



# SNAP 1501-5 Adding/Removing Household Member

<b>References:</b>	7 CFR 273.1; 273.12; 273.13
<b>Overview:</b>	<b>GENERAL RULE:</b> When an individual moves into or out of a household that is participating in the Supplemental Nutrition Assistance Program, eligibility and the benefit amount must be evaluated based on the new household composition and the household's reporting requirements. The OPA Case Manager must use the correct time frames when it is necessary to provide the household with a notice of adverse action.
<b>Policy:</b>	<b>ADDING A HOUSEHOLD MEMBER</b> The OPA Case Manager acts on changes in household composition within 10 days of the reported/discovered change. A new household member is added to the household effective the month after the reported/discovered change when the household provides any necessary information/verification to add the new member within 10 days from the date of request for information notice. When the 10th day of the request period falls on a weekend or holiday, the household has until the next business day to provide the information/verification.
	<b>TANF AND SNAP SUPPLEMENT</b> If adding the new member results in TANF and SNAP supplements, the TANF supplement issued is countable income against the new member.
	<b>REMOVING A HOUSEHOLD MEMBER</b> The OPA Case Manager acts on changes in household composition within 10 days of the reported/discovered change. A household member is removed from the household effective the month after the reported/discovered change. The OPA Case Manager must determine if the individual that is removed from the household is expected to return. If the individual is expected to return to the household, If the individual is not expected to return, remove the person from the case.
<b>Date Revised</b>	<b>April 2010</b>