



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-01-ELI

(This Policy Bulletin Replaces PD #02-15-ELI and PB #04-63-ELI)

REMINDER REGARDING THE CHANGE REPORTING REQUIREMENTS FOR FOOD STAMP HOUSEHOLDS NOT SUBJECT TO SIX-MONTH REPORTING

Date: January 3, 2008	Subtopic(s): Food Stamps
<p> This procedure can now be accessed on the FIAweb.</p> <p>See PB #06-41-OPE</p> <p>For six-month reporting rules see PD #02-41-ELI</p>	<p>The purpose of this policy bulletin is to remind staff at Job Centers and Food Stamp Centers of a change in food stamp (FS) reporting requirements for non-six-month reporters (also known as change reporting households).</p> <p>All staff are reminded that food stamp households which <u>were not</u> required to report changes under the six-month reporting rules, but <u>were required</u> to report changes within 10 days of the date that the change occurred, <u>are</u> allowed to report changes by the 10th day of the month following the month in which the change occurred.</p> <p>Example 1: If on 11/16/07 a member of the FS household receives a change in wages which will increase his/her salary by more than \$100 a month, s/he will have until 12/10/07 (the 10th day following the month of the change) to report the change.</p> <p>However, at application and recertification, when changes occur between the date of interview and the date the Notice of Eligibility (NOE) is issued, the household will have until 10 days following the end of the calendar month in which the NOE was issued to report any changes.</p> <p>Example 2: An applicant/participant files an application on 12/5/07 and his/her interview is held on 12/17/07. S/he receives a change in wages on 12/24/07. If the NOE is issued on 1/2/08, the household has until 2/10/08 (the 10th day following the month of the issuance of the NOE) to report the change.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call (718) 557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

A household must report changes by the 10th day of the month following the month of the occurrence of a change if the household:

- is without any income.
- has no earned income, and all adults (individuals age 18 and older) are either disabled or over age 59.
- is on Supplemental Security Income (SSI) or Social Security Disability (SSD) and lives in a certified congregate care group home.
- has a seasonal migrant farm-worker in the household.
- is certified for 3 months or less.
- is homeless (undomiciled-without shelter).
- includes an Able-Bodied Adult Without Dependents (ABAWD): such individuals must report if their work hours fall below 80 hours a month. They must report this within 10 days after the end of the month when their work hours fell below 80 hours.

FS households that also receive cash assistance (CA) continue to be required to report changes for CA purposes within 10 days of the change. These can include:

- changes in the source of any income for the household
- changes of more than \$100 a month in the household's total earned income
- changes of more than \$50 a month in the household's total unearned income from a public source such as Social Security Benefits or Unemployment Insurance Benefits (UIB)
- changes of more than \$100 a month in the household's total unearned income from a private source such as child support payments or private disability insurance
- changes in the amount of child support a household member is court-ordered to pay
- changes in the household composition
- new address, rent or mortgage, heat and utility costs information
- a household member's additional licensed vehicle
- an increase in cash, stocks, bonds, money in the bank or savings institution if the household's total cash and savings amount to more than \$2,000 for households without an elderly or permanently disabled member or \$3,000 for households with an elderly or permanently disabled member

See [PD #07-11-ELI](#)

If a household delays reporting a change, it must be evaluated for a possible claim.

Effective Immediately

Related Items:

[PB #06-41-OPE](#)

[PD #02-41-ELI](#)

[PD #07-11-ELI](#)

References:

[06-INF-09](#)

[07-ADM-05](#)