

What happens when changes are reported?

Changes that are reported by your household or learned by your eligibility specialist are tracked in your case record.

When changes are reported or we learn of new information, we look at all of the changes we know about to decide if we need to adjust the amount of Food Stamp benefits you receive.

- If you should be eligible to receive more Food Stamp benefits, we will increase the benefit amount.
- If you should be eligible to receive fewer Food Stamps, we may not take the action except under certain circumstances.
 - If the change was required to be reported, we will decrease your benefits.
 - If the change was not required to be reported and is not required to be acted on, we will not change your benefits.

At your next application your current circumstances will be taken into consideration and your benefit allotment may change.

Civil Rights Law

In accordance with Federal Law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

Any person who believes s/he may have been the object of such discrimination may file a written complaint with the County office, the Family Support Division, or with the United States Department of Agriculture, giving the specific details as to how and when the discrimination took place.

Send complaints to the Office of Civil Rights, P. O. Box 1527, Jefferson City, Missouri 65102.

For more information, contact your local Family Support Division office.

Missouri Department of Social Services
P. O. Box 1527
Jefferson City, MO 65102

To file a complaint of discrimination write:

USDA, Director, Office of Civil Rights
1400 Independence Avenue, S. W.
Washington, DC 20250-9410
or call (800) 795-3272 (voice) or
(202) 720-6382 (TTY)

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SIMPLIFIED REPORTING FOR THE FOOD STAMP PROGRAM



Your Food Stamp Application

Information reported at your Food Stamp application is used to determine if you are eligible for Food Stamp benefits and the amount of benefits you will receive.

Your eligibility specialist will look at the amount of income in your household along with expenses you have. Expenses can include rent, utilities, house payments, child care costs, medical expenses, and child support.

With this information your eligibility specialist will determine the amount of benefits you will receive.

You will receive a letter informing you of the amount of benefits you will receive, how long you will receive them (certification period), and what changes you need to report.

What is Simplified Reporting?

Certain Food Stamp households are subject to simplified reporting requirements. Simplified reporting makes reporting changes easier and eliminates the need for frequent office visits or contacts.

Households subject to simplified reporting are given 6 month certification periods and the amount of benefits they receive are frozen at (do not change from) the amount they are approved for at application in most circumstances.

Who is subject to Simplified Reporting Requirements?

Food Stamp households are subject to simplified reporting requirements except:

- Households in which all adult members are elderly or disabled; and
- Households containing migrant/seasonal farm workers

What changes do I have to report for my Food Stamp case?

Since you are subject to “simplified reporting”, you must only report when:

- Your household’s total income, before deductions, goes over the maximum amount of income allowed for the size of your family;
- The number of hours worked by a household member falls below 20 hours per week, and that member is age 18 – 49 and able bodied without dependents. Only participants in certain counties must report this. Your eligibility specialist will let you know if you must report this; and
- Your address changes.

Change reporting requirements are different depending on the type of assistance you receive. The things you report for Temporary Assistance, Child Care, or Medical Assistance Programs are different than what you report for the Food Stamp Program.

When do changes have to be reported?

Tell your eligibility specialist about changes you have to report by the tenth (10th) day of the month following the month the change occurred. All other changes can be reported at your next Food Stamp application.

How will I know when my income goes over the maximum for my household size?

When your Food Stamp application is approved, you will receive a “CLAIMANT ACTION NOTICE”.

This notice informs you of:

- the amount of Food Stamp benefits you will receive;
- the length of time for which your Food Stamp application is approved; and
- the maximum amount of income your household can have before changes must be reported.

In addition to the “CLAIMANT ACTION NOTICE”, a “CHANGE REPORT” form will be sent to you. This “CHANGE REPORT” form will have the reporting requirements and the income maximum for your household.