

# NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

40 NORTH PEARL STREET ALBANY, NY 12243-0001

David A. Paterson Governor

### **Informational Letter**

### Section 1

Section 1	
Transmittal:	09-INF-24
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	December 31, 2009
Subject:	Questions & Answers from September 2009 Conference Call on the Transitional Employment Advancement Program (TEAP)
Suggested Distribution:	Temporary Assistance Directors Employment Coordinators Food Stamp Directors CMS Liaisons WMS Coordinators Accounting Staff Staff Development Coordinators
Contact Person(s):	Employment and Advancement Services Bureau at 1-800-343-8859, ext. 6-6106, or your Employment Technical Advisor Temporary Assistance Bureau at 1-800-343-8859, extension 4-9344 Food Stamp Bureau at 1-800-343-8859, ext. 3-1469
Attachments:	Attachment A – TEAP Budget Examples
Attachment Availa	able On –

Filing References Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
09 ADM-22		349.6	336-е	Temporary	GIS 09
09 ADM-11		350.4(a)(7)	336-f	Assistance and	TA/DC016
09 ADM-04		351.1(b)(2)(iv)	137-a	Food Stamp	GIS 05
08 ADM-07		351.2(c)		Employment	TA/DC024
06 ADM-10		351.24		Policy Manual	01 ADM-16
02 ADM-07		352.15		Section 9	02 ADM-07
01 ADM-17		352.17		TASB	GIS 01
01 ADM 16		352.20		Chapters 9,	TA/DC015
01 ADM-13		352.29		10, 13, and 18	06 ADM-10
01 ADM-03		352.31		FRM Volume	01 ADM-03
97 ADM-07		369.4		2, Chapter 3	01 ADM-13
04 INF-19		385.9		PICS Manual	ABEL
98 LCM-21		387.10		Appendix D	Transmittal 02-
					5
					04 INF-19
					Dear
					Commissioner
					Letter 10/3/

### Section 2

### I. Purpose

The purpose of this Informational Letter (INF) is to provide local departments of social services (LDSS) with responses to the questions raised during the September 21, 2009 TEAP conference call.

### II. Background

The Bureau of Employment and Advancement Services held a conference call open to all local departments of social services to discuss the Transitional Employment Advancement Program, (TEAP). Information about TEAP may be found in 09-ADM-11 <a href="http://www.otda.state.ny.us/main/directives/2009/ADM/09-ADM-11.pdf">http://www.otda.state.ny.us/main/directives/2009/ADM/09-ADM-11.pdf</a>. The call was scheduled in response to local districts request for more information about operating a successful TEAP program.

The following are responses to questions asked during the September 21, 2009 conference call with local districts, as well as questions posed by districts since 09-ADM-11 was released. Temporary Assistance (TA) and Food Stamp (FS) budget narratives and budget examples are included in Attachment A to supplement the information provided below.

### **III.** Program Implications

Q1. When do we begin Transitional Benefits Assistance (TBA) FS budgeting if the hire date is in the middle of the month?

A1. This answer has been modified since the response given during the conference call. TBA FS budgeting for TBA eligible households begins the month there is a zero TA budget deficit. The total monthly TA deficit must be zero to begin TBA. For example, if the hire date is in the middle of December 2009 and the TA deficit becomes zero for the month of January 2010, then the TBA for TBA eligible households (see Q6) would start on January 1, 2010.

# Q2. Are individuals eligible for the childcare guarantee during the TEAP contract period?

A2. Yes. A parent/caretaker relative's participation in a grant diversion program would be considered participating in a TA work program as long as the grant is being diverted for this purpose. The case would be eligible for guaranteed child care assistance throughout the TEAP period. If the parent/caretaker relative transfers to a non-TEAP funded employment position and their TA case closes due to an increase in earned income or child support, they may be eligible for Transitional Child Care. The district must determine the family's eligibility for Transitional Child Care before closing the TA case.

## Q3. What do we need to change in our local Temporary Assistance and Food Stamps Employment Plan if we intend to run a TEAP program?

A3. Section 3.4 of the Temporary Assistance and Food Stamps Employment Plan defines the allowable work activities that are available in the social services district. It is within this section of the plan where local districts will indicate whether the activity of subsidized private or public sector employment will be offered (which includes TEAP) as an allowable activity. Nothing more is required to indicate the local district's intent to run a TEAP program.

### Q4. Are all subsidized wages reported as unearned income code 31 in the FS budget?

- A4. For Food Stamp purposes, the portion of earnings that is supported by TA grant diversion must be reported as unearned income. Any other subsidized or unsubsidized earnings should be reported as earned income source code of 01-earnings from wages.
  - Any wages subsidized by TANF or Safety Net recipient grant funds are <u>unearned</u> income for the FS budget.
  - Wages from TANF funded subsidized jobs through TANF Services (200%) or OTDA
    Direct Wage Subsidy Contract Programs, Transitional Jobs Program, Green Jobs
    Corps Program, and/or Health Care Jobs Program would be considered earned
    income for FS budgeting.
  - Wages from any subsidized job using local contract funds would be considered earned income for FS budgeting
  - Wages from subsidized jobs funded through Workforce Investment Act (WIA) would be considered earned income for FS budgeting
  - Earned income that is a combination of grant diversion and earnings from wages should be budgeted by using the **monthly** number of hours worked for each income

source on the ABEL budget. Monthly hours worked should be rounded to the nearest whole hour.

## Q5. Are earned income disregards applied to subsidized wages in the TA and FS budgets?

A5. Earned income disregards are applied to the subsidized wages in the TA budget, as long as the individual has reported earnings in a timely manner. Earned income disregards are applied in the Food Stamp budget to the portion of gross earnings that are not subsidized by grant funds, (i.e. TEAP). For example, if the amount of the grant diversion to the employer is \$400.00 for the month, but the total gross earnings by the client are \$900.00 for the month, \$400.00 would be reported as unearned income code 31 and \$500.00 would be reported as earned income source code 01, and the \$500.00 would be subject to the earned income disregard for food stamp budgeting purposes. Please review Attachments A – D for budget examples.

# Q6. Are family cases receiving Safety Net Assistance, (Case types 16 or 17) entitled to TBA FS if the entire TA grant is diverted, or a portion of the grant is diverted, and there is a zero TA deficit?

A6. Yes. Effective 12/1/09, TBA is extended to eligible households with children leaving Safety Net Cash (SN-CSH) and Safety Net Federally Non-Participating (SN-FNP) Assistance. This includes Safety Net households with children who have a member participating in an employment program that provides wages that are funded at least in part through either the diversion of the household's entire TA grant, or a portion of the Please refer to GIS 09TA/DC016 grant that results in a zero TA deficit. http://otda.state.nyenet/dta/GIS/09dc016.pdf 09 **ADM** 11 http://www.otda.state.ny.us/main/directives/2009/ADM/09-ADM-11.pdf and 09 ADM 22 http://www.otda.state.ny.us/main/directives/2009/ADM/09-ADM-22.pdf further information on TBA for SNA and TBA and grant diversion programs.

# Q7. How is the 5 month TBA FS period affected if a case transitions from subsidized to unsubsidized employment and the TA case closes?

A7. Should the TA case close during the 5 month TBA transition period, the TBA would not begin again but would continue until the end of the 5 month transition period. At the end of the 5 month TBA FS period continuing eligibility for food stamps must be established by case recertification. After the TA case is closed, and, if the food stamp household reapplies for TA and is determined eligible for ongoing TA, the household would potentially be eligible for another 5 months of TBA FS should they become TEAP eligible with a zero TA deficit or closing.

### **Q8.** How does TEAP affect a case with restricted rent and heat/utilities?

- A8. The restrictions must be removed. It should be made clear to the TEAP participant that he/she is now responsible for the payment of his/her own rent and fuel/utilities. As in any case of change in the method of payment, the landlord and the fuel/utility company should be notified of the recipient's responsibility.
- Q9. How is the TEAP agreement and payment to the employer affected by case changes during the agreement period that change the grant amount?

A9. Districts should honor the TEAP agreement and pay the employer the monthly payment regardless of any changes to the TA case, with the specifics depending on the local agreement with the employer. If the TA grant is reduced, the district should supplement the grant diversion amount with other funds, (e.g. FFFS, local funds) in order to pay the employer the full monthly agreed upon payment, and if the TA grant increases, the family is eligible to receive any balance above the agreed amount to be diverted to the employer. TBA FS would end if the TA deficit is greater than \$0 during the TEAP certification period. A regular FS determination must be made to continue FS benefits for the remainder of the TEAP certification period. If the TA deficit returns to \$0 then TBA can be provided again by starting a new 5 month transition period. There is no limit to the number of times TBA can be authorized if a household's TA case frequently reopens then closes or if the TEAP TA budget deficit changes to zero, as long as the household is otherwise qualified for the TBA.

### Q10. Does the Client Notice System, (CNS), currently support any TEAP related notices?

- A10. No. The Client Notice System does not support TEAP related notices. TEAP households that qualify for TBA FS must also be manually notified of the TBA. A system change is being investigated.
- Q11. When determining the amount of grant available to divert to an employer for cases with a recoupment present in the TA budget, would the agency consider the deficit amount before the recoupment is applied and suspend the recoupment?
- A11. Yes. The amount available to divert to an employer is the TA budget deficit. Any recoupment must be suspended for the duration of the TEAP contract. Related Cash Management Subsystem (CAMS) claims should be suspended using S-18 (Suspended-TEAP participant). This will not remove the case from the "no activity" report or prevent postings but will apprise Accounting staff as to why the claim is not being recouped and will preclude them from investigating the same claims month after month.

**Issued By** 

Name: Russell Sykes

Title: Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports

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This example demonstrates grant diversion for a 2 person household, Case Type 11. The total needs on the TA budget are \$579.50 per month. The district has entered into a TEAP agreement with an employer to divert the entire amount of the grant to the employer each month. The employer is paying the client \$8.00 per hour and the client is working 35 hours per week. Earnings are added to the ABEL budget by showing the earnings from grant diversion as earned income source code 31 in the amount of \$579.00 and the remainder of the earnings as earned income source code 01 in the amount of \$634.33 per month. The total earnings are \$1,213.33 and results in a zero deficit amount. The TA case remains open with a zero grant during the length of the TEAP contract.

Since the TA grant has been reduced to zero, the district is instructed to issue Transitional Benefits Alternative Food Stamps (TBA-FS) at this point, if the household qualifies for TBA-FS.

An example of the TBA-FS budget appears below:

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This example demonstrates grant diversion for a 4 person household, Case Type 11. The total needs are \$886.00 per month. The district has entered into a TEAP agreement with an employer to divert the entire amount of the grant to the employer each month. The employer is paying the client \$8.00 per hour and the client is working 35 hours per week. Earnings are added to the ABEL budget by showing the earnings from grant diversion as earned income source code 31 in the amount of \$886.00 and the remainder of the earnings as earned income source code 01 in the amount of \$327.33 per month. After earned income disregards are applied, the total earnings budgeted against the needs of the household us \$539.20 and results in a deficit amount of \$346.00. The TA case remains open and the client will receive a semi-monthly grant in the amount of \$173.00

The corresponding Food Stamp budget appears below:

### Attachment A

### **TEAP** example with no TA deficit Example #2

WBGTFS ** FS BUDGET ** VERSION DIST ALBA 10/28	3/2009
CASE NAME CASE NO. OFC UNIT WRKR TT SD CT CE # SH AD	) IT P
EXAMPLE #2 FS SCRATCHPAD X 05 11 Y 04	
I/TY ACTUAL ALLOW UNEARNED INCOME EARNED INCOME ***** ADDI	****
01 SHELT 45000 45000 LN SRC FRQ AMOUNT LN SRC FRQ AMOUNT ** EXCLUSI	ONS **
WATER 0 0 0 01 01 M 32733 BRD/LDG	0
X 3 HT/AC 0 64500 0 0 NEG-FRM	0
DISP 0 0 0 0 PSNL CR	0
UTIL 0 0 01 31 M 88600 TOTAL 32733 SPONSOR	0
PHONE 0 0 PA 34600 HRS # 1 2 3 TOTAL	0
OTHER 0 0 PA 0 115	
TOTAL SHELT 109500 TOTAL 123200 ***** DEDUCTIONS **	*****
ACTUAL	ALLOW
\$\$ FS ALLOTMENT \$\$ ******* CLAIMS ******** DEP CARE 0	0
TOTAL INC 155933 T DISQ BALANCE AMOUNT MO REM DEP CARE 0	0
ADDL EXCL 0 0 0 0 0 DEP CARE 0	0
TOTAL DED 64304 0 0 0 MEDICAL 0 0	0
FS NET INC 91629 RECALC 0 SUPPORT 0	0
CLAIM AMT 0 20% EARNED	6547
\$\$\$\$ BENEFIT \$\$\$\$\$ STANDARD	15300
MONTHLY 39300 ** EFFECTIVE DATE ** EXC SHELT 42457	42457
110109 TO 123109 TOTAL DEDUCTIONS	64304
DATE STORED / / TA VERSION NO.	

When using F-8 to transfer from the TA budget to the FS budget, the earnings are correctly reported on the FS budget as <u>unearned income</u> source code 31 for the portion of earnings supported by grant diversion, and earned income source code of 01 for the portion of earnings not supported by grant diversion.

WBGT	PA **	PA BUDGI	ET **	١	/ERSION	I			IST	ALBA	10/	28/2009	
CAS	E NAME			CASE	NO.	OFC	UNIT	WORKE	R -	TRAN	CASE	IVD	
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	WATER	0	0			0		0	0	WORK	EXP	0	
3	FUEL		12000			0		0	0	EXEMP	PΤ	0	
	OTHER	0	0		TOTAL	NET		0	0	CH CA	RE	0	
	OTHER	0	0		\$\$\$\$ P	A GRAN	T \$\$\$\$	\$	0	CH CA	RE	0	
	OTHER	0	0		GROSS	LIMIT	10720	8	0	CH CA	RE	0	
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***	***** RE	COUPMENT	*****	***	CD / A	MT D		0	0	TOT D	ED	0	
TY	BALANCE	% MO	AMT F	REM	RECOUP			0	9	UNAVA	AT I	9	
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This example demonstrates grant diversion combined with subsidized employment through the Transitional Jobs Program for a 2 person household, Case Type 11. The total needs on the TA budget are \$579.50 per month. The district has entered into a TEAP agreement with an employer to divert \$300.00 of the TA grant to the employer each month. The district has also entered into an agreement with the same employer under the Transitional Jobs Program funding to offset the remaining costs to the employer. The employer is paying the client \$8.00 per hour and the client is working 35 hours per week. Earnings are added to the ABEL budget by showing the earnings from grant diversion as earned income source code 31 in the amount of \$300.00 and the remainder of the subsidized earnings through the Transitional Jobs Program as earned income source code 01 in the amount of \$913.33 per month. The total earnings are \$1,213.33 and results in a zero deficit amount. The TA case remains open with a zero grant during the length of the TEAP contract.

Since the TA grant has been reduced to zero, the district is instructed to issue Transitional Benefits Alternative Food Stamps (TBA-FS) at this point, if the household qualifies for TBA-FS.

An example of the TBA FS budget appears below:

### Attachment A

### TEAP example with no TA deficit Example #3

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WBGTFS ** F						10/28/2009
CASE NAME		CASE NO.	OFC UNIT	WRKR TT	SD CT CE #	# SH AD IT P
EXAMPLE #3 FS	TBA	SCRATCHPAL	)	X 05	T 31 N 02	2
I/TY ACT	TUAL ALLOW	UNEARNED 1	INCOME E	ARNED INCO	ME ***	** ADDL ****
01 SHELT 45	5000 45000	LN SRC FRQ	AMOUNT LN	SRC FRQ A	MOUNT ** I	EXCLUSIONS **
WATER	0 0		0		0 BRD,	/LDG 0
X 3 HT/AC	0 64500		0		0 NEG	-FRM 0
DISP	0 0		0		0 PSNI	_ CR 0
UTIL	0 0		0	TOTAL	0 SP01	NSOR 0
PHONE	0 0	PA	0 HR	S # 1 2	3 TOT/	AL 0
OTHER	0 0	PA	0			
TOTAL SHE	ELT 109500	TOTAL	0	***	*** DEDUCT:	IONS ******
					AC <sup>-</sup>	ΓUAL ALLOW
\$\$ FS ALLOTMEN	NT \$\$ ****	**** CLAIMS	5 *******	**** DE	P CARE	0 0
TOTAL INC	0 T DI	SQ BALANCE A	AMOUNT MO	REM DE	P CARE	0 0
ADDL EXCL	0	0 0	0	0 DE	P CARE	0 0
TOTAL DED	50000	0 0	0	ME	DICAL 0	0 0
FS NET INC	0 REC	ALC	0	SU	PPORT	0 0
CLAIM AMT	0			20	% EARNED	0
\$\$\$\$ BENEFIT S	\$\$\$\$\$			ST	ANDARD	14100
MONTHLY	36700	** EFFECTIVE	E DATE **	EX	C SHELT 109	9500 45900
		110109 TO	033110	ТО	TAL DEDUCT:	IONS 60000
		DATE STORED	/ /	TA	VERSION NO	).

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Exan	nple #4			S	CRATC	HPAD			Х		05		31	N 04	ļ.
I/TY	<b>/</b>	ACTUAL	ALLOW	UNEA	RNED	INCOME	•	EΑ	RNED	IN	COME		**	*** A	ADDL ****
01	SHELT	45000	45000	LN SR	FRQ	AMOUN	١T	LN	SRC	FRQ	AMO	UNT	**	EXCL	.USIONS **
	WATER	0	0				0	01	01	Μ	121	333	BRI	D/LDG	i 0
X 3	HT/AC	0	64500				0					0	NE	G-FRM	1 0
	DISP	0	0				0					0	PSI	NL CF	R 0
	UTIL	0	0				0		TOT	ΆL	121	333	SP	ONSOR	R 0
	PHONE	0	0	P	4		0	HRS	#	1	2	3	TO	TAL	0
	OTHER	0	0	P	4		0		1	52					
	TOTAL	SHELT	109500	TO	DTAL		0			*	****	* DE	DUC.	TIONS	******
													A	CTUAL	ALLOW
\$\$ F	S ALLO	TMENT \$	****	**** (	CLAIM	S ****	***	***	***		DEP	CARE		6	0
TOTA	AL INC	121333	3 T DIS	Q BAL	ANCE	AMOUNT	ΓΜ	10	REM		DEP	CARE		6	0
ADDI	EXCL	6	9 6	)	0	6	9		0	)	DEP	CARE		6	0
TOTA	AL DED	85467	7 0	)	0	6	9				MEDI	CAL	0	6	0
FS N	NET INC	35866	5 RECA	LC		6	9				SUPP	ORT		6	0
CLA]	TMA MI	6	)								20%	EARN	IED		24267
\$\$\$\$	BENEF	IT \$\$\$\$\$	\$								STAN	DARD	)		15300
MONT	THLY	56000	*	* EFFI	CTIV	E DATE	**	•			EXC	SHEL	Т (	58617	45900
				110	109 T	0 1231	L09				TOTA	L DE	DUC.	TIONS	85467
			D	ATE S	ΓORED	/	/				TA V	ERSI	ON I	NO.	

This is an example of a food stamp budget for a client with subsidized earnings from the Transitional Jobs Program alone. Wages from any subsidized employment program other than grant diversion, are reported in the food stamp budget as earned income source code 01.