

## FOOD STAMPS CHANGE REPORTING - NYC DESK GUIDE

**MAILERS: PERIODIC/CHANGE REPORT CRITERIA:** Which Cases Get Which Type of Mailer and When?

(Households do not have to receive a Periodic/Change Report Mailer to be subject to 6-Month Reporting Rules) (See Reverse Side)

	Case Situation	Case Type	Income	Exemption / System Criteria	Type of Mailer	Month Mailer is to be returned by HH (10 <sup>th</sup> of Month Following Mailing from NYS OTDA)
<b>6 M O N T H</b>	<b>Households subject to 6-Month Reporting due to Earnings.</b> (Includes HH's w/ All Adults A/D [Aged/Disabled] )	31 (NTA-FS); or 11, 12, 16, or 17 (TA) if only NTA individual has earnings	Earned	A periodic report is sent to a TA case only if all of the household's earned income is earned by an NTA individual.	<b>Periodic LDSS-4310</b> Production dependent on length of cert period - See to the right	6 <sup>th</sup> full month of auth (if FS authorization period is equal to or greater than 7 full months AND there is at least 6 months left prior to the end date of the FS authorization period) HH MUST COMPLETE & RETURN THIS MAILER (Use WMS Report WINRO-656 to identify HH's sent a Periodic Mailer.)
	<b>FS cases subject to 6-Month Reporting due to only unearned income.</b> (Certain Aged/Disabled cases excluded – see exclusion in 10 Day Rept)	31 (NTA-FS)	Unearned Any individuals (= or > 18 and < 60), or all inds < 18			
<b>A/D</b>	<b>FS 24 Month Cases</b> - in which all adults are aged/disabled without earnings and certified for up to 24 months. USDA requires a contact with the household at the 12 month point.	31 (NTA-FS)	No Earnings & A/D (Aged/Disabled Indicator) = X (Indicator X)		FS Change Report Form LDSS-3151	12 <sup>th</sup> full month of 24 month Auth (if FS Auth is equal to or greater than 13 full months) HH must return only if it has changes to report
<b>10 D A Y R E P T</b>	FS Cases are excluded from FS 6-Month Reporting because: <b>A)</b> all adults aged/disabled w/o earnings; <b>B)</b> SSI/SSD in Cong Care; <b>C)</b> Undomiciled; <b>D)</b> NYSNIP; <b>E)</b> TBA	31 (NTA-FS)	Unearned	<b>A)</b> No earnings & all adults have an A/D indicator of X; <b>B)</b> Unearned income type = 27 or 31 with shelter type = 15, 16, 17, 28 or 29; or <b>C &amp; D)</b> Shelter type = 23, 94, 95, 96, 97, or 98; <b>E)</b> Food Stamp Default/Closing Codes B11, B12, B13, or B14	<b>None</b>	Not Applicable
<b>TA W A I V</b>	NYS OTDA TA Waiver of the Face-to-Face Recertification Interview	TA Case Types 11, 12, 16, or 17 (FA & SNA)	No Earned Income (earned income HH's are certified only for six month periods)		<b>HRA-FIA developed and distributed "TA Six Month Eligibility Questionnaire" with FS Penalty Warning</b>	6 <sup>th</sup> full month of 12 month auth HH MUST COMPLETE & RETURN THIS MAILER

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### WHICH HOUSEHOLDS WERE/ARE SUBJECT TO SIX-MONTH REPORTING RULES? USEFUL INFO FOR CLAIM EVALUATION

<b>Historical Timeline – Changes in Six-Month Reporting Policy since April 2001</b>			
<b>HOUSEHOLD'S STATUS</b>	<p>Six-Month Reporting Rules are about what information the household must report. Aside from responding to the automated periodic mailers (and the ABAWD requirement to report employment of less than 80 hours per month), during the course of the certification period <u>NO</u> 6-Month Reporting households can be required to report <u>anything</u> other than total household gross income exceeding 130% of the Poverty Level for it's size (# of members at last certification). Six-Month Reporting Rules do not always involve Periodic mailers or reports. OTDA automated Periodic mailers are sent only to NTA-FS households certified for 7 full months or longer. Usually, these are only households without income from employment because earned income households are certified for only six month periods</p>		
<b>HOUSEHOLD'S STATUS</b>	<p><b>01 ADM-9</b> 1<sup>st</sup> Introduction of 6-Month Reporting Rules – Only affected <b>Households with Earnings</b> EFFECTIVE: 4/1/01 – TA/FS HOUSEHOLDS 7/1/01 – NTA-FS (&amp; TA with only FS earnings)</p>	<p><b>02 ADM-7</b> 6-MONTH REPORTING RULES <b>EXTENDED TO FS HOUSEHOLDS WITH ONLY UNEARNED INCOME (including HH's whose only income is a Temporary Assistance Grant)</b> EFFECTIVE 10/1/02</p>	<p><b>04 ADM-2</b> <b>LOSS OF 6-MONTH REPORTING RULES FOR SOME HH's &amp; CHANGE IN THE TYPE OF MAILER SENT FOR OTHERS</b> EFFECTIVE: 5/1/04 Most Aged/Disabled HH's become 10 Day Reporters 10/1/04 Unearned Income HH's must return Periodic Mailer</p>
<b>SUBJECT TO SIX-MONTH REPORTING RULES</b>	<p>HH's certified for at least six months, AND</p> <ul style="list-style-type: none"> <li>• With Earned income (including <u>non-annualized self-employment</u>) or</li> <li>• Had earned income budgeted earlier in the certification period, even if the income ceases</li> </ul>	<p><b>ALL</b> Food Stamp households are subject to Six-Month Reporting Rules <b>EXCEPT</b> those listed in the box below (see next row entitled "Not Subject to Six-Month Reporting Rules").</p> <ul style="list-style-type: none"> <li>• HH's with NO Income</li> <li>• HH's certified for less than four months (NYC systems changed generation of certification periods to six months)</li> </ul>	<p><b>ALL</b> Food Stamp households are subject to Six-Month Reporting Rules <b>EXCEPT</b> those listed in the box below (see next row entitled "Not Subject to Six-Month Reporting Rules").</p> <ul style="list-style-type: none"> <li>• <b><u>As of 10/1/04, Unearned Income HH's are subject to adverse action for failure to return Periodic Reports, even if there are no changes to report</u></b></li> </ul>
<b>NOT SUBJECT TO SIX-MONTH REPORTING RULES</b>	<ul style="list-style-type: none"> <li>• HH's WITHOUT Earned income</li> <li>• HH's certified for less than four months</li> <li>• HH's in receipt of SSI or SSD &amp; residing in a group home, even if earning income</li> <li>• Seasonal/migrant farmworkers (must be certified for 6 months or less)</li> <li>• HH's with earnings only from annualized self-employment</li> </ul>	<ul style="list-style-type: none"> <li>• NYSNIP households (NYSNIP unique reporting rules)</li> <li>• HH's in receipt of SSI or SSD &amp; residing in a group home, even if earning income</li> <li>• Transitional Benefit Alternative (TBA) HH's (NO Reporting rules - not required to report <u>anything</u>)</li> <li>• Migrant or seasonal farm worker households</li> <li>• Homeless (undomiciled – ABEL shelter code 23)</li> </ul>	<ul style="list-style-type: none"> <li>• HH's with NO Income</li> <li>• HH's certified for less than four months</li> <li>• NYSNIP households (NYSNIP unique reporting rules)</li> <li>• HH's in receipt of SSI or SSD &amp; residing in a group home, even if earning income</li> <li>• Transitional Benefit Alternative (TBA) HH's (NO Reporting rules - not required to report <u>anything</u>)</li> <li>• <b>HH's in which ALL ADULTS are elderly/disabled &amp; HH is WITHOUT earned income</b></li> <li>• Migrant or seasonal farm worker households</li> <li>• Homeless (undomiciled – ABEL shelter code 23)</li> </ul>