



STATE OF CONNECTICUT
 DEPARTMENT OF SOCIAL SERVICES
UNIFORM POLICY MANUAL

Janel Simpson

 Janel Simpson, Deputy Commissioner

March 2, 2016
 Effective Date

POLICY TRANSMITTAL NO.: UP-16-01

SUBJECT: Change in the Method of Payment/
 State Supplement (AABD) Cash Assistance Program.

State Supplement (AABD) recipients are now allowed to receive cash benefits in the form of a paper check only if one of the following exceptions is met: 1) the recipient was born prior to May 1, 1921; or 2) the recipient is unable to manage a personal account at a financial institution or an EBT account due to a mental impairment; or 3) the recipient lives in an area designated as a disaster area by the President of the United States or the President's designee (this exception can be valid for up to 120 days after the disaster is declared). Please note, at this time, we have no such disaster areas declared in Connecticut. Unless one of these exceptions is met, State Supplement benefits must be issued via either EBT (Electronic Benefit Transfer) or Direct Deposit into a savings or checking account. **Procedural instructions on how to implement this change will be issued in the near future.**

Revisions to UPM pages will no longer be noted by vertical lines in the left margin. Instead, two versions of UPM sections 6505 and 6505.05, which have been amended to support this policy change, are attached. One version includes bracketed and underlined words, and is included with this policy transmittal so workers can easily review changes made to the affected UPM sections. Bracketed words were deleted by the UPM amendment and underlined words were added by it.

The second version does not include bracketing or underlining. It is the final version of the updated UPM sections and replaces current sections 6505 and 6505.05. The updated sections have already been posted to the DSS Web.

INSTRUCTIONS FOR UPDATING THE UPM:

Remove and Recycle
 6505/6505.05

Insert
 6505/6505.05

DISPOSITION: This policy transmittal may be recycled once the UPM has been updated.

DISTRIBUTION: UPM list.

RESPONSIBLE UNIT: Economic Support Unit, Telephone (860) 424-5540

DJB

Issue Date: 8/17/16

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

Date: 03-02-16

Transmittal: UP-16-01

6505

Section:

Benefit Issuance

Type:

POLICY

Chapter:

Form and Method

Program:

AFDC

AABD

MA

Subject:

SNAP

6505 The chapter "Form and Method" discusses various issues relating to the actual physical form or device which constitutes the benefit. AFDC recipients may volunteer to have their benefits directly deposited into a financial institution of their choice. AFDC and SNAP recipients, except those AFDC clients voluntarily receiving their benefits through direct deposit, are required to have their benefits issued through the EBT system. AABD clients who do not reside in long term care facilities may elect to have their cash benefits issued through the EBT system or directly deposited into their personal banking accounts, except that, under certain, limited circumstances, they may elect to receive their cash benefits in check form. AABD clients residing in long term care facilities shall have their AABD benefits sent directly to the long term care facility on their behalf.

The fundamentals of the use of restricted payment methods are also promulgated in this chapter.

The parts which deal with restricted payments define the conditions under which cash benefits are issued on behalf of the assistance unit to a third party vendor or protective payee, thus restricting the assistance unit's control of the funds. The chapter, however, does not discuss the actual mechanism used to deliver the benefit.

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

Date: 03-02-16

Transmittal: UP-16-01

6505.05

Section:

Benefit Issuance

Type:

POLICY

Chapter:

Form and Method

Program:

**AFDC
AABD**

Subject:

Cash Benefits

6505.05 A. Form

1. Benefits shall be issued to eligible AFDC and AABD assistance units in the form of cash payments.
2. Except as provided in 6505.05 A.3, cash payments for AFDC and AABD recipients are, at the discretion of the recipient, directly deposited into a personal account in a financial institution or deposited into an EBT account.
3. An AABD recipient may elect to have his or her cash payment issued in the form of a check if such recipient:
 - a. Was born prior to May 1, 1921;
 - b. Is unable to manage a personal account at a financial institution or an EBT account due to a mental impairment; or
 - c. Lives in an area designated as a disaster area by the President of the United States or the President's designee, provided this exception shall not apply to payments issued more than one hundred twenty days after the disaster was declared.

B. Unrestricted Payment Method

1. Unless otherwise stated by the provisions of this section, cash benefits are provided by the Department in a manner that does not restrict the recipients control over the management of the benefits.
2. Individuals receiving cash assistance are allowed the freedom to manage their own financial affairs.

C. Post-Payment of Benefits

1. Benefits for the personal and shelter needs of licensed boarding facility residents are issued on a post-paid basis.
2. Payment is made in the month following the month for which the needs are determined because of the need to determine the shelter cost on a per diem basis. (cross reference: 4500)

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

Date: 3-2-16

Transmittal: UP-16-01

6505

Section:

Benefit Issuance

Type:

POLICY

Chapter:

Form and Method

Program:

AFDC

AABD

MA

Subject:

[FS] SNAP

6505 The chapter "Form and Method" discusses various issues relating to the actual physical form or device which constitutes the benefit. [The benefit may be issued in check form or deposited into a financial institution. AABD and] AFDC recipients [, with the exception of AABD clients residing in long term care facilities, can] may volunteer to have their benefits directly deposited into a financial institution of their choice. AFDC and [Food Stamp] SNAP recipients, except those AFDC clients voluntarily receiving their benefits through direct deposit, are required to have their benefits issued through the EBT system. AABD clients who do not [receive their benefits through direct deposit and who do not] reside in long term care facilities [, can] may elect to have their cash benefits issued through the EBT system or [continue to receive a monthly check] directly deposited into their personal banking accounts, except that, under certain, limited circumstances, they may elect to receive their cash benefits in check form. AABD clients residing in long term care facilities shall have their AABD benefits sent directly to the long term care facility on their behalf.

The fundamentals of the use of restricted payment methods are also promulgated in this chapter.

The parts which deal with restricted payments define the conditions under which cash benefits are issued on behalf of the assistance unit to a third party vendor or protective payee, thus restricting the assistance unit's control of the funds. The chapter, however, does not discuss the actual mechanism used to deliver the benefit.

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

Date: 3-2-16

Transmittal: UP-16-01

6505.05

Section:

Benefit Issuance

Type:

POLICY

Chapter:

Form and Method

Program:

**AFDC
AABD**

Subject:

Cash Benefits

6505.05 A. Form

1. Benefits [are] shall be issued to eligible AFDC and AABD assistance units in the form of cash payments.
2. [For] Except as provided in 6505.05 A.3, cash payments for AFDC and AABD recipients [, cash payments] are, at the discretion of the recipient, directly deposited into a personal account in a financial institution or deposited into an EBT account.
3. [For AABD recipients, cash payments are either issued in check form, directly deposited into a personal account in a financial institution of the individual's choice or deposited into an EBT account.] An AABD recipient may elect to have his or her cash payment issued in the form of a check if such recipient:
 - a. Was born prior to May 1, 1921;
 - b. Is unable to manage a personal account at a financial institution or an EBT account due to a mental impairment; or
 - c. Lives in an area designated as a disaster area by the President of the United States or the President's designee, provided this exception shall not apply to payments issued more than one hundred twenty days after the disaster was declared.

B. Unrestricted Payment Method

1. Unless otherwise stated by the provisions of this section, cash benefits are provided by the Department in a manner that does not restrict the recipients control over the management of the benefits.
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C. Post-Payment of Benefits

1. Benefits for the personal and shelter needs of licensed boarding facility

residents are issued on a post-paid basis.

2. Payment is made in the month following the month for which the needs are determined because of the need to determine the shelter cost on a per diem basis. (cross reference: 4500)