.

TAO staff is also encouraged to outreach to households identified on the closed and denied reports. The children listed on these reports represent a population of potentially eligible recipients which would increase the food stamp participation rate.

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#### **ELIMINATION OF NONCITIZEN SPONSORSHIP DEEMING FOR CHILDREN**

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Effective October 1, 2003, the Farm Bill eliminates sponsorship deeming requirements for Legal Permanent Resident (LPR) children.

**Until further notice, AU Managers must not enter any noncitizen sponsorship deeming income and/or assets on BEACON for any AU containing an eligible child(ren) under 18 years old.**

**BEACON is being updated to process FS AUs containing an LPR child(ren) under 18 years old and an LPR adult for whom noncitizen sponsorship deeming is required. TAOs will receive additional information when it becomes available.**

**Questions**

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If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.

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One Davis Square  
Somerville, MA 02144

Important Notice - Read Carefully  
Este Mensaje Es Importante - Lea Cuidadosamente

**Massachusetts Department of Transitional Assistance**

Mary Jones  
101 Main Street  
Somerville, MA 02145}

999-99-9999  
Davis Square TAO

10/01/2003

Dear Mary Jones:

On October 1, 2003, there will be an important change to federal food stamp rules. Most noncitizen children under age 18 will be eligible for food stamp benefits.

Based on information in our records, the child(ren) listed below appears eligible for food stamp benefits effective 10/01/2003.

**Person**

Lisa Jones

If your family is already receiving food stamp benefits, call your worker immediately to discuss adding your child(ren) to your food stamp case. Be sure to tell your worker if any information about this child(ren) has changed.

If your family is not currently receiving food stamp benefits, you can apply for food stamp benefits in several ways. You can call **1-800-249-2007** to request a food stamp application for food stamp benefits. You can visit the Project Bread web site at [www.gettingfoodstamps.org](http://www.gettingfoodstamps.org) and print a food stamp application. Once you fill out the food stamp application, mail, fax or take the completed application to the Department of Transitional Assistance Office that serves your city or town. The office that serves your city or town is listed at the top of this notice. You can also apply for food stamp benefits in person at your local Department of Transitional Assistance Office.

After we get your application, we will call you for an interview and ask a few more questions. The interview will take place in our office or over the telephone.

When you contact our office, tell us that you received this letter.

**Remember:** Receipt of food stamp benefits will not affect your immigration status.

You may ask for help from your local legal services office by calling:  
Greater Boston Legal Services at 617-371-1234..