PRIORITY ALERT

Date: July 17, 2009          Reference: # CSFP 2009-05
To: Commodity Supplemental Food Program (CSFP) Contractors
Subject: Economic Recovery Payments for Recipients of Social Security, Supplemental Security Income (SSI), Railroad Retirement Benefits, and Veteran’s Disability Compensation or Pension Benefits
Effective Date: Immediately

Purpose
NOTIFY CSFP contractors that economic recovery payments are considered excluded income when making eligibility determinations.

REPLACE CSFP Handbook Item 4212.2

Implementation
Immediately

Background

Procedure
Replace CSFP Handbook Item 4212.2 with the following:

4212.2 Determining Household Income

When determining household income, you must calculate the total gross income of all household members before deductions.

NOTE: Total net household income is not valid when determining income eligibility.

continued

This Policy Remains in Effect Until Further Notice
Procedure continued

The following items are considered valid forms of proof of income:

- Pay stub for the previous month
- Medicaid card
- Copy of SSI check or award letter
- Supplemental Nutrition Assistance program (SNAP), formerly Food Stamps, award letter (however, SNAP benefits are not considered income)

**NOTE:** Weekly income must be multiplied by 4.33 to determine monthly income. Bi-weekly income must be multiplied by 2.15 to determine monthly income. The following items are excluded from consideration as income for households and children when determining program eligibility:

- Family Subsistence Supplemental Allowance
- National Flood Insurance Program payments
- Medicare Prescription Drug Card subsidy

Contact

If you have any questions please contact your Commodity Distribution Specialist.