

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	TEMPORARY CASH ASSISTANCE MANUAL	
PAYMENT DATE-AND METHOD-211	COMAR 07.03.03.05	APPLICATION 200

## REQUIREMENTS

- A. Prorate the initial benefit from the date of application
- B. If the case is technically or financially ineligible for the month of application, but eligible in the following month:
  - No benefits are paid for the month of application
  - The initial benefit for the following month is paid from first of the month

**Note:** Food Supplement benefits are prorated from the date of application  
Medical Assistance is authorized from the first day of the month of application

- C. Pay benefits from the first day of the month:
  1. For all months after the initial benefit payment month
  2. If the case was not eligible for the month of application and the initial benefit is for the following month, or
  3. The application date falls on the first of the month
- D. Do not authorize benefits under \$10
  1. The case is eligible and active, but there is no payment
  2. The family is program eligible, but benefit ineligible.
  3. This applies to both initial and on-going benefits
- E. Apply the same policies, found in A – D, when a case is closed and the family reapplies, except when the case was closed:
  1. Incorrectly because of an agency error
  2. Due to child support payments that caused over scale income, but the payments:
    - Stopped in the first non-payment month, or
    - Were not over scale in the first non-payment month

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**Note:** Since the projected child support income did not continue, reopen the case without prorating the benefit.

Do not authorize benefits until the end of the first non-payment month unless there is clear evidence that the child support payments definitely stopped, such as if the absent parent was incarcerated or died.

Count child support received in the month as unearned income

3. Due to a sanction and the individual:

- Fully complies prior to the case closing but too late to prevent the closing
- Is not able, through no fault of his/her own, to fully meet the requirement until a subsequent month

## 211.2 PRORATION CALCULATION

A. CARES automatically prorates from the date of application

B. If calculated manually, prorate the initial benefit as follows:

1. Calculate the benefit for the full month
2. Subtract the date of application from 31
3. Divide the number in Step 2 by 30
4. Multiply the full month's benefit by the result in Step 3 = prorated benefit

**Note:** If calculating the prorated benefit manually:

- In Step 3, divide to 3 decimal places and round the last place: i.e., .8759 = .876 or .8754 = .875
- In Step 4, drop all cents, i.e., \$234.98 = 234, not 235

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**Example:** Mrs. Jones applies on May 24. A full benefit is \$503.

- Step 1                      Full benefit = \$503
- Step 2                      31 minus 24 (date of application)=7days
- Step 3                      7 divided by 30 = .2333 **round to** .233
- Step 4                      \$503 times .233 = 117.199 (**drop the cents**) = \$117
- Step 5                      \$117 is the initial prorated benefit

### **211.3 ELECTRONIC BENEFIT TRANSFER**

- A.     EBT cards (new and replacements) are issued by the contractor directly to the customer's house by mail.
- B.     Customers get three free ATM cash transactions per month. There is a fee for additional transactions
- C.     One free replacement card is allowed in a year.
  - There is a fee for additional card replacements.

### **211.4 CASE MANAGEMENT TIPS**

- A. On reopened cases that should not be prorated (eligible for a full month benefit), use the first of the month as the application date
- B. If the applicant is eligible for expedited Food Supplement Program (FSP) benefits, the benefits must be available to the customer by the 7<sup>th</sup> calendar day after the application is filed
  - Even if the customer is not eligible for expedited FSP, the customer's regular FSP benefits can be authorized before the TCA.
- C. Medical Assistance is authorized concurrently with the TCA, but CARES and MMIS II will begin the MA eligibility period the first day of the month of application

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## 211.5 EXAMPLES

**Example 1.** The Bells apply for TCA and the Food Supplement Program (FSP) on Monday, May 16. They have no income or assets and provide all verifications on May 18. Job search and child support requirements are completed by May 26.

- Expedited FSP benefits are available on or before (including the EBT card) May 23, prorated from May 16
- TCA and MA are authorized on May 30 (could be done as early as May 26 when the requirements were completed)
  - TCA benefits are prorated from May 16
  - MA eligibility begins May 1

**Example 2.** The Jones family applies for TCA on Friday, June 25. They already receive FSP benefits. All eligibility and application requirements for TCA and MA are completed on July 23.

- TCA is approved on July 23
- TCA benefits for June are prorated from June 25
- TCA benefits for July begin July 1
- MA eligibility begins June 1

**Example 3.** Mrs. Smart applies on September 19 because her niece has been placed with her by the LDSS social worker. She completes all requirements on September 20.

- Benefits are authorized on September 20 when the requirements were met
- The initial benefit for September is prorated from September 19
- MA eligibility begins September 1

**Example 4.** The Gray's case closes effective October 1 because Mrs. Gray did not complete the requirements for recertification. She does complete the process on October 9 and submits a new application that day.

- The October benefit is prorated from October 9
- MA eligibility begins October 1

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**Example 5.** Mrs. Blue's TCA case closes effective November 1 because Mr. Blue was paying \$400 a month in child support and the TCA grant was \$350. Mrs. Blue returns to the agency on November 14 because she has not received any child support. She discovered that Mr. Blue is hospitalized and not expected to return to work for several weeks.

- Mrs. Blue's TCA case is reopened for November with no proration
- MA trickled to the 4-month extension. It needs to be closed and reopened in TCA-MA
- If Mr. Blue's payments had stopped in December, the December grant would be prorated from the date of the new application because that change did not occur in the first non-payment month (November).

**Example 6.** The Redd's case is closed March 1 because Mrs. Redd did not cooperate with work requirements. She is sanctioned for the 2<sup>nd</sup> time. She reapplies on March 4 ready to complete the work requirements. She does so by going regularly to her work program for 10 days as required, ending March 20.

- Prorated benefits are authorized for March on March 21, after she meets compliance with work requirements
- If the work program was not available until April, the Redds would not get benefits for March, but would get prorated April benefits
- Use March 21 as the current application date
- MA did not close when the TCA case was sanctioned

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**Example 7** The Oranges apply for TCA on April 6 and complete all requirements by April 18. There are 3 people in the Orange family. They have no income. Mrs. Orange knows that her benefits will be prorated from April 6<sup>th</sup> and she is very anxious to know what her initial benefit will be.

- The initial benefit is \$565
  - a. Full benefit = \$565
  - b.  $31 - 6$  (April 6) = 25
  - c.  $25 \div 30 = .8333 = .833$
  - d.  $\$565 \times .833 = 470.645 =$
  - e. The prorated benefit is \$470.
- MA is authorized effective April 1
- Expedited FSP benefits are prorated from April 6

#### **ADDITIONAL INFORMATION**

- Sanctions – Work Requirements
- Application - Application Process
- Application - Decisions