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**Authorized Signature**

**Number:** SS-IM-09-064  
**Issue Date:** 12/02/2009

**Topic:** Other

**Subject:** SNAP and ERDC UC Stimulus Adjustment information and SNAP FAQ

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors                  |
| <input checked="" type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Health Services                                 |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):                         |

**Message:**

On Friday, November 6, 2009, the President signed into law the “Worker, Homeownership, and Business Assistance Act of 2009.” This act amends the way the SNAP and ERDC programs treat the extra \$25 in Unemployment Compensation (UC) benefits established by the American Recovery and Reinvestment Act of 2009. Oregon was notified on Wednesday, November 18, 2009, that the calculation of benefits would need to change for the SNAP and ERDC programs. Effective November 1, 2009, the extra \$25 in UC benefits will be excluded for the SNAP and ERDC programs. Please see [SS-PT-09-037](#).

**Changes to SNAP cases with the exclusion of ARRA funds for UC Benefits –**

Central Office identified and filtered SNAP cases with UC coded that will need to be reviewed individually. The SNAP cases were filtered to determine which cases would be affected by the reduction in income. For example, all SNAP cases that are already receiving max benefits have been excluded. There were approximately 25,000 SNAP cases identified. Branch offices received lists of the SNAP cases in November. Please see the FAQ for SNAP below.

**Changes to ERDC cases with the exclusion of ARRA funds for UC Benefits -**

There have been 78 ERDC cases identified that will need to be adjusted for the stimulus exclusion. The list of ERDC cases that will need to be updated will be sent out to line and program managers later today.

Income and copay adjustments will need to be made for both November and December 2009. Child Care Billing forms may need to be adjusted or replaced depending upon the change. In most cases, the client's copay should be reduced.

Check the ECLM screen for each case. If the client is still receiving UC benefits, calculate the anticipated UC benefit then deduct the \$25 weekly ARRA amount ( $\$25 \times 4.3 = \$107.50$  for a monthly total). A restore action must be completed on UCMS with the correct UC amount to determine what the copay amount should be. If the copay is less, contact DPU to do an adjustment to the November payment (if it has already been paid) and replace the December Child Care Billing form with corrected copay.

If the client is no longer receiving UC, please remove the income from the Need/Resource on UCMS. If the copay is less, contact DPU to do an adjustment to the November payment (if it has already been paid) and replace the December Child Care Billing form with corrected copay.

If for any reason the copay amount increases (benefits decrease), do not increase the copay for November or December 2009. A compute action must be completed effective 01/01/2010.

Clearly narrate your actions, and send a [DHS 7294](#) with the new income and co-pay amounts.

*If you have questions about ERDC, Please contact Cassie Day. (Contact information below).*

**FAQ about the SNAP Program – If you have more questions, please contact the policy unit via GroupWise (see contact information below).**

1. Should we be acting on all the changes we find on the case?

*Answer - No. We are only acting on the change in the UC amount due to the exclusion of the stimulus money. Do not pend for information or make changes to any other income.*

2. I have more clients receiving UC than are on the list I received. Should I adjust all of my cases, or just the people on the list?

*Answer – No. The list has been specifically filtered to remove households that would not need adjustment. Only act on the names on your list.*

3. What if ECLM shows that they have not applied in the last few weeks? Do we still supplement for November and then remove it for December?

*Answer – No. We adjust the UC for the stimulus and leave it coded on the case. If we find the UC is less than coded, we are only acting on adjusting for the stimulus. This is because we cannot tell why the UC is less; the client could have gone to work, etc. You will need to narrate there is not enough information to act on the change in amount of the UC and the only change is the adjustment.*

4. What if we find the UC is more?

*Answer - When we see there is higher UC being received than previously coded on the case, we consider it verified upon receipt and we will need to act on it with the appropriate 10-day notice. I.e, we look in November, see it is more, we do not have 10 days to act, send reduction notice for Jan 1. You still need to supplement for November and December removing the stimulus money that is coded in the current amount.*

5. We have a few clients that have returned to work per UC. Do we remove the UC since it is no longer happening? Do we pend for information on the job, or do we only remove and adjust income based on the stimulus money?

*Answer – Same as #2. Only act on the UC exclusion.*

6. Do we need to notify the clients of the restoration of benefits?

*Answer – The decision has not been made yet as to how the clients will be notified. We will be sending this information in a later communication.*

7. Client's case is in suspense in November, and they still to date have not provided their [DHS 852](#). Do we just put a note on the case to supplement if they turn in their [DHS 852](#), or put the supplement on the card without doing the action through DHS?

*Answer – Put a note on the case to adjust the UC once their [DHS 852](#) is turned in. If they do not turn in the [DHS 852](#) within the SU month, they will lose those benefits. If the case is in SU for December, you will need to adjust for November benefits and wait to adjust for December once the [DHS 852](#) is turned in.*

8. Client is receiving out of state UC benefits. The verification that we have does not show if it includes the \$25.00 stimulus benefits. Do we pend?

*Answer – Yes, give the client a [DHS 210A](#) asking for verification of the client receiving stimulus benefits in their out of state UC. If they do not return the information in the time allotted, take no action on the case.*

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	SNAP - Sarah Lambert, (503) 945-6220 SNAP - Sandy Ambrose, (503) 945-6092 SNAP - Dawn Myers, (503) 945-7018 SNAP - Rosanne Richard, (503) 945-5826 SNAP - Eliza Devlin, (503) 947-5105 SNAP - Anne Hilgers, (503) 945-6105 ERDC - Cassie Day, (503) 945-5729		
<b>Phone:</b>		<b>Fax:</b>	(503) 373-7032
<b>E-mail:</b>	<a href="#">Policy, FS</a> or <a href="mailto:FS.Policy@state.or.us">FS.Policy@state.or.us</a>		