



311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

**Control Number: # 20-05**

**Effective Date: Immediately**

**Issuance Date: October 23, 2019**

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS**

**FROM: NETSANET KIBRET, EXECUTIVE DIRECTOR, DHS/FIA  
DEBBIE RUPPERT, EXECUTIVE DIRECTOR, MDH/OES**

**RE: 2020 CENSUS WORKERS AND EARNINGS FROM TEMPORARY  
CENSUS EMPLOYMENT**

**PROGRAMS AFFECTED: SUPPLEMENTAL NUTRITION ASSISTANCE  
PROGRAM (SNAP), TEMPORARY CASH  
ASSISTANCE (TCA) and NON-MAGI MEDICAID**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

### Summary

The U.S. Census Bureau performs a census of the country's population every 10 years. The 2020 census is approaching, and the Census Bureau is conducting nationwide hiring to recruit and temporarily employ people to fill hundreds of thousands of paid, part-time positions.

Maryland has received federal approval to exclude census earnings for temporary census workers for the following programs through September 20, 2020:

1. TCA;
2. SNAP; and
3. Non-MAGI MA

Temporary census workers' earnings are countable for MAGI coverage groups. However, to minimize the effect on income eligibility, census income can be entered in the Maryland Health Connection (MHC) as a "reasonably predictable change" (RPC) during affected months.

The federal approval to disregard this income is beneficial to our customers who obtain this temporary employment. It allows them to gain valuable work experience without a reduction to SNAP or TCA benefits or the loss of Non-MAGI MA coverage.

### **Action Required**

#### **Customer Service**

These temporary positions are an opportunity for customers who are looking for employment and/or more work experience. Please promote this opportunity and refer customers who are interested to the U.S. Census website <https://2020census.gov/en/jobs>.

#### **Case Management**

FIA is required to submit to the Food and Nutrition Service (FNS) the following data points on this waiver:

1. # of SNAP households with excluded earnings
2. # of months income was excluded (average)
3. Average monthly benefit for these households
4. Average amount of excluded income per household

In order for us to report out on these numbers, it is important to code CARES correctly.

### **CARES Instructions**

Income earned from temporary employment with the Census should be entered on the **ERN1 & ERN2** screens as follows:

#### **On ERN1**

1. In the **Employer Name** field enter U.S. Census
2. Enter the Federal ID number (if available) and complete the Address fields
3. In the **Type** field enter 'MS'
4. In the **Begin Date** field enter the date employment began
5. Complete all other applicable fields

#### **On ERN2**

1. Complete the following fields:
  - a. Amount (**Amt**)
  - b. Hours (**Hrs**)
  - c. Verification (**V**)
  - d. Frequency (**Freq**)
2. Narrate your action

## RE: TCA and Work Programs

- The Census Bureau is attempting to hire recipients of Temporary Assistance for Needy Families (TCA in Maryland) for the temporary census worker positions around the country. The workers will work for four to eight weeks for approximately 20 to 35 hours. The jobs will provide work experience for TCA customers.
- Although the temporary census earnings will be disregarded, customers must still report that they are working and verify their hours worked.
- The hours worked will count toward the work participation rate, and the case manager must enter the hours into WORKS as WEJ, unsubsidized employment.
- Except for customers who are exempt from TCA work requirements, any customer who quits a census job without good cause is out of compliance and the conciliation and sanction policies must be applied as appropriate.

**TDAP Reminder:** Individuals receiving Temporary Disability Assistance Program (TDAP) benefits who are found to have temporary census employment are ineligible for TDAP.

## Inquiries

For policy-related questions, please complete the [FIA Policy Information Request Form](#) found on Knowledge Base as shown in the screenshot below.

The screenshot displays the DHS Knowledge Base website. The navigation bar includes 'Administrations', 'Tools', 'Resources', 'Links', and 'Local Offices'. A search bar is present. The main content area is titled 'Contact us with your FIA Program Eligibility Policy Question'. On the left sidebar, 'Family Investment Administration' and 'Contact us with your FIA Program Eligibility Policy Question' are circled in red. The main content area contains the 'FIA Policy Information Request' form, which includes instructions and a form field for 'Email address \*'. On the right, there are contact cards for Carrie A. Durham, JD and Candice A. Roberts, FIA Executive Assistant. A 'Tools' button is visible at the bottom right.

For CARES/systems questions, please contact [fia.bsdm@maryland.gov](mailto:fia.bsdm@maryland.gov).

cc: DHS Executive Staff  
FIA Management Staff  
Constituent Services  
DHS Help Desk  
Office of Administrative Hearings