**FRONT** 

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)
<ul> <li>HH's with no income</li> <li>HH's certified for less than 4 months</li> <li>Group home residents in receipt of SSI or SSD</li> <li>HH's in which all adult members are aged/disabled with no earned income (except NYSNIP cases)</li> <li>Migrant or seasonal farmers</li> <li>Undomiciled homeless HH's (only shelter type 23)</li> </ul>	HH's in receipt of TBA benefits	NYSNIP cases

### 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 NTA-FS HH's that are certified for 7 full months or more and have earned and/or unearned income:

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- These cases are sent a periodic mailer (LDSS-4310) which must be returned by the 10<sup>th</sup> 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
- Use "Quarterly Contact Datamailer Sent" screens (WMS Menu selection 24) to identify HH's sent a mailer and post completed mailers in WMS.

### TA WAIVERS & TA QUARTERLY REPORTING (Limited Local Districts):

TA-FS households subject to 6-month reporting, depending on their case situation, may receive either a TA "Quarterly Report", or a local TA six-month eligibility questionnaire (mail-in TA recert with FS penalty language under a TA waiver):

- Completion of the TA "Quarterly Reports" is <u>not</u> also a FS requirement for these households.
- Completion of the TA six-month mail-in recert <u>is</u> also a FS requirement for these households.

### REPORTING THRESHOLDS

# BOTH 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 the 6-Month Contact or Recertification

- New address
- New rent or mortgage costs, if they move
- Changes in total HH earned income when it increases or decreases by 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 than \$100/month if received from a private source (child support, private disability, etc.
- If client has an additional or change in licensed vehicle
- \*\* All Adults Aged /Disabled HH's with a 24-month cert period (10 Day Reporters) are sent a WMS-generated "FS Change Report Form" and cover letter in the 11<sup>th</sup> month of their cert period, which they must only return in the 12<sup>th</sup> month if they have one of these reportable changes

### TRANSITIONAL BENEFIT ALTERNATIVE (TBA) REPORTING

- TBA households are not required to report 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 of the 5-month TBA 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 letter 24 months after beginning participation in NYSNIP. Households must respond to this contact letter, and must document any changes prior to having their Food Stamp Benefits increased.