

Department of Public Health  
and Human Services

Section:  
CASE MANAGEMENT

SUPPLEMENTAL NUTRITION ASSISTANCE  
PROGRAM (SNAP)

Subject:  
Reporting Requirements

**Supersedes:** FS 1501-1 (10/01/03)

**References:** 7 CFR 273.10; 7 CFR 273.12; and 7 CFR 273.13

GENERAL RULE -- A household participating in the Supplemental Nutrition Assistance Program is required to report changes according to its reporting requirements. The OPA Case Manager determines a household to be either a six month reporting or a change reporting household depending on the household's circumstances.

#### **METHODS OF REPORTING CHANGES**

Household members and authorized representatives may report changes to the Office of Public Assistance (OPA):

1. by completing and returning the Change Report form (HCS-260B);

**NOTE:** Households are not required to report changes on a Change Report form and cannot be required to come to the OPA to sign one.

2. by calling and talking to an OPA staff member directly or leaving a voice mail message;
3. by writing, e-mail or fax; and,
4. directly in person.

#### **DETERMINING A HOUSEHOLD'S REPORTING REQUIREMENTS**

The following households are subject to change reporting requirements:

1. Migrant/seasonal farm worker households; and,
2. Households in which all members are elderly and/or disabled and do not have countable earned income.

All other households are subject to six month reporting requirements.

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