

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
MEMORANDUM**

TO: Holders of the Maine Public Assistance Manual

FROM: Dale Denno, Director, Office for Family Independence

DATE: September 28, 2012

SUBJECT: OFI MAINE PUBLIC ASSISTANCE MANUAL CH 331, Policy #95A
Chapter XI Post Employment Assistance to Working Families (pages 1-3)

Attached to this memorandum please find policy statement release(s) as described below:

SUBJECT: OFI MAINE PUBLIC ASSISTANCE MANUAL CH 331 Policy Changes #95A
Chapter XI Post Employment Assistance to Working Families (pages 1-3)

CONTENT: See attached

EFFECTIVE DATE: September 29, 2012

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
MEMORANDUM**

TO: Program Administrators, Supervisors and Other Interested Parties

FROM: Dawn Mulcahey, TANF Program Manager

DATE: September 28, 2012

SUBJECT: OFI MAINE PUBLIC ASSISTANCE MANUAL CH 331, Policy #95A
Chapter XI Post Employment Assistance to Working Families (pages 1-3)

This policy has been **ADOPTED** effective as of **September 29, 2012**.

This rule will implement provisions from P.L. 2011, ch. 655, part S, which repeal the former transitional food benefits program and allow the Department to provide limited transitional food benefits to meet the needs of food supplement benefit recipients living with one or more dependent children under 18 years of age who are working at least 30 hours per week or who are working at least 20 hours per week if one or more dependent child is under 6 years of age. These provisions were previously implemented through emergency rulemaking on July 1, 2012.

EFFECTIVE DATE: September 29, 2012

DEPARTMENT OF HEALTH AND HUMAN SERVICES
MEMORANDUM

TO: Interested Parties

FROM: Dawn Mulcahey, TANF Program Manager

DATE: September 28, 2012

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*Summary of Comments and Responses to Comments
& Explanations of Changes to the Final Rule*

Public Hearing Date: N/A
Comment Deadline: Midnight on September 7, 2012

Comments and Responses - No comments were received

Explanation of Changes to the Final Rule

Text of the Rule

Paragraph (A)(1)(e) of the eligibility criteria was revised to reference state eligibility in addition to federal criteria as follows:

e. Met the TANF financial eligibility requirements set forth in Chapter III of the Public Assistance Manual (10-144 C.M.R. ch. 331); and

f. Met the following TANF non-financial eligibility requirements set forth in Chapter II of the Public Assistance Manual (10-144 C.M.R. ch. 331): Age; Residence; Citizenship; Relationship and Maintenance of a Home; Deprivation; and Filing Unit.

Paragraph (A)(2) was revised for clarity as follows:

“TANF requirements such as time limits, child support assignment and participation with ASPIRE are not applicable to this program.”

was replaced with:

“Except as provided above, all other TANF requirements or limitations, including time limits on receipt of TANF, child support assignment, and participation with ASPIRE, do not apply to this program.”

The provisions on notice on page 2 were clarified as follows:

“Eligible households will receive monthly notice of their eligibility for the Working Families Supplement. When a household that has previously received the Working Families Supplement becomes ineligible, a notice will be sent informing the household of the change in its eligibility, the reason for the change, and the right to appeal. No notice is sent to ineligible households.”

was replaced with:

“Eligible households will receive monthly notice of their eligibility for the Working Families Supplement. When a household that has previously received the Working Families Supplement becomes ineligible, a notice will be sent informing the household of the change in its eligibility, the reason for the change, and the right to appeal.”

**DEPARTMENT OF HUMAN SERVICES
MAINE PUBLIC ASSISTANCE MANUAL
TANF Economic Support for Working Families**

The Working Families Supplement is part of the Temporary Assistance for Needy Families program (TANF) and provides a food benefit to households consisting of employed parents with minor children who receive food supplement benefits, to help transition them to self-sufficiency.

ELIGIBILITY CRITERIA

- A. The household's eligibility for the Working Families Supplement is determined automatically on a monthly basis based on data in the Automated Client Eligibility System (ACES).
 1. For the household to receive the benefit, data in ACES must show that during the benefit month the household:
 - a. Received food supplement benefits; and
 - b. Did not include a member who is also receiving TANF cash assistance; and
 - c. Included a minor child whose biological or adoptive parents reside in the same household; and
 - d. Included at least one parent who is working 30 hours per week with the exception of a single parent with a child under age six who is required to work 20 hours per week; and
 - e. Met the TANF financial eligibility requirements set forth in Chapter III of the Public Assistance Manual (10-144 C.M.R. ch. 331); and
 - f. Met the following TANF non-financial eligibility requirements set forth in Chapter II of the Public Assistance Manual (10-144 C.M.R. ch. 331): Age, Residence; Citizenship; Relationship and Maintenance of a home; Deprivation; and Filing Unit.
 2. Except as provided above, all other TANF requirements or limitations, including time limits on receipt of TANF, child support assignment, and participation with ASPIRE, do not apply to this program.

The Working Families Supplement benefit will be issued to eligible households on their existing food supplement electronic benefit transfer (EBT) card. The benefit will be issued during the first five business days of the month based on the prior months' work hours. The Working Families Supplement is a food assistance benefit, not a cash benefit, and can be used only as permitted by Maine's Food Supplement Program.

**DEPARTMENT OF HUMAN SERVICES
MAINE PUBLIC ASSISTANCE MANUAL
TANF Economic Support for Working Families**

AMOUNT OF BENEFIT

The amount of the Working Families Supplement will be determined by the Department and will be the same amount for each eligible household.

No more than one Working Families Supplement may be issued to a household per month.

DURATION OF THE PROGRAM

The Department may, at any time, suspend the Working Families Supplement or reduce the benefit amount.

Eligible households will receive monthly notice of their eligibility for the Working Families Supplement. When a household that has previously received the Working Families Supplement becomes ineligible, a notice will be sent informing the household of the change in its eligibility, the reason for the change, and the right to appeal.

If a household disagrees with a determination of eligibility for this program, it is entitled to an Administrative Hearing. Administrative Hearing procedures can be found in Chapter VI, Administrative Procedures.