

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 style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • HH's in receipt of TBA benefits 	<ul style="list-style-type: none"> • 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:

- 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
- 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 not also a FS requirement for these households.
- Completion of the TA six-month mail-in recert is also a FS requirement for these households.

