



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #08-110-OPE

### CHANGE/PERIODIC REPORTING AND RECERTIFICATION SCHEDULE DESK GUIDE

<p><b>Date:</b> August 29, 2008</p>	<p><b>Subtopic(s):</b> Food Stamps</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to introduce to Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff the new Change/Periodic Reporting and Recertification Schedule Desk Guide (<b>W-200FF</b>).</p> <p>The form shows the change/periodic reporting requirements and recertification periods for various NCA FS and Cash Assistance (CA) households. For some households, the form also explains exceptions to the specific reporting requirements.</p> <p>Below is a summary of the basic reporting requirements and recertification schedules for NCA FS and CA cases:</p> <ul style="list-style-type: none"> <li>• CA cases are required to report any changes within 10 days and must be recertified every 6 months.</li> </ul> <p>Reporting requirements for NCA FS cases vary depending on household type:</p> <ul style="list-style-type: none"> <li>• Food Stamp households with income are 6-month change reporters and must be recertified every 12 months.</li> <li>• Households with no income, F-61/F-63 cases, group home residents receiving SSI/SSD, and households that are undomiciled or include migrant and/or seasonal agricultural workers, and households in which all adult members are aged/disabled with no earned income (except NYSNIP cases) are 10-day change reporters and must be recertified every 12 months.</li> </ul>

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*

- Households where all adults are elderly and/or disabled and without earned income are 10-day change reporters and are recertified every 24 months. However, these cases are also required to mail in a Food Stamp Change Report Form by the 10th day of the 12th month only if there are any reportable changes for the household.
- NYSNIP households are not required to report any changes except at the 24-month contact and are recertified every 48 months.

JOS/Workers are encouraged to use Form **W-200FF** as a quick-reference guide for information on reporting requirements and the associated recertification schedule.

*Effective Immediately*

**References:**


[07-ADM-05](#)  
[06-INF-09](#)

**Related Items:**

[PD-07-11-ELI](#)  
[PB-08-01-ELI](#)  
[PB-08-09-OPE](#)  
[PB 08-13-OPE](#)

**Attachment:**

**W-200FF**                      Change/Periodic Reporting and Recertification  
Schedule Desk Guide

 Please use Print on Demand to obtain copies of forms.

## CHANGE/PERIODIC REPORTING AND RECERTIFICATION SCHEDULE DESK GUIDE

### Cash Assistance Cases

Household Type	Change Reporting Requirements	Exceptions	Mid-Certification Contact	Recertification Schedule
All	Required to report changes within 10 days. (New or increased income must be reported within 10 days of receipt.)	Caretakers receiving Cash Assistance for a child must report the child's anticipated absence from the household within 5 days of when they learn that the absence is expected to last 45 consecutive days or longer.	Case Update Questionnaire Form <b>M-327h</b> (to be replaced by Form <b>LDSS-4887</b> ), is sent out in the 5th month of the certification period and must be returned by the 10th day of the 6th month.	6 Months

### Non Cash Assistance Food Stamp Cases

**Note:** Categorical Eligibility does not apply to households with individuals disqualified due to an IPV or sanction and households with persons 60 years of age or over, or disabled member(s) who fail the 200% Gross Income Test but pass the 100% Net Income Test. For these households when reporting changes the following applies: Changes in additional licensed vehicles, increase in cash, stocks, bonds, or savings if the household's total cash and savings amount is more than \$2,000 (or more than \$3,000 if the household includes elderly and/or permanently disabled persons).

Household Type	Change Reporting Requirements	Exceptions	Mid-Certification Contact	Recertification Schedule
<b>Earned/Unearned Income</b>	<b>6-Month Reporters</b>	If the total gross monthly income exceeds 130% of the poverty level, this change must be reported by the 10th day of the month following the month when the change occurred.	Automated Periodic Report Form <b>LDSS-4310</b> is mailed to the household in the 5th month of the certification period and must be returned by the 10th day of the 6th month.	12 Months
<b>No Income</b> <b>F-63 Cases</b> (Homebound) <b>F-61</b> (Residential Treatment) <b>Group Home Residents in Receipt of SSI/SSD</b> <b>Migrant/Seasonal Workers</b> <b>Undomiciled</b>	<b>10-Day Reporters</b> Required to report changes* by the 10th day of the month following the month when the change occurred.	No exceptions	None	12 Months
<b>All Adults Elderly/Disabled Without Earned Income</b>	<b>10-Day Reporters</b> Required to report changes* by the 10th day of the month following the month when the change occurred.	No exceptions	Form <b>LDSS-3151</b> is mailed to the household in the 11th month of the certification period and must be returned by the 10th day of the 12th month only if there are reportable changes.*	24 Months
<b>NYSNIP</b> (NY State Nutritional Incentive Program)	Not required to report any changes except at the 24-month contact.	Changes also recorded on an automated basis from SDX file.	Automated Periodic Report Form <b>LDSS-4836</b> is mailed to the household in the 23rd month of the certification period and must be returned by the 10th day of the 24th month.	48 Months

\* Changes in household composition, address, rent or mortgage, heat and utility costs; changes in source of any income; changes of more than \$100 a month in total earned income; changes of more than \$100 a month in unearned income from a private source; changes of more than \$50 a month in unearned income from a public source; changes in amount of court-ordered payments by any household member.