

Attachment 1

Case Number:

Loc. Off./Unit/Worker:

Dear Sir/Madam:

This letter is to let you know there has been a change in the way you report your income for Temporary (Public) Assistance (TA).

Under the old rules, you used to get a periodic report form (LDSS – 4310) in the mail in-between recertifications to report your income.

Beginning in April of this year, you will no longer get the periodic report form. **However, you still must report your income and other changes at your recertification interviews and right away (within 10 days) whenever there is a change. Examples of changes include: stopping or starting a job, getting a second job, working more or less hours, getting a higher or lower hourly wage, stopping or starting to receive other income, etc. This means you must tell your worker as soon as possible when your income goes up or down. You should also report changes in the average weekly number of hours that you are working. You must also report other changes like people moving in or out, right away.** This part of reporting has not changed.

We think this new process is much more simple. However, it is very important that you remember to report income or other changes that happen right away. You can lose the disregards (the part of your earnings that we do not count against your TA grant) or have other negative action taken against you or your Temporary (Public) Assistance case if you do not.

If you are also in receipt of Food Stamp Benefits, there are separate reporting rules for that program. If you have earnings and receive Food Stamp Benefits, you may also receive one report mailer per year for Food Stamp Benefits. If you receive such a report mailer, it is very important that you follow the instructions on completing the form and return it to the agency. Failure to do so may result in the loss of your Food Stamps Benefits.

If you have any questions about this please call or ask your worker.