



**STATE OF CONNECTICUT**  
*DEPARTMENT OF SOCIAL SERVICES*  
**UNIFORM POLICY MANUAL**

  
 Claudette J. Beaulieu, Deputy Commissioner

July 11, 2011  
 Effective Date

POLICY TRANSMITTAL NO.: UP-12-03

SUBJECT:

1. Excluding interest earned on excluded assets as both income and an asset for those households who are categorically eligible for the Supplemental Nutrition Assistance Program (SNAP).
2. Increasing the amount of time SNAP or cash benefits can remain in an EBT account without any withdrawal activity before the benefits are expunged from 270 days to 12 months.

This transmittal provides revised policy related to the treatment of interest earned on excluded assets for those households who are categorically eligible for the Supplemental Nutrition Assistance Program (SNAP). This transmittal also provides revised policy related to increasing the amount of time SNAP or cash benefits can remain in a household's EBT account without any withdrawal activity before the benefits are expunged from the household's EBT account. Benefits can now remain in an EBT account for a total of 12 months when there has been no withdrawal activity before they are expunged.

Prior to these changes, interest earned on excluded assets was counted as income in the month in which it is initially payable to the unit and treated as part of the asset after the initial month it could have been paid to the unit. Also, prior to these changes SNAP and cash benefits were expunged from the household's EBT account 270 days after deposit if no withdrawals were made during that period.

**Instructions for Updating the Manual**

Remove  
 5050.21  
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Insert  
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25 SIGOURNEY STREET – HARTFORD, CONNECTICUT 06106-5033

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**UNIFORM POLICY MANUAL**

DISPOSITION: This Policy Transmittal may be recycled once the UPM has been updated.

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RESPONSIBLE UNITS: SNAP Policy Unit, (860) 424-5030

DATE ISSUED: 6/8/12

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**CONNECTICUT DEPARTMENT OF INCOME MAINTENANCE  
UNIFORM POLICY MANUAL**

**Date:** 7-11-11

**Transmittal:** UP-12-03

**5050.21**

**Section:**

**Treatment of Income**

**Type:**

**POLICY**

**Chapter:**

**Treatment of Specific Types**

**Program:**

**AFDC  
AABD  
MA  
SNAP**

**Subject:**

**Dividends, Interest, Trusts and Royalties**

5050.21 A. AFDC, AABD, and MA

1. Money from these sources is counted as unearned income when it is paid or could be paid to a member of the assistance unit.
2. Interest, dividends, trust and royalty payments which are reinvested or left to accumulate along with the principal are:
  - a. counted as income in the month in which they are initially payable to the unit; and
  - b. treated as part of the asset after the initial month they could have been paid to the unit.

B. SNAP

Interest on excluded assets is excluded as income and as an asset for households who are eligible for SNAP under categorical eligibility.

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**Date:** 7-11-11

**Transmittal:** UP-12-03

**6515.15**

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**Section:**

**Benefit Issuance**

**Type:**

**POLICY**

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**Chapter:**

**Use**

**Program:**

**SNAP**

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**Subject:**

**SNAP Benefits**

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6515.15 A. Accessing Benefits Deposited in an EBT Account

1. SNAP benefits in an EBT account may be accessed:
  - a. at any FNS authorized Point of Sale (POS) terminal or any establishment, that presently accepts food stamps; or
  - b. through the use of EBT paper vouchers issued by FNS authorized merchant and retail establishments for eligible food items when:
    - (1) the FNS certified merchant or retail establishment does not have the technical equipment to process the electronic benefit transfer of food stamp benefits;
    - (2) there has been a technical problem that has resulted in the malfunction of the electronic benefit transfer system.
2. EBT SNAP benefits may be accessed by:
  - a. the head of the assistance unit;
  - b. an authorized representative of the assistance unit;
  - c. an individual acting as an emergency authorized representative.
3. An active debit card issued by the Department or a paper voucher issued by an FNS certified retailer or merchant establishment must be used to access SNAP benefits from an EBT account.
4. If the person redeeming EBT SNAP benefits is an authorized representative and not the head of the assistance unit, the person's name and the client's identification number must appear on the Department issued debit card.

B. Expiration Date

Benefits will be expunged 12 months after deposit if no withdrawals have been made during that period.

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Benefit Issuance

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POLICY

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**Chapter:**  
Use

**Program:**  
SNAP

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**Subject:**  
SNAP Benefits

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6515.15 C. Use of Department Issued Debit Cards

1. General Uses

- a. Department issued debit cards are used primarily to purchase eligible food items.
- b. Eligible foods include:
  - (1) any food or food product intended for human consumption, with the exception of:
    - (a) alcoholic beverages;
    - (b) tobacco;
    - (c) hot food products prepared for immediate consumption out of the home unless qualified for special use in item 2. of this part;
  - (2) seeds and plants used to grow foods for consumption by the assistance unit.

2. Special Uses

a. Provisions

- (1) Department issued debit cards may be used to purchase meals from certain authorized organizations or institutions. (cross reference: 3000)
- (2) Authorized institutions may also be authorized to have the clients swipe their Department issued debit cards through POS terminals to transfer EBT SNAP benefits to the authorized institutions so that the institutions can purchase food through wholesalers or at retail food stores as the authorized representative of the institutionalized individual.

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6515.15 C. 2. b. Meals-on-Wheels

The following assistance unit members and their spouses may use Department issued debit cards to purchase meals prepared for and delivered to them by an authorized meal delivery service:

- (1) elderly members 60 years of age or older;
- (2) members who are housebound, feeble, handicapped, or otherwise disabled to the extent that they are unable to adequately prepare all of their meals.

c. Communal Dining Facilities

(1) All of the following assistance unit members and their spouses may use Department issued debit cards to purchase meals prepared for them at authorized communal dining facilities:

- (a) elderly members 60 years of age or older;
- (b) SSI recipients.

(2) Communal dining facilities include but are not limited to:

- (a) senior citizens' centers;
- (b) apartment buildings occupied primarily by elderly persons or SSI recipients such as congregate housing;
- (c) private or public non-profit establishments that feed elderly or SSI recipients, including those which are under contract with a State or local agency to offer meals at concessional prices;
- (d) federally subsidized housing for the elderly at which meals are prepared for and served to the residents.

d. Drug or Alcoholic Treatment and Rehabilitation Centers

(1) The Department issued EBT debit card may be used to purchase meals on behalf of assistance units that regularly participate in a drug or alcoholic treatment program on a resident basis if the facility is authorized by the United States Department of Agriculture Food and Nutrition Service.

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6515.15 C. 2. d. Drug or Alcohol Treatment and Rehabilitation Centers (cont.)

- (2) The treatment center receives and spends the food stamp allotment on food prepared by or served to the resident.
- (3) Assistance units leaving the treatment center prior to the sixteenth day of the calendar month are entitled to a refund of food stamp benefits from the treatment center in the following amounts:
  - (a) the full allotment if no benefits have been spent on behalf of the assistance unit;
  - (b) one-half of the allotment if any portion of the allotment has been spent on behalf of the assistance unit.
- (4) Assistance units leaving a treatment center after the sixteenth day of the calendar month are not entitled to a refund of food stamp benefits if the allotment for the month was already issued.

e. Group Living Facilities

Blind or disabled individuals who reside in authorized group living arrangements may use Department issued debit cards to purchase meals prepared for them at the facility, provided that the individual receives OASDI or SSI.

f. Shelters for Battered Women and Children

Residents of authorized shelters for battered women and children may use Department issued debit cards to purchase meals prepared for them at FNS authorized shelters.

g. Soup Kitchens and Shelters for the Homeless

Homeless individuals, including individuals staying on a temporary basis in a shelter for the homeless, may use Department issued debit cards to purchase meals at a soup kitchen or at a shelter for the homeless, providing that the facility providing the meals has been approved by the Department of Social Services and authorized by the U.S. Department of Agriculture Food and Nutrition Service (FNS) as a food retailer.

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6515.15. C. 3. Pre-payment Prohibition

- a. Department issued debit cards may not be used to pay for purchases made in the past through credit extended by the store except when the prior purchase was made from a nonprofit cooperative purchasing venture.
- b. Department issued debit cards may not be used to pay for food purchases in advance of receipt of the food, except when prior payment is for food purchased from a nonprofit cooperative food purchasing venture.

4. Period of Use

- a. SNAP benefits deposited into EBT accounts in financial institutions can be accessed at any time.
- b. Department issued EBT debit cards may be used in any state or territory of the United States that is equipped to handle electronic benefits transfer.