

FOOD STAMPS CHANGE REPORTING - UPSTATE 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 th of Month Following Mailing from Albany)
6 MONTH	FS cases subject to 6-Month Reporting due to Earnings. (Includes HH's w/ All Adults A/D [Aged and Disabled])	31 (NTA-FS) or 32 (FS-Mixed)	Earned ***		Periodic *** LDSS-4310 Production dependent on length of cert period - See to the right	6 th full month of auth (if FS authorization period is equal to or greater than 7 full months) HH MUST RETURN Use WMS Selection 24, to identify cases sent a mailer and to log returns.
	FS cases subject to 6-Month Reporting due to only unearned income. (Certain Aged/Disabled cases excluded – see exclusion in 6 th row)	31 (NTA-FS) or 32 (FS-Mixed)	Unearned *** Any individuals (= or > 18 and < 60), or all inds < 18			
CAP	CAP (Child Assistance Program) Cases – CAP Districts Only	11 & Special Program Code C	**			3 rd full month & 6 th , 9 th month of 12 month auth
TA/ 1/4LY	Districts still in TA Quarterly Reporting - TA Cases with E\$judgey4 arnings	TA Case Types 11, 12, 16, or 17 (FA & SNA). Counties with TA 1/4ly	Earned ***		(Also called Quarterly Report when used for TA)	3 rd full month of 12 month auth
A/D	FS 24 Month Cases - 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)	Unearned A/D (Aged/Disabled Indicator) = A		FS Change Report Form - LDSS-3151	12 th 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
10 DAY REPORT	FS Cases are excluded from FS 6-Month Reporting because: all adults aged/disabled w/o earnings; SSI/SSD in Cong Care; NYSNIP; TBA: Undomiciled; or worker entered code	31 (NTA-FS) or 32 (FS-Mixed)	Unearned	Unearned = 42 or 45 with shelter type = 10, 12, 13, 5, 16, 17, 44 or Sp Code = S or A/D Ind = A or S or Sep Det = T or Shelter type = 23 or Rep Code = E or # of inds = 01 with A/D = X or all inds = or > 60	None	Not Applicable
	TA Quarterly Reporting - TEAP cases & cases exempted by worker entered Periodic Reporting Code on WMS Screen 1.	TA Case Types 11, 12, 16, or 17 (FA & SNA). Counties with TA 1/4ly	Earned	Earned = 31 or Periodic Reporting Code = E or I		
TA WAIVER	Counties with a 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)		Locally developed and distributed "TA Six Month Eligibility Questionnaire" with FS Penalty Warning	6 th full month of 12 month auth HH MUST RETURN

*Periodic Reporting Code (worker entered) = B C or L produces periodic regardless of presence of income. ** All CAP cases must report regardless of presence of income or Rep code.*** On "Quarterly Contact Datamailer Sent" screens (WMS Menu selection 24), "Select Code" = "2" for Earned Income; "Select Code" = "U" for Unearned Income; "Select Code" = "1" for CAP Cases

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WHICH HOUSEHOLDS WERE/ARE SUBJECT TO SIX-MONTH REPORTING RULES?

USEFUL INFO FOR CLAIM EVALUATION

<p>HOUSEHOLD'S STATUS</p>	<p>Historical Timeline – Changes in Six-Month Reporting Policy Since April 2001</p> <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>		
	<p>01 ADM-9 1st Introduction of 6-Month Reporting Rules – Only affected Households with Earnings EFFECTIVE:</p> <p>4/1/01 – TA/FS HOUSEHOLDS 7/1/01 – NTA-FS & UPSTATE FS-MIXED</p>	<p>02 ADM-7 6-MONTH REPORTING RULES EXTENDED TO FS HOUSEHOLDS WITH ONLY UNEARNED INCOME (including HH's whose only income is a Temporary Assistance Grant) EFFECTIVE 10/1/02</p>	<p>04 ADM-2 LOSS OF 6-MONTH REPORTING RULES FOR SOME HH's & CHANGE IN THE TYPE OF MAILER SENT FOR OTHERS EFFECTIVE:</p> <p>5/1/04 Most Aged/Disabled HH's become 10 Day Reporters 10/1/04 Unearned Income HH's must return Periodic Mailer</p>
<p>SUBJECT TO SIX-MONTH REPORTING RULES</p>	<p>HH's certified for at least six months, AND</p> <ul style="list-style-type: none"> With Earned income (including <u>non-annualized</u> self-employment) or Had earned income budgeted earlier in the certification period, even if the income ceases 	<p>ALL Food Stamp households are subject to Six-Month Reporting Rules EXCEPT those listed in the box below (see next row entitled "Not Subject to Six-Month Reporting Rules").</p>	<p>ALL Food Stamp households are subject to Six-Month Reporting Rules EXCEPT those listed in the box below (see next row entitled "Not Subject to Six-Month Reporting Rules").</p> <ul style="list-style-type: none"> 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
<p>NOT SUBJECT TO SIX-MONTH REPORTING RULES</p>	<ul style="list-style-type: none"> HH's WITHOUT Earned income HH's certified for less than 6 months HH's in receipt of SSI or SSD & residing in a group home, even if earning income Seasonal/migrant farmworkers (must be certified for 6 months or less) HH's with earnings only from annualized self-employment 	<ul style="list-style-type: none"> HH's with NO Income HH's certified for less than four months NYSNIP households (NYSNIP unique reporting rules) HH's in receipt of SSI or SSD & residing in a group home, even if earning income Transitional Benefit Alternative (TBA) HH's (NO Reporting rules - not required to report <u>anything</u>) Migrant or seasonal farm worker households Homeless (undomiciled – ABEL shelter code 23) 	<ul style="list-style-type: none"> HH's with NO Income HH's certified for less than four months NYSNIP households (NYSNIP unique reporting rules) HH's in receipt of SSI or SSD & residing in a group home, even if earning income Transitional Benefit Alternative (TBA) HH's (NO Reporting rules - not required to report <u>anything</u>) HH's in which ALL ADULTS are elderly/disabled & HH is WITHOUT earned income Migrant or seasonal farm worker households Homeless (undomiciled – ABEL shelter code 23)