All FS households are subject to **6-Month Change Reporting Rules** except households in the following situations:

EXCEPTIONS TO 6-MONTH REPORTING

10-DAY REPORTING RULES (See Reverse)	TBA REPORTING RULES (See Reverse)	NYSNIP REPORTING RULES (See Reverse)
 HH's with no income HH's certified for less than 4 months Group home residents in receipt of SSI or SSD HH's in which all adult members are aged/disabled with no earned income (except NYSNIP cases) Migrant or seasonal farmers Undomiciled homeless HH's (only shelter type 23) 	HH's in receipt of TBA benefits (identified by FS Default/Closing codes B11-B14)	NYSNIP cases (identified by Shelter type codes 94-98)

6-MONTH REPORTING RULES (See Below)

The only change that HH's subject to 6-month reporting are required to report (other than at recert or on their 6 month report) is if their total HH income exceeds 130% of the poverty level for their household size (as set at the time of their last certification).

For 6-month reporting HH's, if reported during the course of the certification period, only the following changes reported can be reflected in the FS benefit calculations:

- Total HH monthly income exceeds 130% of the poverty level (This report must be documented in writing. If reported by phone, worker must send a written request to client to confirm information)
- The information is considered verified upon receipt
- The information is reported at recert
- The information is reported on a 6-month periodic mailer (except "Simplified Deduction" see explanation in next column)
- The HH requests to have case closed
- Changes resulting in a TA budget change
- The HH voluntarily reports and verifies information.

For all FS HH's that are certified for 7 full months or more and have earned (includes TA cases if all earnings belong to an NTA individual) and/or unearned income:

- These cases are sent a periodic mailer (LDSS-4310) which must be returned by the 10th day of the sixth month of their cert period, even if they have no changes to report
- Changes reported in the mailers must be processed even if it causes a decrease - unless the decrease is to a "Simplified Deduction" (non-move shelter, medical, or child care expenses)
- If client does not return a completed mailer, they must be sent timely notice to close FS case
- WMS report WINRO-656 is used to identify households sent a report & required to return it.

TA Face-to Face Recertification WAIVERS:

TA-FS households with only unearned income and authorized for a year under waiver are still subject to FS 6-month reporting rules. These households receive a TA six-month eligibility questionnaire developed and distributed by HRA/FIA (mail-in TA recert with FS penalty language under a TA waiver):

Completion of the TA six-month mail-in recert **IS** also a FS requirement for these households.

REPORTING THRESHOLDS

вотн **10-DAY REPORTERS & 6-MONTH REPORTERS**

10-DAY REPORTERS must report these changes within 10 days:

6-MONTH REPORTERS must report these changes at either • 6-Month Contact the Recertification

- New address
- New rent or mortgage costs, if they move
- Changes in total HH earned income when it increases or by decreases more than \$100/month
- Increase in resources above the resource limit
- Changes in any source of income
- Change in HH composition
- Changes in the amount of child support client is court-ordered to pay outside their home, if more than \$50/month
- Changes in total HH unearned income when it increases or decreases by more than \$50/mo, if received from a public source (SS benefits, UIB, etc.)
- Changes in total HH unearned income when it increases or decreases by more \$100/month if received from a private source (child support, private disability, etc.
- If client has an additional or change in licensed vehicle
- HH's with a 24-month cert period due to all adults being Aged/Disabled (10 Reporters) are sent a WMSgenerated "FS Change Report Form" and cover letter in the 11th month of their cert period, which they must only return in the 12th month if they have one of these reportable changes reportable changes

TRANSITIONAL BENEFIT **ALTERNATIVE (TBA)** REPORTING

- TBA households are not required report to changes during the 5month TBA period.
- If household wants to report a change that would increase FS, they must recertify and TBA ends early.

IF household fails to come in for this early recert appointment, continue FS benefits unchanged at the TBA amount until the end 5-month **TBA** the period. Do not close the case during the TBA period for this reason.

NEW YORK STATE NUTRITION IMPROVEMENT PROJECT (NYSNIP) REPORTING

NYSNIP households are not required to report any changes (except at the 24-month contact - see below). They could report any change that might cause an increase in their FS. If reported and verified, worker needs to make a determination whether or not client is better off in NYSNIP or regular FS.

NYSNIP households will receive a contact beginning letter 24 months after participation in NYSNIP. Households must respond to this contact letter, and must document any changes prior to having their Food Stamp Benefits increased.