

# OBSOLETE FOOD STAMP MANUAL SECTIONS WITH ACTING ON ALL CHANGES PRIOR TO JUNE 1, 2013.

SECTION [1140.005.00](#) (OBSOLETE)  
SECTION [1140.005.05](#) (OBSOLETE)  
SECTION [1140.005.20.20](#) (OBSOLETE)  
SECTION [1140.005.20.25](#) (OBSOLETE)  
SECTION [1140.005.20.30](#) (OBSOLETE)  
SECTION [1140.005.20.35](#) (OBSOLETE)  
SECTION [1140.005.20.40](#) (OBSOLETE)  
SECTION [1140.005.20.45](#) (OBSOLETE)  
SECTION [1140.005.20.50](#) (OBSOLETE)  
SECTION [1140.005.20.55](#) (OBSOLETE)  
SECTION [1140.005.20.60](#) (OBSOLETE)  
SECTION [1140.005.20.65](#) (OBSOLETE)  
SECTION [1140.005.20.70](#) (OBSOLETE)  
SECTION [1140.020.00](#) (OBSOLETE)  
SECTION [1140.025.05](#) (OBSOLETE)

## 1140.005.00 DEFINITION OF SIMPLIFIED REPORTING

[IM-#48 July 15, 2010](#), [IM-#36 April 22, 2010](#), [IM-#35 May 14, 2008](#), [IM-#80 August 27, 2004](#)

Effective May 1, 2010 all EUs are subject to Simplified Reporting rules.

Simplified Reporting is the term used to describe reporting rules to which all Food Stamp Program EUs are subject. Simplified reporting makes reporting changes easier for EUs and makes the program more accessible. An element of simplified reporting is that the EU's Food Stamp benefit amount is frozen during the certification period. Simplified reporting EUs are certified for twelve or twenty-four months. Once an EU is certified and is subject to simplified reporting, the only changes required to be reported are when:

- gross monthly income exceeds 130% of poverty, and
- there is a reduction in the number of hours worked by ABAWD individuals.

When an EU subject to simplified reporting is certified, the Food Stamp benefits are frozen at the approval amount for the duration of the certification period. The Food Stamp benefit changes only in certain circumstances. Simplified reporting rules work with other Food Stamp Policy. The frozen benefit amount is not reduced due to changes in EU composition, EU income or EU expenses unless the condition of an overriding policy is met, which requires the action be taken. Enter the changed information into the appropriate screens in FAMIS and run an eligibility determination. Determine the impact of the change and decide whether the frozen benefit must be changed. Act on changes:

- that result in the EU being ineligible due to gross income only for EUs subject to gross income test;
- when an ABAWD is no longer meeting the work requirement and/or no longer eligible to receive benefits;
- that are required by policy, such as disqualifying a member of the EU, changes known at application, changes to Temporary Assistance, or budgeted expenses;
- that are reported at the mid-certification review;
- that results in increased Food Stamp benefits; or
- that meets the definition of [verified upon receipt](#).

Certified EUs must report changes required to be reported no later than 10 days from the end of the calendar month in which the change occurred. An FA-544 Food Stamp Change Report form is provided to simplified reporting EUs at each certification, recertification, and whenever a change is authorized or disregarded. The change report form advises the EU of the reporting requirement and the 130% of poverty for the EU's size.

#### **1140.005.05 Simplified Reporting Eligibility Units**

[IM-#36 April 22, 2010](#), [IM-#80 August 27, 2004](#), [IM-#14 January 23, 2003](#)

Effective May 1, 2010, all Food Stamp EUs are subject to simplified reporting rules.

#### **1140.005.20.20 Changes Reported on the Application for Food Stamp Benefits by Eligibility Unit**

[IM-#36 April 22, 2010](#), [IM-#80 August 27, 2004](#), [IM-#14 January 23, 2003](#)

Action is required on any change known or reported at application for all EUs. Record information on the Eligibility Unit Member Role (FM3Z) screen regarding the known or reported change. Create a reminder to check the information.

Make the appropriate changes on the appropriate screens and complete an eligibility determination. Do not disregard the action if the cumulative result of all changes known at that time is to reduce the benefit or close the case. Changes known or reported at application are changes that must be acted on.

**Example:** An EU making application in June indicates an EU member will be moving to college in August. Because the change is reported at application, the worker records the impending change on the Eligibility Unit Member Role (FM3Z) screen and creates a reminder to check the EU composition in August. In July, the EU reports a new income. The action is disregarded as the benefits would decrease and it is not a change that must be acted on. In August, the worker verifies the EU member has moved out and

makes the budget adjustment to remove the EU member and include the income reported in July.

### **1140.005.20.25 Changes Increasing Benefits to the Eligibility Unit**

[IM-#36 April 22, 2010](#), [IM-#80 August 27, 2004](#), [IM-#14 January 23, 2003](#)

Take action on any reported or known change that increases benefits to an EU. Obtain sufficient information/verification as needed. If verification is required (income, medical expenses, etc.) but is not provided, do not take the action to increase the benefits. If verification is not required (shelter expenses, child care expenses, etc.) authorize the action to increase benefits.

If a previously reported change was disregarded, take that change into consideration when determining the overall action to take.

**Example:** An EU reports a baby was born to an EU member. A change in income was previously disregarded, but is now considered in the budget to determine the cumulative result. The change in income and the new EU member cause the benefits to increase. Take both actions and increase the EU's benefits.

If an EU reports a change that is not required to be reported but will result in an increase in benefits, request verification of the change, as required. If verification is required and the EU does not provide the information, do not increase the benefits and do not close the case.

### **1140.005.20.30 EU Member Moves Out of the Home**

[IM-#51 June 20, 2012](#), [IM-#36 April 22, 2010](#), [IM-#80 August 27, 2004](#), [IM-#14 January 23, 2003](#)

A report from the EU members is considered verified upon receipt. When an EU member reports they or another member of the Food Stamp household has moved out of the EU:

- enter the appropriate verification code on the Supercase Resident Maintenance (INHOME, FMOL) screen;
- complete an eligibility determination resolution (EDRES); and
- authorize the action to adverse action to remove the household member.

### **1140.005.20.35 Entire EU Moves Out of State**

[IM-#36 April 22, 2010](#), [IM-#80 August 27, 2004](#), [IM-#14 January 23, 2003](#)

If an EU reports they have moved out of the state of Missouri, do not close the Food Stamp case unless:

- the EU voluntarily requests their case be closed, or
- the EU applies for Food Stamp benefits in the other state.

If the EU does not request the case be closed or does not apply for Food Stamp benefits in the other state, enter any other information into FAMIS the EU reports. Do not ask the EU for additional information regarding their circumstances. Take the appropriate actions depending on the information reported and whether the action is required to be acted on. Enter the out of state address in the Person Detail (FMOI) screen, but do not change the residential address. Record a comment on the Eligibility Unit Member Role (FM3Z) screen regarding the reported address change and whether additional information was reported.

#### **1140.005.20.40 Entire EU Dies**

[IM-#36 April 22, 2010](#), [IM-#80 August 27, 2004](#)

Close the case when it is reported by a reliable source that the entire EU has died.

#### **1140.005.20.45 Sanctions or Disqualifications**

[IM-#24 March 16, 2007](#), [IM-#80 August 27, 2004](#)

When an EU member is sanctioned or disqualified, the action must be taken, regardless of whether the benefits are reduced or the case closes. This includes removing an ABAWD when the individual has received three non-work months and is not currently meeting or exempt from the work requirement. Sanctions and disqualifications are actions that are required to be acted on. Do not disregard the action to remove the person or close the case.

#### **1140.005.20.50 Medicaid Expense or Child Care Sliding Fee Changes**

[IM-#35 March 31, 2006](#), [IM-#33 April 15, 2005](#), [IM-#80 August 27, 2004](#)

If there is a change to Medicaid (or any category of Income Maintenance program that may affect medical expenses) or Child Care Programs that causes an expense to change on the Food Stamp case, act on the change to the expense and what caused the expense to change.

**Example:** Mrs. Smith applies for food stamps and QMB. Her food stamp application is approved allowing the Medicare premium as a medical expense. When the QMB is approved, the FSD worker removes the Medicare premium from the Food Stamp budget.

**Example:** Ms. C is employed and her husband receives Medical Assistance spenddown. She reports his retirement pension has increased, causing his spenddown amount to increase. He meets his spenddown each month and this amount is used as a medical expense on their Food Stamp case. Their Food Stamp case is adjusted to include the change to the medical expense and his increased retirement pension.

**EXAMPLE:** Ms. D reports her income increased due to a raise. Her Child Care case is adjusted and her sliding fee is increased. Her Food Stamp case is adjusted to include the change in the sliding fee.

#### **1140.005.20.60 Children Placed in Alternative Care and Receiving Title IV-E Payments**

[IM-#80 August 27, 2004](#)

If a child is placed in alternative care and is receiving Title IV-E payments, do not act on changes to the Food Stamp EU that impact the Title IV-E payment, including removing the child from the Food Stamp case. If the Temporary Assistance cash grant is changed, then take the actions that caused the grant to be changed. If the foster parent or other guardian applies for Food Stamp benefits for that child, remove the child and take any other cumulative action on the case.

#### **1140.005.20.65 Children Removed from the Home Reported by the Children's Division and Division of Youth Services**

[IM-#80 August 27, 2004](#)

If the Children's Division (CD) or the Division of Youth Services (DYS) removes a child from the home, do not act on the change, even if CD or DYS reports it. If the Temporary Assistance cash grant is changed, then take the actions that caused the grant to be changed. If the foster parent or other guardian applies for Food Stamp benefits for that child, remove the child and take any other cumulative action on the case.

#### **1140.005.20.70 Individual Moves to a Nursing Home**

[IM-#51 June 20, 2012](#), [IM-#27 April 6, 2005](#)

An individual moving to a nursing facility, assisted living facility, or other nursing home is not a change that is required to be reported. The source of the report determines what action to take:

- If it is reported by an EU member, take action to adjust the Food Stamp benefits as this is verified upon receipt.
- If it is reported by someone other than an EU member, this is not verified upon receipt, and no action is taken on the Food Stamp benefits unless the individual is approved for nursing care assistance (cash grant or vendor level of care).

**EXAMPLE:** Mr. E is employed. Mrs. E is disabled and receives Medical Assistance. She becomes too ill and Mr. E can no longer take care of her. Mr. E reports Mrs. E has moved into a nursing facility. Take action on the Food Stamp benefits as this change is considered verified upon receipt.

#### **1140.020.00 CHANGE PROCESSING**

[IM-#36 April 22, 2010](#), [IM-#14 January 23, 2003](#)

Determine within a ten day time frame the effect of a reported change or change that is learned from any source on an EU's eligibility and benefit level.

#### **1140.025.05 Advance Notice of Adverse Action**

[IM-#36 April 22, 2010](#), [IM-#14 January 23, 2003](#)

If the EU reports a change which will result in ineligibility or a decreased allotment and the change is to be acted on, a notice of adverse action is sent to the EU within ten days of the date of the reported change.

The EU is given ten calendar days advance notice of adverse action. The ten calendar days begin with the day after the mailing of the notice and end on the 10th day. If a hearing is not requested, action is taken on the 11th calendar day. If the 10th day falls on a weekend or holiday, the notice will expire on the next working day and the 11th day is the date entered on the notice.

The case is closed effective the month following the month the notice of adverse action expires. Do not enter the closing transaction until the day before or the day of the benefit availability date to ensure the EU receives benefits in the last month of entitlement.

Not acting on all changes prior to 06/30/13