

## CHANGE REPORTING REQUIREMENTS FOR SIMPLIFIED REPORTING HOUSEHOLDS

Listed below are the types of food stamp households and the change reporting requirements for each type household.

TYPE OF HOUSEHOLD	CHANGE REPORTING REQUIREMENTS	ACTION TAKEN ON CHANGES REQUIRED TO BE REPORTED	ACTION ON CHANGES NOT REQUIRED TO BE REPORTED
<ul style="list-style-type: none"> <li>Earned income households <b>except</b> migrant/seasonal farm workers,</li> <li>Combination earned and unearned income households, and</li> <li>Unearned income households except households in which all adults are elderly or disabled.</li> </ul>	<ul style="list-style-type: none"> <li>Change in total household income that causes the household's gross monthly income to exceed 130% of poverty is required to be reported.</li> <li>ABAWDs must report when the number of hours worked or participated in a qualifying training activity fall below 20 hours per week.</li> </ul>	<ul style="list-style-type: none"> <li>Take appropriate action to determine continued eligibility and benefit amount.</li> </ul>	<ul style="list-style-type: none"> <li>Household voluntarily requests case be closed, <ul style="list-style-type: none"> <li>Ø Close case.</li> </ul> </li> <li>If there is a change in the Income Maintenance grant for an in-combination case, <ul style="list-style-type: none"> <li>Ø Make corresponding adjustment to food stamp case.</li> </ul> </li> <li>For changes reported that are considered verified upon receipt,** <ul style="list-style-type: none"> <li>Ø Adjust the food stamp case.</li> </ul> </li> <li>Changes that are reported that are not considered verified upon receipt, <ul style="list-style-type: none"> <li>Ø Determine if the change results in an increase or decrease in benefits. If <b>increase</b>, <ul style="list-style-type: none"> <li>" Request verification, if required,</li> <li>" Take appropriate action.</li> </ul> </li> <li>Ø If <b>decrease</b>, <ul style="list-style-type: none"> <li>" Take no further action.</li> </ul> </li> </ul> </li> </ul>

\*When a household changes from the reporting requirement for elderly/disabled households or migrant/seasonal farm worker households to the simplified reporting requirement, the new change reporting requirement becomes effective the month following the month in which the adjustment and notice to the participant is completed, provided the household will continue to be certified for an additional six months.

\*\*Information is considered verified upon receipt if the information is not questionable and the provider of the information is the primary **source** of the information. For example, IMES, SDX, Bendex, disqualifications, and end of eligibility based on non-work months are considered verified upon receipt. New Hire Match information is an example of information **not** considered verified upon receipt.

Revised December 2002

**CHANGE REPORTING REQUIREMENTS FOR  
MIGRANT SEASONAL FARM WORKER AND ELDERLY/DISABLED HOUSEHOLDS**

TYPE OF HOUSEHOLD	CHANGE REPORTING REQUIREMENTS	ACTION TAKEN ON CHANGES REQUIRED TO BE REPORTED	ACTION ON CHANGES NOT REQUIRED TO BE REPORTED
<ul style="list-style-type: none"> <li>• Migrant/seasonal farm worker household, and</li> <li>• Household in which all adult members are elderly/disabled and there is no budgeted earned income.</li> </ul>	<ul style="list-style-type: none"> <li>• Change in gross monthly income of more than \$25, except changes in IM grant,</li> <li>• Changes in any source of income,</li> <li>• All changes in household composition,</li> <li>• Changes in residence and the resulting change in shelter costs,</li> <li>• When resources reach or exceed a total of \$2000 or \$3000, if elderly, and</li> <li>• Changes in the legal obligation to pay child support.</li> <li>• ABAWDs must report when the number of hours worked or participated in a qualifying training activity fall below 20 hours per week.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete budget adjustment within 10 days.</li> <li>• Send notice of adverse action, if required.</li> <li>• Complete action to increase or decrease benefits or close case.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete budget adjustment within 10 days.</li> <li>• Send notice of adverse action, if required.</li> <li>• Complete action to increase or decrease benefits.</li> </ul>