



STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL



Claudette J. Beaulieu, Deputy Commissioner

May 10, 2010
Effective Date

POLICY TRANSMITTAL NO.: UP-10-03

SUBJECT: Changes in the Treatment of Income and Assets in the SNAP

The Food, Conservation and Energy Act of 2008 changed the name of the Food Stamp Program to the Supplemental Nutrition Assistance Program (SNAP) and the way some types of income and assets are treated for the SNAP.

The changes include:

- The asset limit is no longer a flat amount, but is indexed to inflation based on the Consumer Price Index for All Urban Consumers published by the Bureau of Labor Statistics of the Department of Labor.

Note: Due to the implementation of Expanded Categorical Eligibility, the asset limit only applies to households with income greater than 185% of the federal poverty level with an elderly or disabled member.

- All tax-preferred retirement savings and pension plans and any successor accounts that are exempt from federal taxes are excluded as assets.
- Funds in a qualified tuition program or Coverdell education savings account are excluded as assets.
- Combat-related military pay is excluded as income.
- There is no longer a cap on the deduction for out of pocket dependent care expenses.
- The minimum SNAP benefit is indexed to be equal to 8 percent of the thrifty food plan for a household of one member.
- The length of time that benefits will stay in an EBT cash or SNAP account has increased from 270 days to 12 months.

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RESPONSIBLE UNITS: Adult Services phone # (860) 424-5250.

MP
RC# - 08-11

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 5-10-10

Transmittal: UP-10-03

0100

PURPOSE AND SCOPE

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

PURPOSE AND SCOPE

Date: 05-10-10

Transmittal: UP-10-03

0100

Need is the eligibility requirement common to all programs administered by the Department of Social Services.

Purpose

The general purpose of the financial assistance programs is to provide to the individual or family, whose income and assets are insufficient, a standard of living which the Department considers compatible with health and decency.

The general purpose of the medical assistance program is to assure adequate medical care and services for as many persons as who are eligible. This includes persons whose income and assets are sufficient to meet basic maintenance needs but inadequate to meet medical needs, as well as persons receiving financial assistance money payments for basic needs.

The general purpose of the Supplemental Nutrition Assistance Program (SNAP) is to raise the nutritional level among low income households whose limited food purchasing power contributes to hunger and malnutrition among member of such households.

Effective October 1, 2008 the name of the Food Stamp Program was changed to the Supplemental Nutrition Assistance Program (SNAP). This name change is in accordance with the Food, Conservation and Energy Act of 2008 (Public Law 110-246).

Scope

The areas covered in this policy manual are the guidelines for determining eligibility for specific programs and basic calculations of benefits. It also contains policy and procedures regarding benefit issuance and benefit error, recovery of assistance, special programs and special benefits. This manual does not contain policy or procedural material pertinent to other aspects of the Department.

CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL

GLOSSARY
of
ABBREVIATIONS

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL
GLOSSARY**

Date: 05-10-10

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0400

AABD	State Supplement to the Aged, Blind or Disabled
ACE	Active Corps of Executives
ADH-FS	Administrative Disqualification Hearing - Food Stamps
AFDC	Aid to Families with Dependent Children
AG	Attorney General
AIDS	Acquired Immunodeficiency Syndrome
ARC	Aids-Related Complex
ARF	Assistance Request Form
AU	Assistance Unit
AZT	Azidothymidine
CAA	Community Action Agency
CADAP	Connecticut AIDS Drug Assistance Program
CAM	Coordination, Assessment and Monitoring Agency
CBS	Community Based Services
CCNH	Chronic and Convalescent Nursing Homes
CEAP	Connecticut Energy Assistance Program
CFA	Community Family Allowance
CMS	Centers for Medicare and Medicaid Services
CNIL	Categorically Needy Income Limit
COBRA	Consolidated Ommibus Reconciliation Act of 1985, P.L. 99-272
CHCPE	Connecticut Home Care Program for Elders
ConnTRANS	Connecticut Assistance for Organ Transplant Recipients
ConnPACE	Connecticut Pharmaceutical Assistance Contract to the Elderly and Disabled
CR	Caretaker Relatives
CSA	Community Spouse Allowance
CSD	Community Spouse Disregard
CSPA	Community Spouse Protected Amount
DCB	Direct Cash Benefit
DCF	Department of Children and Families
DEFRA	Deficit Reduction Act of 1984, P.L. 98-369

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DDS	<u>Department of Developmental Services</u>
DMV	Department of Motor Vehicles
DOA	Department of Aging
DOL	Department of Labor
DP	Diversion Program
DPH	Department of Public Health
DPUC	Department of Public Utilities Control
EDD	Eligibility Determination Document
EH	Emergency Housing
EITC	Earned Income Tax Credit
EMS	Eligibility Management System
EP	Entrant Program (Cuban and Haitian)
EPSDT	Early and Periodic Screening, Diagnosis and Treatment
ES	Jobs First Employment Services
FEMA	Federal Energy Management Agency
FH	Fair Hearings
FHA	Farmers Home Administration
FMA	Family Medical Assistance
FNS	Food and Nutrition Service
FS	Food Stamps – Effective October 1, 2008, the name of the Food Stamp Program changed to Supplemental Nutrition Assistance Program (SNAP) in accordance with the Food, Conservation and Energy Act of 2008. Therefore all references to FS or FSP now refer to the SNAP.
GAO	General Accounting Office
GA	General Assistance
HMO	Health Maintenance Organization
HUD	Housing and Urban Development
ICF	Intermediate Care Facility
ID	Identification
IEVS	Income Eligibility Verification System

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IFG	Individual and Family Grant Program
INS	Immigration and Naturalization Service (United States Citizenship and Immigration Services)
IPV	Intentional Program Violation
IRCA	Immigration Reform and Control Act
IRS	Internal Revenue Service
JOBS	Job Opportunities and Basic Skills
JTPA	Job Training and Partnership Act
LEP	Limited-English Proficiency
LLR	Legally Liable Relative
LPN	Licensed Practical Nurse
LTCF	Long Term Care Facility
MA	Medical Assistance
MAABD	Medical Assistance for Aged, Blind and Disabled
MA-CN	Medical Assistance-Categorically Needy
MA-MN	Medical Assistance-Medically Needy
MCCA	Medicare Catastrophic Coverage Act of 1988
MID	Medical Identification Document
MIHPP	Maternal and Infant Health Protection Program
MMNA	Minimum Monthly Needs Allowance
MNIL	Medical Needy Income Limit
MRT	Medical Review Team
NADA	National Automotive Dealers Associates
NDSL	National Defense Students Loans
OASDI	Federal Old-Age, Survivors, and Disability Insurance
OBRA	Omnibus Budget Reconciliation Act of 1981, P.L. 97-35 Omnibus Budget Reconciliation Act of 1986, P.L. 99-509 Omnibus Budget Reconciliation Act of 1987, P.L. 100-203
OJT	On Job Training
PA	Public Assistance
P.A.	Public Acts (State)

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PAS	Pre-Admission Screening
P.L.	Public Laws (Federal)
PNA	Personal Needs Allowance
PSE	Public Service Employment
PWE	Principal Wage Earner
QMB	Qualified Medicare Beneficiaries
RA	Refugee Assistance
RAW	Replenishment Agricultural Worker
RCA	Refugee Cash Assistance
RHNS	Rest Homes with Nursing Supervision
RMA	Refugee Medical Assistance
RN	Registered Nurse
RP	Repatriation Program
RR	Railroad Retirement
RSDI	Retirement, Survivors and Disability Insurance Benefits
SAGA	State Administered General Assistance
SAVE	Systematic Alien Verification for Entitlements
SAW	Special Agricultural Worker
SBA	Small Business Administration
SC	SAGA Cash
SCORE	Service Corps of Retired Executives
SCSEP	Senior Community Service Employment Program
SDX	SSI Data Exchange
SEOG	Supplemental Educational Opportunity Grants
SFFS	State Funded Food Stamps
SM	SAGA Medical
SN	Safety Net Program
SMANC	State Medical Assistance for Non-Citizens
SNAP	Supplemental Nutrition Assistance Program (previously called the Food Stamp Program)

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SNF	Skilled Nursing Facility
SSA	Social Security Administration
SSI	Supplemental Security Income
SSIG	State Student Incentive Grant
SSN	Social Security Number
SWICA	State Wage Information Collection Agencies
TEFRA	Tax Equity and Fiscal Responsibility Act of 1982, P.L. 97-248
<u>TFA</u>	Temporary Family Assistance
TRA	Tax Reform Act of 1986, P.L. 99-514
TRE	Training Related Expenses
UCB	Unemployment Compensation Benefits
UP	Unemployed Parent
USCIS	United States Citizenship and Immigration Services
USDA	United States Department of Agriculture
UYA	University Year for Action
VA	Veterans Administration
VISTA	Volunteers in Service to America
WIC	Food Program For Women, Infants and Children
WSP	Work Supplementation Program

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 05-10-10

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1005

Section:

Rights and Responsibilities

Type:

POLICY

Chapter:

Rights of Applicants and Recipients

Program: ALL

PROGRAMS

Subject:

1005 An applicant or recipient of Public Assistance or Supplemental Nutrition Assistance Program (SNAP) has certain rights which are guaranteed by the United States Constitution, the Social Security Act, the Food and Nutrition Act of 2008, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990 (ADA). As the agency which administers the Public Assistance and SNAP programs in the state, the Department of Social Services is responsible to provide such services in a manner that conforms to the requirements of the foregoing laws.

This chapter describes the rights to which all applicants and recipients of assistance are entitled under state and federal law.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 9-1-04

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1005.05

Section:

Rights and Responsibilities

Type:

POLICY

Chapter:

Rights of Applicants and Recipients

Program:

**ALL
PROGRAMS**

Subject:

Right to Participate in Application Process

1005.05 A. Right to File an Application

The assistance unit has the right to apply for assistance under any of the programs administered by the Department.

B. Right to Withdraw an Application

The assistance unit has the right to voluntarily withdraw its application for assistance at any time before the Department determines the unit's eligibility.

C. Right to Request Discontinuance

The assistance unit has the right to voluntarily have its assistance discontinued at any time if the unit no longer wishes to receive benefits.

D. Right to Reapply

The assistance unit has the right to reapply at any time after it has been discontinued or has withdrawn its application for assistance.

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1545.20

Section:

Eligibility Process

Type:

POLICY

Chapter:

The Redetermination Process

Program:

**AFDC
AABD
MA
SNAP**

Subject:

Redetermination Interviews

1545.20 A. Provisions

1. Except for the following rules, the redetermination interview requirements are the same as the requirements established for the application process. (cross reference: 1505)
2. In-office interviews are required for AFDC assistance units at least once every twelve months, but not for SNAP, AABD and MA assistance units.

B. Face-to-Face Redetermination Requirements

1. AFDC assistance units must be redetermined face-to-face at least once every twelve months through an office interview or home visit.
2. Non-Monthly Reporting AFDC assistance units, either with or without related SNAP benefits, which are redetermined every six months may be redetermined by mail at alternate redeterminations.
3. The requirement covers periods of continuous activity beginning with the initial date of eligibility of the particular assistance unit.

C. Combined Interview Requirement

1. The rule requiring combined application interviews also applies at the time of redetermination to SNAP assistance units that:
 - a. are composed entirely of AFDC recipients; and
 - b. have the AFDC redetermination scheduled in the same month as the SNAP redetermination.
2. Since office interviews are not required for AABD assistance units, the combined interview requirement does not specifically apply. However, the Department attempts to complete a combined interview for AABD assistance units that:
 - a. appear for an in-office SNAP redetermination interview;
 - b. have also received notice of their AABD redetermination; and
 - c. desire assistance in completing the AABD redetermination.

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The Redetermination Process

Program:

**AFDC
SNAP**

Subject:

Redetermination Interviews

1545.20 D. Scheduling Interviews

1. Assistance units are notified of scheduled interview appointments at the time the notice of redetermination is issued.
2. Initial appointments are scheduled:
 - a. no earlier than five business days after the mailing date of the redetermination notice; and
 - b. no later than the fifteenth day of the redetermination month.
3. The assistance unit is responsible for requesting a new appointment if the original appointment is missed or cannot be kept.

E. Waiver of the Office Interview

1. The rules for waiving the office interview for the SNAP are the same at redetermination as at the time of application. (Cross Reference 1505.30)
2. If an AFDC assistance unit has good cause not to attend the office interview, the Department:
 - a. reschedules the interview for as late as the twentieth day of the month following the redetermination month; or
 - b. conducts a home visit or telephone interview as required in this chapter; and
 - c. continues cash assistance payments beyond the redetermination month unless the assistance unit refuses to cooperate or is otherwise found ineligible.
3. For AFDC, a home visit rather than telephone interview is conducted if the face to face redetermination requirement:
 - a. has not been met within the past twelve months; and
 - b. will not be met by the next scheduled redetermination if the current office interview is waived.

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Section:

Eligibility Process

Type:

POLICY

Chapter:

The Redetermination Process

Program:

AFDC

AABD

MA

Subject:

Redetermination Interviews

SNAP

1545.20 F. Unscheduled Appointments

1. The Department is not required to interview assistance units on the same day they appear at the office if:
 - a. the assistance unit comes into the office at a time other than the scheduled appointment time; and
 - b. a new appointment can be scheduled by the fifteenth day of the redetermination month.
2. A reasonable attempt is made to complete the interview on the same day. However, if adequate time remains in the redetermination month a new appointment may be scheduled.
3. Assistance units that have not yet filed their redetermination document must be allowed to submit the document prior to leaving the office if the interview is postponed.

G. Rescheduled Appointments

1. The Department reschedules appointments at the request of the assistance unit.
2. Unless otherwise requested by the assistance unit, the new appointment is rescheduled by the fifteenth day of the redetermination month in order to:
 - a. allow ten days for the assistance unit to provide required verification or complete other required actions; and
 - b. provide the Department with sufficient time to process the redetermination.

**CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL**

Date: 07-02-01

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4005.10

Section:

Treatment of Assets

Type:

POLICY

Chapter:

Asset Limits

Program:

AFDC

AABD

MA

Subject:

Asset Limits for All Programs

4005.10 A. The asset limits for the Department's programs are as follows except as noted under B:

1. AFDC and FMA - Categorically Needy

The asset limit is \$1,000 per needs group.

2. AABD and MAABD - Categorically and Medically Needy

(Except Qualified Medicare Beneficiaries, Specified Low Income Medicare Beneficiaries, Additional Low Income Medicare Beneficiaries, Qualified Disabled and Working Individuals, Working Individuals with Disabilities and Women Diagnosed with Breast or Cervical Cancer)

a. The asset limit is \$1,600 for a needs group of one.

b. The asset limit is \$2,400 for a needs group of two.

3. MAABD-QMB, SLMB and QDWI Coverage Groups

a. The asset limit is \$4,000 for a needs group of one.

b. The asset limit is \$6,000 for a needs group of two
(Cross References: 2540.94, 2540.95 and 2540.90).

4. MAABD- ALIMB Coverage Groups

a. Prior to April 1, 2001, the asset limit is:

(1) \$4,000 for a needs group of one.

(2) \$6,000 for a needs group of two.

b. Effective April 1, 2001 there is no asset limit for these coverage groups.

(Cross References:2540.97 and 2540.98)

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Treatment of Assets

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POLICY

Chapter:

Asset Limits

Program:

**MA
SNAP**

Subject:

Asset Limits for All Programs

- 4005.10 A. 5. MAABD-Working Individuals with Disabilities
- a. The asset limit is \$10,000 for a single individual.
 - b. The asset limit is \$15,000 for an individual living with his or her spouse (Cross Reference: 2540.85).
6. MAABD- Women Diagnosed with Breast or Cervical Cancer
- There is no asset limit for this coverage group.
(Cross Reference: 2540.74)
7. FMA- Medically Needy
- a. The asset limit is \$2,000 for a needs group of one.
 - b. The asset limit is \$3,000 for a needs group of two.
 - c. The asset limit is increased by \$100 for each additional member of the needs group for groups of more than two.
8. Supplemental Nutrition Assistance Program
- a. The asset limit is established by the USDA and shall be adjusted and rounded down to the nearest \$250 increment to reflect changes for the 12-month period ending the preceding June in the Consumer Price Index for All Urban Consumers published by the Bureau of Labor Statistics of the Department of Labor.

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Asset Limits

Program:

**MA
SNAP**

Subject:

Asset Limits for All Programs

- 4005.10 A. 8. Supplemental Nutrition Assistance Program (continued)
- b. There are two separate asset limits, one for households in which at least one member is age 60 or over or disabled, and a lower one for all other households.
- B. The following Medicaid coverage groups are not required to pass an asset test:
- 1. Increased Earnings Extension;
 - 2. Increased Support Extension;
 - 3. Primary Work Transition Extension;
 - 4. HMO Extension;
 - 5. Pregnant Women Under 185% of the Poverty Level;
 - 6. Pregnant Women Extension;
 - 7. Children Under 185% of the Poverty Level (under age one);
 - 8. Children Under 185% of the Poverty Level (between ages one and six);
 - 9. Children Under 185% of the Federal Poverty Level (age six or over born after 9/30/83);
 - 10. Additional Low Income Medicare Beneficiaries effective April 1, 2001;
 - 11. Women Diagnosed with Breast or Cervical Cancer.

**CONNECTICUT DEPARTMENT OF INCOME MAINTENANCE
UNIFORM POLICY MANUAL**

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P-4005.11

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Treatment of Assets

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PROCEDURES

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Asset Limits

Program:

SNAP

Subject:

Asset Limit Amounts

P-4005.11 SNAP

- The asset limit is \$2,000 for those needs groups having no members age 60 or over or disabled.
- The asset limit is \$3,000 for those needs groups having at least one member age 60 or over or disabled, if this person is also an eligible assistance unit member.
- The asset limit is established by the USDA and will be adjusted to reflect inflation in increments of \$250 when increases in inflation total.

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4020.15

Section:

Treatment of Assets

Type:

POLICY

Chapter:

Excluded Assets

Program:

SNAP

Subject:

Excluded Assets – Supplemental Nutrition Assistance Program

4020.15 A. Home Property

Home property used as principal residence by the assistance unit is excluded.

1. Home property consists of the home itself which the assistance unit uses as its principal residency, the surrounding property which is not separated from the home by intervening property owned by others, and any related outbuildings used in the operation of the home.
2. A multi-family dwelling is considered home property in its entirety if the assistance unit is occupying at least one unit of the dwelling as principal residence.
3. A home which the assistance unit has left temporarily unoccupied for reasons of employment, training for future employment, illness, or uninhabitability caused by a catastrophic event remains excluded if the assistance unit intends to return to the home.
4. A registered motor vehicle is considered home property if the assistance unit is using it as its principal residence.
5. One lot is excluded if the assistance unit does not already own a home but is planning to build or is building a permanent home on that lot. If the home is in the process of being built on the excluded lot, the value of the partially completed home is excluded, also.

B. Essential Household Items

All essential household items are excluded.

C. Personal Effects

All personal effects are excluded.

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Excluded Assets

Program:

SNAP

Subject:

Excluded Assets – Supplemental Nutrition Assistance Program

4020.15 D. Burial Plots

One burial plot per assistance unit member is excluded.

E. Assets of a Trade or Business which are Essential to Self- Support

1. Tangible business assets such as equipment and supplies, inventory, cash on hand, accounts receivable are excluded if the business produces income sufficient to justify possession of the business assets.
2. Land and buildings are also considered assets of a trade or business and excluded under this provision. The property must produce an annual income consistent with its fair market value, even if used only on a seasonal basis.

F. Non-Business Assets Essential to Self-support

1. Non-business assets essential to self-support are excluded. These include any of the following:
 - a. assets used only to produce items for the assistance unit's consumption;
 - b. tools, equipment, uniforms, and similar items required by the assistance unit member's employer;
 - c. a motor vehicle if climate, terrain, distance, or other factors require an additional or modified vehicle to be used for necessary transportation.
2. Cash, stocks or bonds, or other liquid assets are not considered to be nonbusiness assets essential to self-support.

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Treatment of Assets

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Excluded Assets

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SNAP

Subject:

Excluded Assets – Supplemental Nutrition Assistance Program

4020.15 G. Payments Excluded by Federal Law

The following payments are excluded as assets as long as they are kept separate from counted assets:

1. Any payment received under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646, Section 216);
2. Payments received by certain Indian tribal members under P. L. 94-114, Section 6, regarding submarginal land held in trust by the United States;
3. Benefits received from the Special Milk Program, the School Breakfast Program, and the Special Supplemental Food Program for Women, Infants and Children (WIC) (P.L. 89-642, Section 11(b), the Child Nutrition Act of 1966, and P.L. 92-443, Section 9);
4. Federal earned income tax credits received by any member of the assistance unit are excluded for a period of 12 months from receipt of the tax credit if the assistance unit member who received the credit was participating in the program at the time the tax credit was received and continues to participate during the 12 month period without interruption.
5. Payments received from the youth incentive entitlement pilot projects, the youth community conservation and improvement projects and the youth employment and training programs under Title IV of the Comprehensive Employment and Training Act Amendments of 1978 (P. L. 95-524);
6. Financial assistance provided by programs funded wholly or in part under Title IV of the Higher Education Act in accordance with P. L. 100-50 and under the Bureau of Indian Affairs to the extent that they are made available for meeting tuition and mandatory fees normally charged students carrying the same academic workload as determined by the institution;
7. Financial assistance provided by programs funded wholly or in part under Title IV of the Higher Education Act in accordance with P. L. 100-50 and under the Bureau of Indian Affairs for students attending at least half-time to the extent that they are made available for:
 - a. rental or purchase of equipment, materials, or supplies required of all students in the same course of study; and
 - b. books, supplies, and transportation; and

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SNAP

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Excluded Assets – Supplemental Nutrition Assistance Program

4020.15

G. Payments Excluded by Federal Law (continued)

- c. miscellaneous personal expenses, excluding room and board and dependent care costs, which are incurred as a result of participation in college-related activities and normal living expenses associated with college or university living;
- 8. Educational funding issued under the Carl D. Perkins Act of 1990 to the extent that they are made available for meeting the following costs of attendance:
 - a. tuition and mandatory fees normally charged students carrying the same academic workload as determined by the institution; and
 - b. rental or purchase of equipment, materials, or supplies required of all students in the same course of study; and
 - c. books, supplies, and transportation; and
 - d. miscellaneous personal expenses, excluding room and board, which are incurred as a result of participation in college-related activities and normal living expenses associated with college or university living;
- 9. Educational funding from any federal, state, or private source **other than** Title IV of the Higher Education Act or the Bureau of Indian Affairs or the Carl D. Perkins Act of 1990 subject to the limitations listed below, when the money is used at an institution of post secondary education, including correspondence schools at that level, or at a school at any level for the physically or mentally handicapped, or in a vocational education program, or in a program that provides for completion of a secondary school diploma or equivalent:
 - a. educational funds from a federal source other than Title IV of the Higher Education Act or the Bureau of Indian Affairs or the Carl D. Perkins Act of 1990 are excluded to the extent that they are used for tuition and mandatory school fees;
 - b. educational funds from any non-federal source are excluded to the extent that they are used for tuition and mandatory fees and to the extent that the money meets education expenses other than tuition and mandatory fees when the source of the funds earmarks the money for these additional expenses;

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4020.15 G. Payments Excluded by Federal Law (continued)

10. Loans provided under Title XIII, Indian Higher Education Programs, Part E, Tribal Development Student Assistance Act, Section 1343(c);
11. The value of the U.S. Department of Agriculture donated foods (surplus commodities) in accordance with Section 206 of P. L. 98-8;
12. Up to \$2,000 of any interest payments accrued on Indian judgment payments deposited in a bank or financial institution is excluded as long as the payments are kept separate from counted assets pursuant to P. L. 93-134, Section 1407 of P. L. 97-458, and P. L. 98-64;
13. Any purchases made with excluded Indian judgment payments of \$2,000 or less between January 1, 1982 and January 12, 1983 are excluded;
14. All payments made to households under the Alaskan Claims Settlement Act pursuant to Section 29 of P. L. 92-203 as amended by P. L. 100-241;
15. Relocation assistance payments to members of the Navajo and Hopi Tribes pursuant to Section 22 of P. L. 93-531;
16. Payments from the disposition of funds to the Grand River Band of Ottawa Indians pursuant to P. L. 94-540;
17. Indian Claims Commission payments to the Confederated Tribes and Bands of the Yakima Indian Nation and the Apache Tribe of the Mescalero Reservation pursuant to Section 2 of P. L. 95-433;
18. Payments to the Passamaquoddy Tribe, the Penobscot Nation and the Houlton Band of Maliseet pursuant to Section 2(c) of P. L. 96-420;
19. Payments to the Turtle Mountain Band of Chippewas, Arizona pursuant to P. L. 97-403;
20. Payments to the Blackfeet, Grosventra, and Assiniboine Tribes of Montana and the Papago of Arizona pursuant to P. L. 97-408;

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4020.15 G. Payments Excluded by Federal Law (continued)

21. Per capita and interest payments made to the Assiniboine Tribe of the Fort Belknap Indian Community and the Assiniboine Tribe of the Fort Peck Indian Reservation of Montana pursuant to Section 5 of P. L. 98-124 and to the Red Lake Band of Chippewas pursuant to P. L. 98-123;
22. Payments to the Saginaw Chippewa Indian Tribe of Michigan pursuant to Section 6(b)(2) of P. L. 99-346;
23. Per capita payments to the Chippewas of Mississippi pursuant to Section 4(b) of P. L. 99-377;
24. Disaster assistance paid under the Disaster Relief Act of 1974, P.L. 93-288, Section 312(d) as amended by P. L. 100-707, Section 105(i), the Disaster Relief and Emergency Assistance Amendments of 1988, including the Individual and Family Grant program, Disaster Assistance Payments Made to Farmers under P. L. 100-387, and comparable disaster assistance provided by states, local governments and private organizations;
25. Agent Orange Settlement Payments distributed by Aetna Life and Casualty made pursuant to P. L. 101-201 and Section 10405 of P. L. 101-239;
26. Japanese restitution payments and payments to residents of the Aleut and the Pribilof Islands made pursuant to P. L. 100-383;
27. Effective October 15, 1990, Radiation Exposure Compensation payments made pursuant to Section 6 (h)(2) of P. L. 101-426;
28. Stocks, a partnership interest, land or interest in land, or an interest in a settlement trust and cash payments made pursuant to the Alaska Native Claims Settlement Act (Section 15 of P. L. 100-241);
29. The value of assistance to children under P. L. 79-396, Section 12(e) of the National School Lunch Act, as amended by Section 9(d) of P. L. 94-105 provided through the School Lunch Program, the Summer Food Service Program for Children, the Commodity Distribution Program, and the Child and Adult Care Food Program;

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4020.15 G. Payments Excluded by Federal Law (continued)

30. payments made to victims of Nazi persecution pursuant to Public Law 103-286;
31. payments made to any offspring of Vietnam veterans who are born with spina bifida pursuant to Public Law 104-204;
32. payments from a fund established by a state to aid victims of a crime;
33. payments made to or held in trust for the Sac and Fox Tribe of Oklahoma and the Sac and Fox Tribe of the Mississippi in Iowa pursuant to Public Law 94-189;
34. payments made to the Colville Reservation of Grand Coulee Dam Settlement pursuant to Public Law 103-436, Section 7(b);
35. payments made under the Ricky Ray Hemophilia Act pursuant to Section 103(h)(3) of Public Law 105-369; and
36. payments made under the Robert T. Stafford Disaster Relief and Emergency Assistance Act to pay Disaster Unemployment Assistance pursuant to Public Law 100-707.

H. Life Insurance Policies and Certain Pension Plans

1. The cash value of life insurance policies is excluded.
2. The cash value of all tax-preferred retirement savings and pension plans and any successor accounts that are exempt from federal taxes are excluded. (Cross reference 4030.66)

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4020.15 I. Certain Registered Vehicles

All vehicles are totally excluded.

J. Installment Contracts

An installment contract for the sale of land or other property is excluded if the contract or agreement is producing income consistent with its fair market value. Also, the value of any property sold under the installment contract, or held as security in exchange for a purchase price consistent with the fair market value of that property is excluded.

K. Disaster Assistance Payments

1. Government payments for restoration of a home damaged in a disaster are excluded.
2. Any payments such as those made by the Individual and Family Grant Program or the Small Business Administration which are designated for the restoration of a home damaged in a disaster are excluded. The assistance unit must be subject to legal sanction if the funds are not used as intended.

L. HUD Payments

HUD retroactive tax and utility cost subsidy payments for the month in which received and for the following month issued pursuant to settlement of Underwood v. Harris (Civil No. 76- 0469, D.D.C.) against HUD are excluded.

M. Energy Payments

Payments or allowances made under any federal, state or local laws for the purpose of energy assistance are excluded.

N. Certain Assets of Students and Self-Employed Persons

Assets, such as those of students or self-employed persons, which have been prorated as income are excluded.

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4020.15 O. Indian Lands

Indian lands held jointly with the Tribe, or land that can be sold only with the approval of the Bureau of Indian Affairs are excluded.

P. Farm Property

1. The value of farm property, including land, livestock, equipment and supplies, that is essential to the self-employment of an assistance unit member in a farming operation is excluded as an asset.
2. The exclusion continues for a one year period after the member ceases self-employment in a farming operation.
3. The period of exclusion begins on the first of the month following the month the member ceases to be self-employed in a farming operation.

Q. Certain Excluded Accounts

1. An account consisting solely of money which has been classified as an excluded asset described in this chapter retains its excluded status as long as no counted funds are commingled into such an account.
2. The assets of students and self-employed individuals which have been excluded in this chapter and which are commingled in an account with non-excluded funds retain their exclusion for the period of time over which they have been prorated as income.
3. Excluded money commingled in an account with counted funds retains its excluded status for six months from the date of the commingling, all funds in the commingled account are counted as an asset.
4. Bank accounts that have been earmarked for payment of employment taxes such as FICA, FUTA, and/or State Unemployment Compensation for household employees provided that:
 - a. the funds in these accounts were provided by the Department of Social Services as part of payments made for the expenses of essential services such as companion, homemaker, personal assistant, etc., and

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- 4020.15 Q. 4. Certain Excluded Accounts (continued)
- b. the recipient continues to be eligible for such payments or has been eligible for such payments at some time during the current calendar year for which taxes are still owed, and
 - c. the balance in the account is commensurate with the amount of taxes for which the recipient is obligated.
5. Individual development accounts established under the Assets for Independence Act (AFIA): deposits and interest are excluded as assets.
- R. Inaccessible Assets
- Assets considered inaccessible to the assistance unit, as defined in U.P.M. 4015.15, are excluded.
- S. Assets of AFDC, AABD and SSI Recipients
- 1. Assets owned by an assistance unit member who receives or is considered to be receiving AFDC, AABD or SSI are excluded.
 - 2. The following individuals are considered to be receiving AFDC, AABD or SSI:
 - a. those whose AFDC or AABD cash benefits have been reduced to zero because of the recoupment of an overpayment;
 - b. those whose AFDC award has been suspended for one month because of excess income;
 - c. those whose AFDC deficit is less than ten dollars;
 - d. those who have 1619 (b) status.

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T.

Education Accounts

Any funds in a qualified tuition program described in section 529 of the Internal Revenue Code of 1986 are excluded.

Any funds in a Coverdell education savings account under section 530 of the Internal Revenue Code of 1986 are excluded.

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Education Accounts

P-4020.15 The following types of education accounts that receive tax-preferred status under the federal tax code are excluded:

- Section 529 qualified tuition programs, which allow owners to prepay a student's education expenses or to contribute to an account to pay those expenses.
- Coverdell education savings accounts, an IRA type of account designed to pay a student's education expenses.

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Program: MAABD

Subject:
Non-home Property

4030.65 D. 1. Long Term Care MAABD (continued)

- g. The Department may waive application of the property equity provision if the denial of payment for nursing facility and other long-term care services would result in an undue hardship. (Cross Reference: 3029.25)
- h. The Department places a lien against the property. (Cross Reference: 7510)

2. Other Non-home Property

- a. All other non-home property is excluded for as long as the individual is making a bona fide effort to sell it.
- b. The exclusion period begins with the first month in which all of the following conditions are met:
 - (1) the assistance unit is otherwise eligible for assistance;
 - (2) the assistance unit owns the property;
 - (3) the property is available to the assistance unit;
 - (4) the assistance unit is making a bona fide effort to sell the property.

3. Recovery

The Department places a lien against all non-home property. (Cross Reference: 7510)

E. Qualified Medicare Beneficiaries and Specified Low Income Medicare Beneficiaries

Non-home property of any type is excluded for as long as the assistance unit is making a bona fide effort to sell the property.

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4030.66 The cash value of all tax-preferred retirement savings and pension plans and any successor accounts that are exempt from federal taxes are excluded.

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P-4030.66 The cash value of all tax-preferred retirement savings and pension plans and any successor accounts that are exempt from Federal taxes are excluded.

IRS Code Authorization	Plan/Account Name	What it is...
Section 401 IRS Code	Traditional Defined-Benefit Plan	Employer-based retirement plan that promises retirees a certain benefit upon retirement, regardless of investment performance.
Section 401 (a) IRS Code	Cash Balance Plan	Employer-based "hybrid" plan that combines features of defined benefit and defined contribution plans. Each employee is allocated a hypothetical account, but account balances accrue at a specified rate, rather than depending on investment performance.
Section 401(a) IRS Code	Employee Stock Ownership Plan	Similar to a profit-sharing plan that must be primarily invested in the employer's stock and under which distributed benefits must be offered in the form of the employer's stock.
Section 401 (a) IRS Code	Keogh Plan	"Informal" term for retirement plans available to self-employed people.
Section 401 (a) IRS Code	Money Purchase Pension Plan	Employer-based defined contribution plan under which annual contributions are fixed by a set formula.
Section 401 (a) IRS Code	Profit-Sharing Plan	Employer-based defined contribution plan under which employer contributions may, but need not be, linked to profits. Usually refers to non-matching employer contributions.
Section 401 (a) IRS Code	Simple 401 (k)	401 (k)-type plans available only to small businesses: exempt from certain restrictions and subject to some limitations on employer contributions.
Section 401 (a) IRS Code	401 (k)	Defined contribution plan that allows employees to defer receiving compensation in order to have the amount contributed to the plan. Commonly referred to as a "cash or deferred arrangement" (CODA). Some 401 (k) plans allow after-tax Roth 401(k) contributions.
Section 403(a) IRS Code	403(a)	Plans that are similar to 401(a) plans but are funded through annuity insurance.
Section 403(b) IRS Code	403(b)	Tax-sheltered annuity or custodial account plan offered by tax-exempt section 501(c) or organizations or public schools. Many are funded by employee contributions that resemble 401(k)s.

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P-4030.66 (continued)

IRS Code Authorization	Plan/Account Name	What it is...
Section 408 IRS Code	IRA	Vehicle for tax-deferred retirement savings controlled by individuals rather than employers.
Section 408(p) IRS Code	Simple retirement account IRA	Employer-based IRA (to which employers and employees contribute) available only to small businesses.
Section 408(k) IRS Code	Simplified Employee Pension Plan (SEP)	Employer-sponsored plan available only to small businesses; allows employer to contribute to employee accounts that function as IRAs and are subject mostly to IRA rules. Generally ceased to apply in 1996.
Section 408A IRS Code	Roth IRA	Same as IRA, except that qualified distributions are tax exempt.
Section 457(b) IRS Code	Eligible 457(b) Plan	Funded plan offered by state and local governments or unfunded plan offered by nonprofit organizations.
Section 501(c)(18)	501(c) 18 Plan	Plan offered mostly by unions. Had to be set by June 1959 and are now largely obsolete.
Section 8439 of Title 5 USC	Federal Thrift Savings Plan	Plan offered by the federal government to its employees.

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5015.15 A. Totally Excluded

The following types of income are totally excluded at all times for the Supplemental Nutrition Assistance Program:

1. payments to volunteers under Title II (RSVP, Foster Grandparents and others) of the Domestic Volunteer Services Act of 1973 (P.L. 93-113);
2. noneducational loans;
3. income derived from certain submarginal land of the United States which is held in trust for certain Indian Tribes (P.L. 94-114, Section 6);
4. income-in-kind;
5. payments made to a third party on behalf of the household which are not otherwise obligated to the household;
6. payments for relocation assistance made to members of the Hopi and Navajo Tribes;
7. non-recurrent lump sum payments; (Cross Reference: 4030.17 "Earned Income Tax Credits")
8. federal earned income tax credit received by any member of the assistance unit under Section 3507 of the Internal Revenue Code of 1986;
9. disaster assistance paid under the Disaster Relief Act of 1974, as amended by P.L. 100-707, Section 105(i), the Disaster Relief and Emergency Assistance Amendments of 1988, including the Individual and Family Grant (IFG) program, Disaster Assistance Payments made to Farmers under P.L. 100-387, and comparable disaster assistance provided by states, local governments and private organizations, and any interest earned on funds from this source;

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5015.15 A. Totally Excluded (continued)

10. money received and used for the care and maintenance of a third party beneficiary who is not a household member;
11. earned income received by children who are full or part time students in an elementary or high school, who are 17 years old or younger, and who also live in one of the following arrangements:
 - a. under the supervision of another assistance unit member;
 - b. with and a member of the assistance unit of a natural, adoptive or step-parent;
 - c. with a natural, adoptive or step-parent but a separate assistance unit;
12. unearned income from the Job Training and Partnership Act (JTPA);
13. earned income from JTPA when received by dependent children under 19 years of age;
14. earned income from projects conducted under Title I of the National Community Service Act (NCSA) of 1990 pursuant to P.L. 101-610, Section 177(d);
15. income derived from home property through home equity conversion plans;
16. payments made for energy assistance under a federal energy assistance program excluding payments provided under the Title IV Block Grant program;
17. one-time federal or state assistance payments made for weatherization or the emergency repair or replacement of heating or cooling equipment;
18. energy assistance benefits which under state law cannot be paid in cash to the household;

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5015.15 A. Totally Excluded (continued)

19. those portions of educational loans which represent the costs of origination fees and loan insurance premiums when:
 - a. they are paid to the source of the loan by being deducted from the total loan; or
 - b. they are not deducted from the loan itself, but the unit verifies that the fees and premiums were paid from other income or assets;
20. security deposits returned to a unit by a landlord;
21. rent money returned to a unit by a court;
22. that portion of military pay which is withheld as funding for the G.I. Bill under P. L. 94-502 and P. L. 99-576;
23. benefits received under the Senior Community Service Employment Program (SCSEP) under Title V of the Older Americans Act of 1965, as amended;
24. Agent Orange Settlement Payments distributed by Aetna Life and Casualty pursuant to P. L. 101-201 and Section 10405 of P. L. 101-239;
25. emergency assistance payments provided to a third party on behalf of a migrant or seasonal farm worker assistance unit while the assistance unit is in the job stream;
 - a. Such payments may include, but are not limited to, emergency vendor payments for housing or transportation;
 - b. Vendor payments for gas or auto repair to get the migrant back home, to the farm, or to another area of employment are not excluded;

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5015.15 A. Totally Excluded (continued)

26. Japanese restitution payments and payments to residents of the Aleut and Pribilof Islands pursuant to P. L. 100-383;
27. any child care payments, including any transitional child care payments, made under Title IV-A of the Social Security Act;
28. the value of any child care provided or arranged, or any amount received as payment for such care or reimbursement for costs incurred for such care, provided through the Child Care Certificate program under the Child Care and Development Block Grant Act Amendments of 1992 (P. L. 102-586, Section 8), as amended by Section 658S;
29. any payments received under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
30. all payments made to households under P. L. 92-203, Section 29, the Alaska Native Claims Settlement Act, and Section 15 of P. L. 100-241, the Alaska Native Claims Settlement Act Amendments of 1987;
31. relocation assistance payments to members of the Navajo and Hopi Tribes pursuant to Section 22 of P. L. 93-531;
32. payments from the disposition of funds to the Grand River Band of Ottawa Indians pursuant to P. L. 94-540;
33. Indian Claims Commission payments to the Confederated Tribes and Bands of the Yakima Indian Nation and the Apache Tribe of the Mescalero Reservation pursuant to Section 2 of P. L. 95-433;
34. payments to the Passamaquoddy Tribe, the Penobscot Nation and the Houlton Band of Maliseet pursuant to Section 2(c) of P. L. 96-420;
35. payments to the Turtle Mountain Band of Chippewas, Arizona pursuant to P. L. 97-403;
36. payments to the Blackfeet, Grosventra, and Assiniboine Tribes of Montana and the Papago of Arizona pursuant to P. L. 97-408;
37. per capita and interest payments made to the Assiniboine Tribe of the Fort Belknap Indian Community and the Assiniboine Tribe of the Fort Peck Indian Reservation of Montana pursuant to Section 5 of P. L. 98-124 and to the Red Lake Band of Chippewas pursuant to P. L. 98-123;

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5015.15 A. Totally Excluded (continued)

38. payment to the Saginaw Chippewa Indian Tribe of Michigan pursuant to Section 6(b)(2) of P. L. 99-346;
39. per capita payments to the Chippewas of Mississippi pursuant to Section 4(b) of P. L. 99-377;
40. effective October 15, 1990, Radiation Exposure Compensation payments made pursuant to Section 6(h)(2) of P. L. 101-426;
41. any portion of a civil service retirement benefit that is payable to a third party;
42. federal, state or local foster care payments paid to the unit for an individual who is not a member of the assistance unit;
43. all financial assistance paid to students under any Bureau of Indian Affairs student assistance, education or training program;
44. loans provided under the Tribal Development Student Assistance Act (Title XIII, Indian Higher Education Programs, Part E);
45. HUD, Section 8, and Farmers Home Administration (FmHA) rent and utility subsidies;
46. food program payments under the School Lunch Act paid to day care providers for meals served to their own children;
47. the value of assistance to children under P. L. 79-396, Section 12(e) of the National School Lunch Act, as amended by Section 9(d) of P.L. 94-105 through the School Lunch Program, the Summer Food Service Program for Children, the Commodity Distribution Program, and the Child and Adult Care Food Program;

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5015.15 A. Totally Excluded (continued)

48. the value of assistance provided under P. L. 89-642, the Child Nutrition Act of 1966, Section 11(b) through the Special Milk Program, the School Breakfast Program, and the Special Supplemental Food Program for women, infants, and Children (WIC);
49. coupons provided under P. L. 100-435, Section 501, which may be changed for food at farmers' markets;
50. "at-risk" block grant child care payments made under P. L.101-508, Section 5801;
51. funds distributed per capita or held in trust for members of the Chippewas of Lake Superior under P. L. 99-146, Section 6(b);
52. funds distributed to members of the White Earth Band of Chippewa Indians under P. L. 99-264, Section 16;
53. funds, assets or income from the trust fund established for the Puyallup Tribe under P. L. 101-41, Section 10 (b) and (c);
54. payments, funds or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (P. L. 101-503, Section 8(b)), and the income derived therefrom;
55. payments made to victims of Nazi persecution pursuant to Public Law 103-286;
56. payments made to offspring of Vietnam veterans who are born with spina bifida pursuant to Public Law 104-204;
57. the value of any service provided to a public housing resident pursuant to Public Law 101-625, Section 22(i), the Cranston-Gonzales National Affordable Housing Act of 1990;

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5015.15 A. Totally Excluded (continued)

58. payments made to or held in trust for the Sac and Fox Tribe of Oklahoma and the Sac and Fox Tribe of the Mississippi in Iowa pursuant to Public Law 94-189;
59. payments made to the Colville Reservation of Grand Coulee Dam Settlement pursuant to Public Law 103-436, Section 7(b);
60. payments made under the Ricky Ray Hemophilia Act pursuant to Section 103(h)(2) of Public Law 105-369;
61. deposits to and payments from escrow accounts held under the Department of Housing and Urban Development (HUD) Family Self-Sufficiency Program;
62. payments under the subsidized guardianship program for children provided the subsidized child is not part of the Food Stamp household;
63. payments made under the Robert T. Stafford Disaster Relief and Emergency Assistance Act to pay Disaster Unemployment Assistance pursuant to Public Law 100-707; and
64. combat-related military pay if the additional pay is the result of deployment to or service in a combat zone and was not received immediately prior to serving in a combat zone.

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5015.15 B. Partially Excluded

The following types of income are excluded under SNAP subject to limitations and conditions:

1. reimbursements for past and future expenses to the extent that they:
 - a. do not exceed actual expenses;
 - b. do not represent gain or benefit to the household;
 - c. are not for normal household living expenses;
 - d. are for a specifically identified expense;
2. educational funds, funded wholly or in part under Title IV of the Higher Education Act in accordance with P. L. 100-50 and under the Bureau of Indian Affairs to the extent that they are made available or used for meeting tuition and mandatory fees normally charged students carrying the same academic workload as determined by the institution;
3. educational funds, funded wholly or in part under Title IV of of Indian Affairs for the Higher Education Act in accordance with P.L. 100-50 and under the Bureau Made available for:
 - a. rental or purchase of equipment, materials, or supplies related to the student's course of study; and
 - b. books, supplies, and transportation; and
 - c. miscellaneous personal expenses, excluding room and board and dependent care costs, which are incurred as a result of participation in college-related activities during the academic school year and/or normal living expenses associated with college or university living;

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5015.15 B. Partially Excluded (continued)

4. educational funding issued under the Carl D. Perkins Act of 1990 to the extent that they are made available for meeting the following costs of attendance:
 - a. tuition and mandatory fees normally charged student carrying the same academic workload as determined by the institution; and
 - b. rental or purchase of equipment, materials, or supplies required of all student sin the same course of study; and
 - c. books, supplies, and transportation; and
 - d. miscellaneous personal expenses, excluding room and board, which are incurred as a result of participation in college-related activities and normal living expenses associated with college or university living[;] .

5. educational funding from any federal, state, or private source **other than** Title IV of the Higher Education Act or the Bureau of Indian Affairs or the Carl D. Perkins Act of 1990 subject to ahead limitations listed below, when the money is used at an institution of post secondary education, including correspondence schools at that level, or at a school at any level for the physically or mentally handicapped, or in a vocational education program, or in a program that provides for completion of a secondary school diploma or equivalent;
 - a. educational funds from a federal source **other than** Title IV of the Higher Education Act or the Bureau of Indian Affairs or the Carl D. Perkins Act of 1990 are excluded to the extent that they are used for tuition and mandatory school fees;
 - b. educational funds from any non-federal source are excluded to the xtent that they are used for tuition and mandatory fees **and** to the extent that the money meets education expenses other than tuition and mandatory fees when the source of the funds earmarks the money for these additional expenses;

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5015.15 B. Partially Excluded (continued)

6. payments made under Title I of the domestic Volunteers' Act of 1973 (P. L. 93-113) to volunteers working in such programs as VISTA, University Year for Action, and the Urban Crime Prevention Programs. This income is excluded to the following extent:
 - a. the volunteer must have been receiving Food Stamps or Public Assistance at the time he/she joined the Title I program;
 - b. those volunteers receiving an income exclusion for a VISTA or other Title I Subsistence allowance at the time of conversion to the Food Stamp Act of 1977, shall continue to receive an income exclusion for VISTA for the length of their contract which was in effect at the time of conversion;
7. support payments for recipients of AFDC are excluded from counted income only when collected by the Child Support Program pursuant to an agreement assigning rights to collect support payments to the State of Connecticut. All payments received by the household and not collected by the Support Program or covered by the assignment are counted;
8. all income received from a new source or anticipated by a destitute assistance unit in the month of application except that received between the first of the application month and the date of application; (Cross Reference: 1515 "Expedited Service")
9. income received too irregularly or infrequently to be counted, but not more than \$30.00 per calendar quarter;
10. amounts withheld from AFDC and AABD benefits as recoupment payments provided the overpayment did not result from an intentional program violation;

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5015.50 B. Partially Excluded (continued)

11. cash charitable contributions which are based on need issued to assistance units by private nonprofit charitable organizations. This exclusion is limited to \$300 per calendar quarter;
12. up to \$2,000 of each payment made to an individual from Indian judgement funds or funds held in trust for various Indian Tribes pursuant to P. L. 93-134, as amended by Section 1407 of P. L. 97-458 and P. L. 98-64. The exclusion applies to each individual regardless of how frequently the payments are made or the number of months for which the payments are made;
13. up to \$2,000 per calendar year of the payments made to each individual from interest accrued on Indian judgement funds while held in trust pursuant to P. L. 103-66;
14. up to \$2,000 of each payment made per capita to heirs of Indians pursuant to P. L. 98-500 Section 8 of the Old Age Assistance Claims Act;
15. funds appropriated in satisfaction of judgments awarded to the Seminole Indians except for per capita payments in excess of \$2000.

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Combat Pay

P-5016

To exclude additional pay received by a member of the U.S. Armed Forces who has been deployed to a designated combat zone for as long as the member is deployed to the combat zone, follow the steps listed below:

Establish the amount of the military member's pay made available to the SNAP household prior to deployment to a designated combat zone.

Determine the amount of the household's allotment after deployment.

If the household's allotment is less than or equal to the amount of pay the military person received prior to deployment to a designated combat zone, count all of the allotment as income to the household.

If the allotment is more than the amount of pay the military person received prior to deployment, exclude the additional money in the allotment.

Exclude the additional income until the military person is no longer deployed to the designated combat zone.

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5035.15 A. Self-employment

1. Income earned by any member of the assistance unit through self-employment is adjusted by subtracting the following costs of producing income as they apply:
 - a. payments to employees;
 - b. cost of stock, raw material, seed, or fertilizer;
 - c. interest paid to purchase income-producing property;
 - d. insurance premiums and taxes paid on income-producing property; and
 - e. cost of providing meals in day care programs to children, other than the provider's own, and to adults.
2. Income earned by an assistance unit from providing board to someone who is not included in the assistance unit is adjusted by subtracting one of the following amounts:
 - a. the cost of the thrifty food plan for an assistance unit size that is equal to the number of boarders; or
 - b. the actual total cost of providing room and meals if the costs are:
 - (1) in excess of the thrifty food plan amount; and
 - (2) separate and identifiable as the costs of providing room and meals to the boarders.
3. Income earned from providing a room to someone who is not a part of the assistance unit is adjusted by:
 - a. dividing the costs of operating and maintaining the residence by the number of rented rooms; and
 - b. subtracting the resulting amount as the cost of providing each room.
4. Income earned from providing room and or board to a foster care individual who is not a member of the assistance unit is totally excluded.
5. The cost of producing self-employment income is converted to a monthly amount in the same manner as the self-employment income is converted to a monthly amount. (Cross Reference: 5025.15)

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5035.15 B. Employment

The total amount of monthly income earned by the assistance unit members, including that derived from self-employment, is adjusted by subtracting 20% for personal employment expenses. There are no other deductions applied exclusively to earned income.

In overpayment computations, earned income which the assistance unit fails to report in a timely manner, is not adjusted by the 20% deduction described above. (Cross Reference: 7045.15)

C. Dependent Care

1. A deduction for costs incurred by the individual for care of assistance unit members is allowed under the following conditions:
 - a. when the cost is necessary to allow the assistance unit member to:
 - (1) seek, accept, or continue employment; or
 - (2) attend job training or pursue education which is preparatory to employment.
2. The deduction for each dependent is equal to the out of pocket cost to the household.
3. The amount of the deduction is the difference between the total amount charged by the provider(s) and any assistance paid by a third party, either to the recipient or to the provider(s) on behalf of the recipient.
4. This deduction is allowed when the cost is incurred for the care of a unit member regardless of whether or not the member needing the care is a dependent of the member claiming the deduction.
5. The deduction shall only be allowed if the dependent care is provided by someone outside of the assistance unit and the assistance unit makes a cash payment for the dependent care.

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5035.15 D. Child Support

1. A deduction for expenses incurred by the individual for child support paid or a child who lives outside the assistance unit is allowed under the following two conditions:
 - a. when there is a legal obligation to pay child support as specified in a legal document, such as:
 - (1) a notice of court action regarding child support; or
 - (2) a court order that would be upheld by a judge in a court of law; or
 - (3) an administrative order issued through an administrative process; or
 - (4) a legally enforceable separation agreement.
 - b. when child support is actually paid or expected to be paid within the certification period.
2. Third party payments (e.g., health care insurance), may be included in the child support deduction for the assistance unit if they are:
 - a. required by a legal obligation; and
 - b. actually paid or expected to be paid within the certification period.
3. Arrearage payments may be included in the child support deduction if there is:
 - a. a legal obligation to make such payments; and
 - b. at least a three month record of current child support payments within the prior six month period; and
 - c. child support actually paid or expected to be paid within the certification period.
4. There is no limit on the amount of child support that can be deducted.

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5035.15 D. Child Support (continued)

5. Support payments which are not includable in the child support deduction are:
 - a. alimony or spousal support; and
 - b. payments made in accordance with a property settlement; and
 - c. voluntary child support contributions paid for a child when there is no legal obligation in force.
6. For assistance units with a record of three months or more of paid child support in the last six month period, an average of at least three months of payments is used as the child support deduction.
7. For assistance units without a child support payment record, or a record of less than three months of paid child support, an estimate of anticipated payments, exclusive of arrearage payments, is used as the child support deduction.

E. Medical Expenses

1. Members of the assistance unit who are elderly or disabled are allowed medical expenses as deductions.
2. An elderly or disabled assistance unit member who provides an estimate of the medical expenses he or she expects to incur over a certification period that does not exceed twelve months can choose to have medical expenses averaged over the certification period.
3. When the only elderly or disabled member of a unit of two or more persons is disqualified, the medical expenses of the disqualified person are either:
 - a. allowed as the unit's expenses, less \$35, when the disqualification is pursuant to an intentional program violation(IPV); or
 - b. no longer allowed as a deduction for the remaining unit members when the disqualification is pursuant to a reason other than IPV.

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5035.15 E. Medical Expenses (continued)

4. The incurred or anticipated medical expenses which may be deducted are limited to the following:
 - a. medical and dental care including psychotherapy and rehabilitation services provided by a licensed practitioner authorized by State law or other qualified health professional;
 - b. hospitalization or outpatient treatment, nursing care, and care in a long term care facility recognized by the State. These expenses include payments made by the assistance unit to a facility on behalf of someone who was an assistance unit member at the time of admission to facility;
 - c. prescription and nonprescription medications when prescribed or recommended as treatment for a condition by a licensed practitioner authorized under State law; and the cost of postage for purchasing prescription medications by mail;
 - d. purchase or rental of prescribed medical supplies and sick room equipment;
 - e. premiums for health and hospitalization insurance except for those which are written to provide lump-sum settlements in the event of death or dismemberment or to protect and maintain income;
 - f. premiums for Medicare under Title XVIII of the Social Security Act;
 - g. medical expenses paid by the applicant or recipient under Medicaid spenddown or cost-sharing requirements;
 - h. dentures, hearing aids, and prosthetics;
 - i. securing and maintaining a seeing eye or hearing dog including the cost of dog food and veterinarian bills;
 - j. eye glasses prescribed by physician skilled in eye disease or by an optometrist;
 - k. reasonable cost for transportation and lodging necessary to obtaining medical treatment or services;

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5035.15 E. Medical Expenses (continued)

1. services of an attendant, homemaker, home health aid, child care provider, or housekeeper necessitated by age, infirmity, or illness of a unit member. The amount of this expense includes an amount equal to the one-person coupon allotment if the assistance unit provides the majority of the person's meals.
5. When the assistance unit incurs an expense that qualifies as both a medical expense and as a dependent care expense, it is treated as a medical deduction.
6. Each assistance unit which qualifies to have medical expenses treated as deductions is responsible for meeting the initial \$35 of expenses each month.
7. Eligible residents of group homes who make a single payment for room, meals and medical expenses are allowed a deduction if the medical expense can be identified separately.

F. Shelter Hardship

1. The amount of shelter expenses which exceeds 50% of that portion of the assistance unit's income which remains after all other deductions have been subtracted is allowed as an additional deduction. Shelter expenses are limited to the following:
 - a. rent, mortgage payments, and any continuing charges leading to ownership of the property occupied by the assistance unit excluding any portions allowed as self-employment deductions in multiple-family dwellings;
 - b. taxes, state and local assessments, and insurance on real property;
 - c. the entire amount paid as a condominium fee;

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- 5035.15 F. 1. Shelter Hardship (continued)
- d. utility costs including the following:
 - (1) heat;
 - (2) cooking fuel;
 - (3) electricity;
 - (4) water;
 - (5) sewer charges;
 - (6) garbage collection;
 - (7) basic monthly charge including taxes for a telephone;
 - (8) installation charges for a utility.
 - e. for eligible residents of group homes who make a single payment for room, meals and medical expenses, the amount of the payment identified for room and meals which exceeds the thrifty food plan for the number of persons in the household; and
 - f. nonreimbursable costs of repairing a home which was damaged due to a natural disaster.
2. Shelter expenses are allowed as deductions for the assistance unit if they are:
- a. incurred in relation to a home which:
 - (1) is occupied by the assistance unit; or

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- 5035.15 F. 2. a. Shelter Hardship (continued)
- (2) the assistance unit plans to reoccupy but has temporarily vacated due to:
- (a) employment away from home; or
- (b) illness; or
- (c) abandonment caused by natural disaster or casualty loss.
- b. not already claimed by another assistance unit who presently occupies the property in question.
3. Shelter expenses billed to or paid by a person who has been disqualified due to an intentional program violation or failure to comply with work requirements are used in total as the expenses of the assistance unit.
4. Shelter expenses billed to or paid by a person who has been disqualified for a reason other than an intentional program violation are:
- a. pro-rated by the number of assistance unit members plus the disqualified person; and
- b. used to the extent that only the assistance unit members' shares are counted as expenses.
5. Shelter expenses paid on behalf of the assistance unit are not allowed as shelter expenses when they are excluded as income unless the costs are paid by a federal means-tested energy program. (Cross-reference 5015.15)

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5035.15 F. Shelter Hardship (continued)

6. A standard utility allowance determined annually by the agency to reflect changes in utility costs is used to represent the total monthly utility expenses of the assistance unit if:
 - a. the assistance unit incurs heating fuel or cooling costs separately from rent or mortgage payments; and
 - b. the bill is established on the basis of individualized metering of service to the unit; or
 - c. the costs are paid:
 - (1) totally or partially by the unit; or
 - (2) partially from a federal means-tested energy program directly to the service provider or to the recipient when these payments are less than the unit's total monthly heating or cooling costs; or
 - (3) totally by CEAP regardless of whether the payment is made to the unit or directly to the service provider.

7. The standard utility allowance is also used as a deduction for applicants or recipients who have heat included in their rent payment when one of the following is true:
 - a. The assistance unit received a CEAP Direct Cash Benefit (DCB) last heating season at their current residence; or

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5035.15 F. Shelter Hardship (continued)

- b. The assistance unit appears to be eligible for a CEAP DCB at their current residence and the assistance unit intends to apply for the CEAP DCB during the next CEAP application period provided the CEAP application can be made within the assistance unit's current Food Stamp certification period.

- 8. The standard utility allowance is prorated equally between the unit and any other individuals or assistance units who live with the assistance unit and who share the payment of utility expenses.

- 9. The assistance unit is only allowed to switch between using the standard utility allowance and actual expenses at the time of certification or recertification.

- 10. For those units which do not have any members who are elderly or disabled, a maximum shelter hardship deduction which is established by the USDA is allowed. The maximum shelter hardship is revised annually effective October 1.

- 11. For those units which include elderly or disabled members, or units whose only elderly or disabled member has been disqualified, a shelter hardship deduction is allowed with no maximum limit.

G. Farming Income Losses

- 1. Losses of income incurred by self-employed farmers are deducted from the assistance unit's other available income.

- 2. To be considered a self-employed farmer, a farmer must receive or anticipate receiving at least \$1000.00 or more in annual proceeds from the farming enterprise.

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5035.15 G. Farming Income Losses (continued)

3. The amount of loss incurred is:
 - a. prorated over the same number of months currently used for prorating the farmer's self-employment income; and
 - b. deducted from the unit's monthly countable income.
4. The amount of loss is calculated using the same basis as is used to calculate the self-employment income and includes either of the following:
 - a. the previous year's tax records; or
 - b. current income records.

H. Expenses of a Disqualified Person

Expenses which are paid by or billed to a person who is disqualified are added to the expenses incurred by the unit to the extent that:

1. only the assistance unit's prorated share is counted if the individual is:
 - a. an ineligible or illegal non-citizen; or
 - b. disqualified due to not providing a verifiable social security number or failing to sign a declaration of citizenship or non-citizenship status.
2. the entire expense incurred is counted as an expense of the assistance unit if the person was disqualified due to a work sanction or to an intentional program violation.

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5035.15

I. Self-Support Plans

1. Earned and unearned income received by individuals applying for or receiving assistance is further reduced by the actual deduction made by the Social Security Administration in computing the individual's Supplemental Security Income (SSI) benefit. The deduction is allowed when the plan is:
 - a. designed especially for the individual; and
 - b. in writing; and
 - c. approved by the Social Security Administration.
2. The deduction is allowed for the same time period that the Social Security Administration uses the PASS deduction in calculating the individual's Supplemental Security Income.
3. The amount of the deduction is equal to the amount allowed by the Social Security Administration for the individual's self-support plan.

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6020.20

Section:

Calculation of Benefits

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POLICY

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Program:

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AABD
FS**

Subject:

Grant Reduction Reoucpments

6020.20 When previous overpayments of benefits are being recouped through a grant-reduction plan, the monthly amount being recouped is subtracted from the unrounded benefits amount. The remaining amount is rounded and issued as a benefit payment to the unit.

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Cash Benefits

6515.05 B. Accessing Benefits Deposited in a Financial Institution (continued)

5. any public housing authority that allows the payments of bills or monthly rent through the use of POS terminals; or
6. any merchant or retail establishments that allow the payment of bills through the use of POS terminals.

C. Expiration Date

1. Cash payments issued in check form expire three calendar months to the day following the date of the check.
2. Benefits checks cannot be transacted after the expiration date.
3. Benefits directly deposited into a personal account in a financial institution can be accessed at any time as long as the account in the financial institution has not been closed.
4. Benefits deposited into an EBT credit account in a financial institution can be accessed any time as long as the account has not defaulted to an inactive account.

D. Expunged Benefits

Benefits will be expunged 12 months after deposit if no withdrawals have been made during that period.

E. Limitations on the Use of Cash Benefits

1. Unrestricted Payments

There are no restrictions on the use of cash benefits if payment is made in an unrestricted manner. The recipient is allowed control over the management of the cash funds.

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AABD**

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Cash Benefits

6515.05 2. Protective Payments

- a. The protective payee has a responsibility to the assistance unit and to the Department. The individual assumes the obligation to see that the assistance cash payment is spent for the benefit of the assistance unit, and to work cooperatively with the Department for this purpose.
- b. Payments made to a protective payee on behalf of an assistance unit must be used to meet the financial obligations of the assistance unit.

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EBT Accounts Inactivity

P-6515.05 EBT Account Inactivity

1. After 90 days of no withdrawal activity, EMS notice #94 will be sent to the recipient and alert #337 will be generated to tell the worker that the notice has been sent.

Notice #94 states that the recipient has not made any withdrawals in 90 days and asks the recipient if he/she is having problems using the account. It lists several possible problems and advises the client to call his/her worker for help. It also states that we will start taking back benefits that have been in the account for 12 months if he or she does not make any withdrawals

2. If the recipient calls about the notice, tell him or her to make a withdrawal from the account immediately.
3. If the recipient does not contact DSS, no further action is needed at this time.
4. After 150 days of no withdrawal activity, alert #338 will be generated for change reporters telling worker to close case.
5. Start discontinuance process for change reporters only.
6. If case is not closed at 150-day point and recipient still makes no withdrawals for a total of 12 months, benefits that have been in the account for 365 days will be taken out of the account. Alert #341 will be generated to tell the worker that the expungement has begun. Expungement will continue each month until the account has no benefits left or until a withdrawal is made.
7. Upon receiving alert #341, start the discontinuance process.