



OFFICE OF POLICY, PROCEDURES, AND TRAINING

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POLICY BULLETIN #17-22-ELI

(This Policy Bulletin Replaces PB #08-01-ELI)

CHANGE REPORTING REQUIREMENTS FOR SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) HOUSEHOLDS NOT SUBJECT TO SIX-MONTH REPORTING

Date: March 1, 2017	Subtopic(s): SNAP Change Reporting
Revised	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance Supplemental Nutrition Assistance Program (NCA SNAP) Center staff that Home Visit Needed/Homebound (HVN/HB) NCA SNAP households without earned income, not receiving SNAP benefits under the New York State Improvement Project (NYSNIP) or the Transitional Benefit Alternative (TBA), will be added to the list of households that will be SNAP change reporting households.</p> <p>NCA SNAP change reporting households are not sent a Periodic Report (LDSS-4310) during their SNAP certification period, but rather are sent the Supplemental Nutrition Assistance Program (SNAP) Change Report Form (LDSS-3151).</p> <p>The following SNAP households (not receiving SNAP benefits under NYSNIP or TBA) are SNAP change reporting households:</p> <ul style="list-style-type: none"> • Households without any income • Households in which all adults (age 18 and older) are either aged (age 60 or older) or disabled and have no earned income • Households residing in a certified congregate care group home that are in receipt of Supplemental Security Income (SSI) or Social Security Disability (SSD) income • Households that contain a seasonal migrant farm-worker • Households certified for SNAP benefits for 3 months or less • Homeless households (un-domiciled without shelter) • NCA SNAP HVN/HB households without earned income

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 Fax* or fax to: (917) 639-0298

SNAP change reporting households must report the following changes by the 10th day of the month following the month in which the change occurred:

- changes in any source of income for anyone in 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 legally obligated child support a household member pays for a child residing outside of their SNAP household
- changes in the household composition
- if a the household moves, its new address, rent/mortgage, heat/air conditioning, and utility costs
- 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 \$2,250 for households without an elderly or disabled member or \$3,250 for households with an elderly or disabled member
- Able-Bodied Adults Without Dependents (ABAWD) whose work hours go below 80 hours per month

Note: SNAP households that receive Cash Assistance (CA), are also subject to the CA change reporting rule that requires all changes in needs, income, resources, and any other changes in circumstances which may affect the amount of their CA grant, to be reported within 10 days of the change.

See [PD #07-11-ELI](#) for SNAP claims.

Households that fail to report changes as required by their SNAP reporting rules may be subject to a SNAP overpayment claim.

Effective Immediately

Related Items:

[PD #12-16-ELI](#)

Food Stamp Change Reporting Rules and Periodic Reporting

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

Processing of Food Stamp Claims

[PD #17-06-SYS](#)

Welfare Management System (WMS) Software Release Version 2017.1

References:

01-ADM-09
02-ADM-07
04-ADM-02
07-ADM-05
GIS 14 TA/DC038
18 NYCRR 351.1(b)(2)(iv)
18 NYCRR 352.19(b)(3)
18 NYCRR 387.17(e)
7 CFR 273.12(a)