



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
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Field Operations Memo 2010-28
June 1, 2010

To: Transitional Assistance Office Staff

From:  **John Augeri, Assistant Commissioner for Field Operations**

Re: SNAP Eligibility for Certain Community College Students

Overview

Many low-income students attending state-funded community colleges may be eligible to participate in the SNAP program.

Community colleges offer a range of programs and most offer degrees and certificates that enhance the employability of the individual or will lead directly to employment. Community colleges annually identify students enrolled in career or technical education programs under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Public Law 109-270) commonly known as Perkins IV. A student so identified by the community college or a student whom the community college otherwise certifies as enrolled in a career or technical education program that will lead directly to employment meets the definition of an eligible community college student under SNAP regulations at 106 CMR 362.410(F)(4).

A list of Massachusetts community colleges is included in this memo.

Purpose of Memo

This Field Operations Memo:

- explains the SNAP eligibility criteria for certain community college students;
 - introduces the Community College Enrollment Verification form (CCE-1); and;
 - describes case manager responsibilities in processing these cases.
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**Identifying
Eligible Students**

Case managers are reminded that students enrolled in an institution of higher education as defined under 106 CMR 362.400 may be eligible for SNAP benefits if they meet any one of the following requirements listed under 106 CMR 362.410, that is, if they are:

- receiving federal or state-funded work study, regardless of the amount of hours worked;
- employed or self-employed for at least 20 hours per week averaged monthly;
- caring for a dependent child under the age of 6;
- caring for a child age 6 to 12 where adequate child care is not available to enable the student to attend both school and work 20 hours a week;
- a single parent responsible for a child under age 12, regardless of availability of child care;
- receiving TAFDC benefits; or
- enrolled in a program of higher education through the SNAP Education and Training (E&T) Program, or a program under section 236 of the Trade Act, or an education and training program under the Food and Nutrition Act, or other state funded or locally funded employment or training program.

Case managers must now also explore the possibility that the student is attending a community college and is enrolled in a career or technical education program under the Perkins IV Program or in a course of study that would lead to employment, *as verified by the college*.

To be eligible for SNAP, a student must:

- be attending community college at least half-time; and
- be considered by the community college to be pursuing a career or technical education program under Perkins IV that will lead to employment.

If the student meets these two eligibility requirements, no other student eligibility factor must be met.

**Verifying
Eligibility**

To verify the eligibility of community college students who do not meet the requirements of 106 CMR 362.410 but who may be eligible based on enrollment in a career or technical program under Perkins IV, the Community College Enrollment Verification (CCE-1) form (Attachment A) has been created. This form verifies:

- enrollment status;
 - the type of degree or certificate being pursued;
 - the student's course of study or major; and
 - whether or not the student is enrolled under the Perkins IV Program or a course of study that leads to employment.
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**Verifying
Eligibility
(continued)**

The form must be completed, signed or stamped by an official authorized to do so by the community college, and accompanied by proof of enrollment, transcript, or list of registered courses. In lieu of the completed CCE-1 form, a signed letter from a community college official on the school's letterhead stating the course of study and that the student is enrolled more than half-time in a program that meets the Perkins IV Program guidelines is acceptable.

The following is a list of community colleges:

Massachusetts Community Colleges

Berkshire Community College	Middlesex Community College
Bristol Community College	Mount Wachusett Community College
Bunker Hill Community College	North Shore Community College
Cape Cod Community College	Northern Essex Community College
Greenfield Community College	Quinsigamond Community College
Holyoke Community College	Roxbury Community College
Massachusetts Bay Community College	Springfield Technical Community College
Massasoit Community College	

Any financial aid received by the student must be treated in accordance with current SNAP policy. Financial aid or educational loans must be verified by using an Education Income and Expenses form (EDUC-1) or by a financial aid letter from the college.

If the CCE-1 form indicates that the student is attending more than half-time and is enrolled under the Perkins IV Program or in a course of study that will lead to employment, and the student is otherwise eligible, the case must be approved. The case manager must annotate the BEACON Narrative that the student meets eligibility based on these criteria.

Students who do not qualify as eligible under 106 CMR 362.410(F)(4) include:

- a) students enrolled in programs or courses of study that do not meet the Perkins VI definition or lead to employment;
 - b) students enrolled in programs or courses of study that do not lead to employment; and
 - c) students attending four-year public colleges or private institutions of higher education, regardless of course of study, unless otherwise approved by the SNAP Employment and Training Program or section 236 of the Trade Act of 1974.
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Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.

**Community College Enrollment Verification Form
for Supplemental Nutrition Assistance Program Benefits – SNAP**

Student Name: _____ SSN: _____

School Name: _____

Please complete all applicable sections:

1. Enrollment Status: Full-time Half-time Less than half-time not enrolled

Degree: 1 year certificate, Associates Degree Bachelor Degree
 Other _____(specify)

2. Student's Course of Study or Major: _____

The above student's program/course of study/major meets the definition of career and technical education under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV)* program, and/or is considered by this college to be a course of study that will lead to employment.

Please indicate: YES NO

* A career and technical education program as defined under Appendix A of the Perkins IV Manual posted at <http://www.doe.mass.edu/cte/perkins/>

3. Student Participation in Work Study**

The above student is currently or will be participating in a federal or state work study program.

Please indicate: YES NO

** Students may qualify for SNAP benefits, regardless of course of study, if the student is participating in or has been approved and anticipates participating in a federal or state-funded work study program.

Signature of Community College Official

Date

Print Name

Title

Phone Number

This form must be accompanied by a proof of enrollment, transcript, or a list of registered courses.