



George E. Pataki
Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
40 NORTH PEARL STREET
ALBANY, NY 12243-0001

Robert Doar
Commissioner

Informational Letter

Section 1

Transmittal:	04-INF-25
To:	Local District Commissioners
Issuing Division/Office:	Temporary Assistance
Date:	December 29, 2004
Subject:	Introduction of a Food Stamp Six-Month Reporting Desk Guide
Suggested Distribution:	Food Stamp Benefits Staff Temporary Assistance Staff Medicaid Directors Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Food Stamp Policy - Food Stamp Bureau at (800)-343-8859 ext. 3-1469
Attachments:	Food Stamps Six-Month Reporting Desk Guides
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
04 ADM-2 02 ADM-7 01 ADM-9 03 INF-10		387.17	7CFR 273.12	FSSB Section 13	GIS Messages 04 TA/DC016 04 TA/DC015 04TA/DC009 02 TA/DC016 01 TA/DC024 01 TA/DC010

Section 2

I. Purpose

The purpose of this Informational Letter is to introduce two desk guides to assist local district workers in the interpretation and implementation of Food Stamp Simplified (Six-Month) Reporting rules. There is an Upstate and a NYC version of each desk guide.

II. Background

Food Stamp Six-Month Reporting rules were first introduced for earned income households through 01 ADM-9 in February 2001, and then extended to households with only unearned income through 02 ADM-7 effective October 1, 2002. Clarification on a number of related issues was provided in a Question & Answer format through 03 INF-10. The policy was further revised with 04 ADM-02 announcing that certain households would no longer be considered subject to Six-Month Reporting rules and changing the type of mailer sent to households with only unearned income. Questions from local districts requiring clarification, as well as direct requests from districts for this type of document, have led to the development of these desk guides.

These desk guides also reflect the clarification that six-month reporting rules do apply to most households with certification periods of **four** months or greater, including application cases certified for one partial month and three full months of participation. When six-month reporting rules were introduced, households certified for less than **six** months were not subject to six-month reporting rules. With 02 ADM-7, six-month reporting rules were extended to households certified for at least four months.

III. Program Implications

In an effort to lessen confusion and assist local district workers in understanding the rules applicable to different types of households, two desk guides have been developed. Districts may photocopy and distribute for use either or both of these guides if they find them useful.

The first guide was developed by NYS OTDA in consultation with local districts, and is labeled #1 Desk Guide on Food Stamp Change Reporting. It is a two sided document, with the intended audience or usage for each side being slightly different.

Side One displays in a chart form the types of automated mailers that are sent to households along with the associated factors that determine whether or not an automated mailer is sent and what type of mailer is sent. Side One depicts only the current policy and it may be useful in understanding whether or not a household will receive, or should have received, an automated mailer. This may be helpful for eligibility workers in explaining to a household the anticipated receipt of a mailer, or in anticipating the return of mailers from households. The note on the bottom contains information on how to identify households that were sent an automated mailer - Upstate districts can use "Quarterly Contact Datamailer Sent" screens (WMS Menu selection 24), while NYC can use the report WMS report WINRO-656.

Side Two shows the chronology of milestone changes that have occurred in the application of the Food Stamp Six-Month Reporting rules. This may be helpful in determining which reporting rules were in effect for a household at a particular point in time. This can be helpful when dealing with evaluation of potential overpayments and associated claims.

The second guide was developed by Erie County DSS and with some minor revisions by OTDA is offered as an alternative. It depicts only current FS Change Reporting policy and may be useful for eligibility workers. Both the Upstate and NYC versions of this alternative guide also contain the

information on how to identify households that were sent an automated mailer. Districts may also wish to consider keeping a one page notation sheet up front in the case record folder that clearly shows which of the reporting rules outlined on this guide apply to the household. Any change in the household's FS Change Reporting status would be noted on this sheet along with the effective date of the change in status.

These Desk Guides should assist districts to administer the Food Stamp program correctly.

Issued By _____
Name: **Russell Sykes**
Title: **Deputy Commissioner**
Division/Office: **Division of Temporary Assistance**