



# SNAP 1501-4 Change Reporting Requirements

<b>References:</b>	7 CFR 273.10, 7 CFR 273.12, 7 CFR 273.13
<b>Overview:</b>	<p><b>GENERAL RULE:</b> The following households are subject to change reporting requirements:</p> <ol style="list-style-type: none"> <li>1. Migrant/seasonal farm worker households; and,</li> <li>2. Households in which all members are elderly or disabled and do not have countable earned income.</li> </ol>
<b>Policy:</b>	<p><b>CHANGE REPORT FORM AND NOTICE</b></p> <p>Households are provided with a Change Report Form</p> <ol style="list-style-type: none"> <li>1. At the application interview;</li> <li>2. At the recertification interview;</li> <li>3. Following a reported change; and,</li> <li>4. On request.</li> </ol> <p>The notice is sent to the household:</p> <ol style="list-style-type: none"> <li>1. At the time of application approval;</li> <li>2. In month 12 of a 24-month certification period;</li> <li>3. At the time of recertification approval;</li> <li>4. Changing from six month to change reporting requirements; and,</li> <li>5. When a change is probable.</li> </ol>
	<p><b>RECERTIFICATION PERIOD</b></p> <p>Eligibility is determined for a 24-month certification period at application and recertification for households in which all members are elderly or disabled and do not have countable earned income. Eligibility is determined for a six month certification period for migrant/ seasonal farm worker households at application and recertification.</p>
	<p><b>CHANGE REPORTING REQUIREMENTS</b></p> <p>Change reporting households are required to report the following changes as soon as possible but within 10 days of knowledge of:</p> <ol style="list-style-type: none"> <li>1. Changes in sources of income;</li> <li>2. Changes in the amount of earned income of more than \$100;</li> </ol> <p><b>NOTE:</b> This only applies to migrant/seasonal farm worker households because households in which all members are elderly or disabled with countable earned income are subject to six month reporting requirements.</p> <ol style="list-style-type: none"> <li>3. Changes in the amount of unearned income of more than \$50;</li> <li>4. Changes in household composition;</li> <li>5. Changes in residence and the resulting changes in shelter expenses;</li> <li>6. Resources reaching or exceeding \$2,000 or \$3,250 depending on household composition; and,</li> <li>7. Changes in the legal obligation to pay child support.</li> </ol>
	<p><b>ACTING ON REPORTED/DISCOVERED CHANGES</b></p> <p>The OPA Case Manager must act on all changes within 10 days of receiving or discovering changes regardless of the timeliness of the reported/discovered change.</p> <p><b>EXCEPTION:</b> Changes in medical expenses reported by a source other than the household are acted on if the changes are considered verified upon receipt and <b>do</b></p>

	<p><b>not require contact with the household.</b></p> <p><b>NOTE:</b> SNAP benefits must be authorized by cutoff. Cutoff is the fourth working day from the last calendar day of the month.</p> <p>Reported/discovered information may come from sources such as anonymous calls, letters, WoRC Case Managers, R&amp;R Agencies, SEARCHS, MISTICS, State Fund, motor vehicles, etc. Households must be given the opportunity to verify or dispute the reported or discovered information within 10 days of the OPA Case Manager sending the household a request for information/verification notice.</p>
	<p><b>ACTING ON CHANGES CAUSING AN INCREASE</b></p> <p>Benefits increase the month after a reported/discovered change when verification of the change is received within 10 days from the request for verification notice being sent. If the necessary information/verification is not received within the 10-day request for information notice, benefits are increased the month after the receipt of the verification. When a reported/discovered change results in an increased benefit but does not include the information/verification, the increase cannot be made until the necessary information is received or the change is verified. The OPA Case Manager must send a request for information/ verification notice requesting the household provide the necessary information/verification of the change within 10 days of the notice. <b>NOTE:</b> When the 10th day of the request period falls on a weekend or holiday, the household has through the next business day to provide the information/verification.</p> <p>If the requested information/verification is not received prior to cutoff (fourth working day from the last calendar day of the month), the OPA Case Manager must authorize benefits by cutoff at the benefit amount previously issued. If the requested verification is not received within the 10-day request period, the previously verified amount of the reported change and the allotment amount stay the same. An alert is set to request the verification again at recertification. If the information/verification is received in the administrative month (month prior to the benefit month) after cutoff or within the 10-day request for information when the 10-day request period extends into the next benefit month, the OPA Case Manager must issue a supplement to the household no later than the 10th day of the benefit month. When a reported/discovered change includes verification, the OPA Case Manager redetermines eligibility and benefit amount within 10 days of receiving the reported/discovered change.</p>
	<p><b>ACTING ON CHANGES CAUSING DECREASE</b></p> <p>When a reported/discovered change results in decreased benefit but does not include the verification, the decrease cannot be made until the change is verified. The OPA Case Manager must send the household a 10-day request for information/verification notice to verify the change. Benefits are authorized by cutoff at the benefit amount previously issued if verification is not received prior to cutoff or the 10-day request for information extends into the next benefit month. If the requested verification is received within the 10-day request period <b>AND</b> timely notice can be provided to the household, the household's benefit is decreased accordingly. If the requested verification is not received in time to provide timely notice of adverse action or the 10-day request for information period extends into the next benefit month, the household's benefit is authorized at the same benefit amount as the previous month. The OPA Case Manager sets an alert to decrease</p>

	benefits effective the following month, and timely notice of decreased benefits must be sent to the household. If the requested verification is not received such as a decreased expense, the expense is removed and timely notice of decrease is provided to the household.
	<p><b>ACTING ON CHANGES UNKNOWN IF CAUSES INCREASE/DECREASE</b></p> <p>When it is unknown if a reported/discovered change results in increased or decreased benefits, the OPA Case Manager must send a request for information/verification notice requesting the household provide the necessary information/verification of the change within 10 days of the notice. If the requested verification is not received, the reported/discovered information is unclear or questionable, and the effect of the change on benefits cannot be determined, such as income or household composition, a timely notice of adverse action is sent to close the case.</p>
Date Revised	<b>April 2016</b>