

From the Hotline

If you have any questions on this column or other policy and procedural material, please have your Hotline designee call the **Policy Hotline at 617-348-8478**.

The questions below pertain to Field Operations Memo 2010-28, *SNAP Eligibility for Certain Community College Students*.

- Q.** Which procedures regarding student eligibility remain the same, now that Field Operations Memo 2010-28 has been issued?
- A.** A student still meets the SNAP eligibility requirements if he or she is either:
- receiving federal or state-funded work study, regardless of the amount of hours worked;
 - employed or self-employed for at least 20 hours per week averaged monthly;
 - caring for a dependent child under the age of 6;
 - caring for a child age 6 to 12 where adequate child care is not available to enable the student to attend both school and work 20 hours a week;
 - a single parent responsible for a child under age 12, regardless of availability of child care;
 - receiving TAFDC benefits; or
 - enrolled in:
 - ♦ a program of higher education through the SNAP Education and Training (E&T) Program,
 - ♦ a program under section 236 of the Trade Act, an education and training program under the Food and Nutrition Act, or
 - ♦ other state-funded or locally funded employment or training program.
- Q.** In using Field Operations Memo 2010-28, what new instructions must I now follow?
- A.** For a college student who does not appear to meet any of the student eligibility requirements described in the answer above, determine if the student is enrolled in a career or technical education program under the Perkins IV Program, or in a course of study that would lead to employment.
- Q.** Do I determine if the college student's program of study meets the Perkins IV standard?
- A.** No. This is determined by the college official authorized to complete the Community College Enrollment Verification (CCE-I) form. If the CCE-I form indicates that the student is attending more than half-time and is enrolled under the Perkins IV Program, or in a course of study that will lead to employment, and the student is otherwise eligible, then the case may be approved and the Narratives tab must be annotated with this information.
- Q.** Is it necessary for all college student applicants to return a completed CCE-I form?
- A.** No. The CCE-I form should be completed only if the applicant does not meet any of the other student eligibility requirements.

(Continued on page 5)

From the Hotline (Continued from page 4)

- Q.** Is the CCE-I form the only way to determine the SNAP eligibility for these college students?
- A.** No. In lieu of a completed CCE-I form, a signed letter from a Massachusetts college official on the school's letterhead stating the course of study and that the student is enrolled more than half-time in a program that meets the Perkins IV Program guidelines is acceptable.
-

From the Forms File

Revised Brochures

The *Your Right to Know* brochure has been reformatted and revised and is now available in the following languages. Please discard old versions and use the revised version of this brochure.

02-211-0610-05 (English)

02-212-0610-05 (Spanish)

18-127-0610-05 (Haitian Creole)

18-129-0610-05 (Portuguese)

18-130-0610-05 (Vietnamese)

18-131-0610-05 (Chinese)

18-132-0610-05 (Laotian)

18-134-0610-05 (Khmer)

18-135-0610-05 (Russian)

YRTK (Rev. 6/2010)

Revised Flyer

Do You Need Help Because of a Disability?

26-404-0710-05

OCR-I Flyer (Rev. 7/2010)

This flyer has been revised and a copy should be given to all applicants and clients at application, recertification and any other client contact. This flyer is available in the *Online Forms* section of *Policy Online*. Please refer to Field Operations Memo 2010-30 for more information.

Versions in other languages will be available soon.

(Continued on page 6)