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Governor

NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
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David A. Hansell
Commissioner

Administrative Directive

Section 1

Transmittal:	07-ADM-05
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	October 3, 2007
Subject:	Food Stamp Change Reporting for Ten-Day Reporters
Suggested Distribution:	Local District Commissioners Temporary Assistance Directors Food Stamp Directors Staff Development Coordinators
Contact Person(s):	Food Stamp Bureau @ 518-473-1469
Attachments:	none
Attachment Available On – Line:	<input type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
01-ADM-09 02-ADM-07 04-ADM-02 06-INF-09 04-INF-25 04-INF-13 03-INF-10		387.17(e)(2)	7 CFR 273.12(a)(3) 7 CFR 273.3(c)(1)(ii)	FSSB Section 13	Federal waiver #2050068

I. Purpose

This Administrative Directive (ADM) is intended to officially advise local social services districts of the federal approval of a waiver to allow food stamp households in New York State that are subject to the 10-day change reporting requirement to report changes by the 10th day of the month following the month of the change. This change is effective immediately.

II. Background

Before the implementation of this new waiver, non-NYSNIP (New York State Nutrition Improvement program) and non-TBA (Transitional Benefit Alternative) food stamp households who were not eligible to report under six-month reporting rules were required to report their changes within 10 days of occurrence of the change. Under the terms of the new waiver, the 10-day time frame for these households to report required change will now be extended to 10 days after the month in which the change occurred.

Please note: at application or recertification, when changes occur between the Date of Interview and the date the Notice of Eligibility is issued, the household will have until 10 days following the end of the calendar month the Notice of Eligibility was issued to report any changes.

Example A:

- Filing date 1/1/08
- Interview Date 1/15/08
- Change Occurs 1/18/08
- Notice of Eligibility 1/30/08

The household has until 2/10/08, the 10th day following the month of change, to report the change to the district.

Example B:

- Filing Date 1/4/08
- Interview Date 1/15/08
- Change occurs 1/20/08
- Notice of Eligibility 2/3/08

The household has until 3/10/08, the 10th day following the month of the Notice of Eligibility issuance, to report the change to the district.

III. Program Implications

There are a few households who still have to report changes affecting their eligibility and food stamp benefits as the change occurs. A household must report changes within ten days after the end of the calendar month in which the change occurs, if the household:

1. Is without any income, or
2. Has no earned income, and all adults (individuals age 18 and older) are either disabled or over age 59, or
3. Is on Supplemental Security Income (SSI) or Social Security Disability (SSD) and lives in a certified congregate care group home, or
4. Has a seasonal migrant farm-worker in the household, or
5. Is certified for 3 months or less, or

6. Is homeless (undomiciled - without shelter), or
7. Includes an Able-Bodied Adult Without Dependents (“ABAWD”): such individuals must report if their work hours fall below 80 hours a month. They must tell us this within 10 days after the end of the month when their work hours fell below 80 hours.

Food stamp households that also receive temporary assistance (TA) continue to be required to report changes for TA within 10 days of the change.

IV. Required Action

Much of the implication of this Food Stamp Program change involves not establishing claims when households fail to report a required change within 10 days of occurrence. Instead, the household’s delay in reporting such a change must be evaluated for a possible claim relative to whether the household reported required changes within 10 days after the end of the calendar month in which the change occurred.

V. Systems Implications

Client Notice System (CNS) language is being revised to include the new required reporting time frames for 10 day reporters.

VI. Additional Information

The following forms will cite the correct reporting language involving times for reporting changes within 10 days after the end of the calendar month: LDSS-3151: “Food Stamp Change Report Form” and the LDSS-4148A: “What You Should Know About Your Rights and Responsibilities When Applying For or Receiving Benefits”.

VII. Effective Date:

This directive is effective upon the date of issuance.

Issued By _____

Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports