



SNAP 1501-1 Reporting Requirements

References:	7 CFR 273.10; 7 CFR 273.12; and 7 CFR 273.13
Overview:	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.
Policy:	METHODS OF REPORTING CHANGES Household members and authorized representatives may report changes to the Office of Public Assistance (OPA): <ol style="list-style-type: none">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. <ol style="list-style-type: none">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: <ol style="list-style-type: none">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.
Date Revised	April 2010