



## SNAP 1501-5 CASE MANAGEMENT Adding/Removing Household Member

**Supersedes:** SNAP 1501-5 (12/12/2022)

**Reference:** 7 CFR 273.1; 273.12; 273.13

**Overview:** When an individual moves into or out of a SNAP household, eligibility and the benefit amount must be evaluated based on the new household composition and the household's reporting requirements. The eligibility staff member must use the correct time frames when it is necessary to provide the household with a notice of adverse action.

### **ADDING A HOUSEHOLD MEMBER:**

The eligibility staff member acts on changes in household composition within 10 days of the reported/discovered change. When the household provides necessary information/verification within 10 days of the date of information request notice, the new household member is added effective the month after 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.

If a child or children are reported as new member(s) and they are already receiving SNAP on another case, the household composition of the reporting household is questionable and must be verified. The new household must verify conclusively that the child(ren) is in their household and not in the household where they are currently receiving benefits. **Children cannot be removed from their current case unless both households agree to the changed living arrangement OR we have compelling verification from a third party**, for example, Child and Family Services, a court order, or result of a fraud investigation. If the child(ren) is living in more than one household and the households share the child equally, the households must decide whose case the child will receive benefits on. Special consideration is given in cases where an adult has left a household with children due to domestic violence and is living in a shelter. See SNAP Policy 201-8.

### **TANF AND SNAP SUPPLEMENT:**

If adding the new member results in TANF and SNAP supplements, The TANF supplement issued is countable income.

**REMOVING A HOUSEHOLD MEMBER:**

The eligibility staff member 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 **when we can give timely notice**. When we can't give timely notice, the change in HH COMP will occur in the month after the month we receive notice. For example, if we receive notice on January 28<sup>th</sup>, and are unable to give timely notice, the change will occur for March benefits.

EXCEPTION: If we receive a signed and written Change Report from the household, we can make the change with adequate notice.

**Effective Date:** June 15, 2023