

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL	
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103.1 Purpose

The purpose of this section is to describe the special policies that apply to residents of shelters for battered women and their children.

103.2 Definition of Shelter

Shelter for battered women and children means a public or private non-profit residential facility that serves battered women and their children. If the facility serves other individuals, a portion of the facility must be set aside on a long-term basis to serve only battered women and children.

103.3 Residency and Separate Household Status

- A. A special exception to the rule that no individual may participate in more than one project area or as a member of more than one household in any one month is made for residents of shelters as defined above.
- B. Since many shelter residents have recently left a household containing the person who has abused them, assume that these persons do not have access to their portion of any FSP allotment.
- C. If the currently certified household contains the person who subjected them to abuse, the shelter resident may apply for and, if otherwise eligible, be certified as a separate household in the same month and/or in the same project area.
- D. Consider persons temporarily residing in shelters for battered women and children as individual household units when applying for and participating in the Food Supplement Program.

103.4 Income and Resources

- A. Certify shelter residents who apply as a separate household solely on the basis of their income and resources and the expenses for which they are responsible.
- B. Do not consider the income, resources and expenses of the former household.
- C. Consider as shelter expenses any room payments made to the shelter.

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103.4 Income and Resources (continued)

D. Consider resources as inaccessible if they are:

1. Jointly owned by the shelter resident and any member of the former household if that household contains the person that subjected the resident to abuse, **and**
2. Access to the value of the resources is dependent upon the agreement if a joint owner who still resides in the former household

NOTE: The above policy on income and resources applies only to residents of shelters as defined in this section.

103.5 Expedited Service

- A. Residents of shelters who are entitled to expedited service must have access to their FSP benefits no later than the seventh calendar day after the application is filed.
- B. Prorate FSP benefits for the initial month as for any other household (See Section 412).

103.6 Action on Changes to Former Households

- A. Case managers must take prompt action to reduce or terminate FSP benefits to former households to reflect the loss of any household members.
- B. Case managers must ask any shelter residents applying for FSP benefits if they are currently part of other participating households.
- C. If the shelter resident is currently participating in the same project area, the case manager must take the following steps:
 1. Reduce FSP benefits by changing the household size to reflect the loss of any member. Give timely and adequate notice of the reduction to the former household.
 2. If appropriate, terminate FSP benefits after following procedures for clarifying unclear information in Section 420.8.

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103.6 Action on Changes to Former Households (continued)

- D. If the shelter resident is a member of a currently certified household in another project area, the case manager must inform the other project area of the change in household composition so that prompt action can be taken. This can be done by either telephone or in writing.