

CHANGE REPORTING REQUIREMENTS FOR EARNED INCOME HOUSEHOLDS

Listed below are the types of food stamp households and the change reporting requirements for each type household.

TYPE OF HOUSEHOLD	CHANGE REPORTING REQUIREMENTS	ACTION TAKEN ON CHANGES REQUIRED TO BE REPORTED	ACTION ON CHANGES NOT REQUIRED TO BE REPORTED
<ul style="list-style-type: none"> • Earned income household except: <ul style="list-style-type: none"> ➤ migrant/seasonal farm workers, and ➤ households whose only earned income is excluded such as the earnings of a minor or student income, and • Combination earned and unearned income household, • Earned income household changed to unearned during certification, • Combination earned and unearned income household changed to unearned during certification, • Unearned income household changed to earned during certification*, and • Unearned income household changed to combination earned and unearned during certification*. 	<ul style="list-style-type: none"> • Change in total household income that causes the household's gross monthly income to exceed 130% of poverty is required to be reported. 	<ul style="list-style-type: none"> • Take appropriate action to determine continued eligibility and benefit amount. 	<ul style="list-style-type: none"> • Household voluntarily requests case be closed, <ul style="list-style-type: none"> ➤ Close case. • If there is a change in the Income Maintenance grant for an in-combination case, <ul style="list-style-type: none"> ➤ Make corresponding adjustment to food stamp case. • For changes reported that are considered verified upon receipt,** <ul style="list-style-type: none"> ➤ Adjust the food stamp case. • Changes that are reported that are not considered verified upon receipt, <ul style="list-style-type: none"> ➤ Determine if the change resulted in an increase or decrease in benefits. If increase, <ul style="list-style-type: none"> ◆ Request verification, if required, ◆ Take appropriate action. ➤ If decrease, <ul style="list-style-type: none"> ◆ Take no further action.

*When a household changes from the unearned income reporting requirement to the earned income reporting requirement, the new change reporting requirement becomes effective the month following the month in which the adjustment and notice to the participant is completed, provided the household will continue to be certified for an additional six months.

Information is considered verified upon receipt if the information is not questionable and the provider of the information is the primary **source of the information. For example, IMES, SDX, Bendex, disqualifications, end of eligibility based on non-work months and changes in household composition and expenses (shelter costs and child care) reported by the household are considered verified upon receipt. New Hire Match information is an example of information **not** considered verified upon receipt.

**CHANGE REPORTING REQUIREMENTS FOR
ALL OTHER HOUSEHOLDS**

TYPE OF HOUSEHOLD	CHANGE REPORTING REQUIREMENTS	ACTION TAKEN ON CHANGES REQUIRED TO BE REPORTED	ACTION ON CHANGES NOT REQUIRED TO BE REPORTED
<ul style="list-style-type: none"> • Unearned income household, • Migrant/seasonal farm worker household, and • Household whose only earned income is excluded, such as the earnings of a minor or student income. 	<ul style="list-style-type: none"> • Change in gross monthly income of more than \$25, except changes in IM grant, • Changes in any source of income, • All changes in household composition, • Changes in residence and the resulting change in shelter costs, • The acquisition of a licensed vehicle, • When resources reach or exceed a total of \$2000 or \$3000, if elderly, and • Changes in the legal obligation to pay child support. 	<ul style="list-style-type: none"> • Complete budget adjustment within 10 days. • Send notice of adverse action, if required. • Complete action to increase or decrease benefits or close case. 	<ul style="list-style-type: none"> • Complete budget adjustment within 10 days. • Send notice of adverse action, if required. • Complete action to increase or decrease benefits.