



OFFICE OF POLICY, PROCEDURES, AND TRAINING

James K. Whelan, Executive Deputy Commissioner

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #18-31-ELI

(This Policy Bulletin Replaces PB #17-22-ELI)

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
CHANGE REPORTING RULES**

<p>Date: July 13, 2018</p>	<p>Subtopic(s): SNAP Change Reporting</p>
	<p>Revisions to the Policy Bulletin:</p> <p>This policy bulletin has been revised to add the SNAP change reporting requirements for households in receipt of New York State Nutrition Improvement Project (NYSNIP) or Transitional SNAP benefits and those subject to the SNAP six-month reporting rules.</p> <p>This policy bulletin has also been revised to increase the reporting threshold for unearned income received from public sources from more than \$50 per month to more than \$100 per month for SNAP households that are change reporters.</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform staff of the SNAP change reporting rules.</p> <p>Households in receipt of SNAP benefits are subject to the following change reporting requirements:</p> <p><u>New York State Nutrition Improvement Project (NYSNIP)</u></p> <p>NYSNIP households have 48 month certification periods and are not required to report any changes during their certification period. However, these households are sent a NYSNIP SNAP Benefits Interim Report (NYC) (LDSS-4836 NYC) at the end of the 23rd month of their certification period which must be completed and returned by the tenth day of the 24th month of their certification period, even if the household has no changes to report. If the NYSNIP household reports a change that will increase their SNAP benefit, it must be acted on if required verification is provided.</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 Fax* or fax to: (917) 639-0298

See PD #10-03-ELI for the TBA procedure.

Transitional SNAP benefits

Households in receipt of transitional SNAP benefits (also known as Transitional Benefit Alternative or TBA) are not required to report any changes during their five month TBA period. TBA households may report changes that will result in an increase in their SNAP benefits, but the household is required to file a new recertification application and be recertified before any increase in SNAP benefits can be authorized during the TBA period.

Ten Day Change Reporting Households

The following non-NYSNIP and non-TBA households are subject to the ten day SNAP change reporting rules that require households to report certain changes within ten days after the end of the month in which the change occurred:

- Households in which all adults are elderly or disabled without earned income
- Migrant or seasonal farm worker households
- Homeless households (undomiciled – shelter type code 23)
- Households with no income (earned or unearned)
- Households certified for less than four months
- Group home residents in receipt of Supplemental Security Income (SSI) or Social Security Disability (SSD)
- NCA SNAP “Home Visit Needed/Homebound” households without earned income

Households subject to ten day SNAP change reporting rules are required to report the following changes within ten days after the end of the calendar 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 or unearned income from a public or private source
- Changes in household composition
- Change in residence
- For households that have a change in residence, changes in rent/mortgage, heating/cooling/utility expenses
- For households that are subject to the SNAP resource limit, any change that will cause the household to exceed the limit
- Change in the amount of court-ordered child support that the household is required to pay for a child residing outside of the SNAP household
- Able-Bodied Adults Without Dependents (ABAWD) whose work hours go below 80 hours per month

Revised

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

Six-month Reporting Households (Simplified reporters)

All other NCA SNAP, non-NYSNIP, non-TBA, and non-ten day SNAP change reporting households are six-month reporters and are subject to six-month reporting rules.

Effective May 2008, the certification period for NCA SNAP households subject to six-month reporting rules was extended from six months to twelve. In order to comply with reporting rules that were previously met by semi-annual recertifications, these households are sent a Periodic Report (**LDSS-4310**) in the fifth month of their twelve month certification period. The **LDSS-4310** must be completed and returned by the tenth day of the sixth month of their certification period even if the household has no changes to report.

Except at recertification and on the Periodic Report, the only changes that six-month reporting households must report are if the household's gross income exceeds 130% of the federal poverty level and if the household contains an Able Bodied Adult Without Dependents (ABAWD) whose work hours go below 80 hours per month. Either of these changes must be reported within ten days after the end of the calendar month in which the change occurred.

SNAP households that are subject to six-month reporting rules are notified about the 130% federal poverty level for their household size and of the requirement to report when their gross income exceeds it.

SNAP households that are subject to six-month reporting rules at the beginning of their certification period, cannot be converted to being subject to ten day change reporting rules regardless of their circumstances, until their next certification period.

For example, a household with a twelve month certification period that is subject to six-month reporting rules loses all of its income during their certification period. The budget can be adjusted whenever the household verifies the loss of income, but the household remains subject to six-month reporting rules (including the completion of a Periodic Report) until the end of their certification period. At that point, if the household still has no income, the case will become subject to ten day change reporting rules.

See PB #18-20-OPE and PD #18-13-OPE for information on the submission and processing of the **LDSS-4310**.

Workers should use the NYC Supplemental Nutrition Assistance Program (SNAP) Change Reporting Desk-Aid (**LDSS-4908 NYC**) for information on SNAP change reporting rules.

Effective Immediately

References:

01-ADM-09
02-ADM-07
04-ADM-02
07-ADM-05
GIS 14 TA/DC038
GIS 17 TA/DC051
18 NYCRR 387.17(e)
7 CFR 273.12(a)

Related Items:

PB #18-20-OPE	Access HRA SNAP Periodic Report
PD #18-13-OPE	Mailer and Match Action Program (MMAP)
PD #10-03-ELI	Transitional Benefit Alternative

Attachment:

LDSS-4908 NYC	NYC Supplemental Nutrition Assistance Program (SNAP) Change Reporting Desk-Aid
----------------------	--

☞ Please use Print on Demand to obtain copies of forms.

NYC SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) CHANGE REPORTING DESK-AID

All SNAP households are subject to Simplified **6-Month Change Reporting Rules**
except households in the following situations:

EXCEPTIONS TO SIMPLIFIED 6-MONTH REPORTING

“Change” 10-DAY REPORTING RULES (See Reverse)	TBA REPORTING RULES (See Reverse)	NYSNIP REPORTING RULES (See Reverse)
<ul style="list-style-type: none"> • HH's with no income • HH's certified for less than 4 months • Group home residents in receipt of SSI or SSD • HH's in which all adult members are aged/disabled with no earned income (except NYSNIP cases) • Migrant or seasonal farmers • Undomiciled homeless HH's (only shelter type 23) • Non Cash Assistance (NCA) SNAP “Home Visit Needed/Homebound” households without earned income (except NYSNIP cases) 	<ul style="list-style-type: none"> • HH's in receipt of TBA benefits (identified by SNAP Default/Closing codes B11-B14) 	<ul style="list-style-type: none"> • NYSNIP cases (identified by Shelter type codes 94-98)

“SIMPLIFIED” 6-MONTH REPORTING RULES (See Below)

The only changes that HH's subject to simplified reporting are required to report (other than at recert or on their Periodic Report) is if their total HH income exceeds 130% of the poverty level for their household size (as set at the time of their last certification) and when the hours of work for an Able Bodied Adult Without Dependents (ABAWD) who is in your SNAP household go below 80 hours a month within 10 days after the end of that month.

For simplified reporting HH's, if reported during the course of the certification period, only the following changes reported can be reflected in the SNAP benefit calculations:

- Total HH monthly income exceeds 130% of the poverty level (This report must be documented in writing. If reported by phone, worker must send a written request to client to confirm information).
- The information is considered verified upon receipt.
- The information is reported at recert.
- The information is reported on a simplified periodic mailer (except “Simplified Deduction” see explanation in next column).
- The HH requests to have case closed.
- Changes resulting in a TA budget change.
- The HH voluntarily reports and verifies information.

For all SNAP HH's that are certified for 7 full months or more and have earned (includes TA cases if all earnings belong to an NTA individual) and/or unearned income:

- These cases are sent a periodic mailer (LDSS-4310) which must be returned by the 10th day of the sixth month of their cert period, even if they have no changes to report.
- Changes reported in the mailers must be processed even if it causes a decrease - unless the decrease is to a “Simplified Deduction” (non-move shelter, medical, or child care expenses).
- If client does not return a completed mailer, they must be sent timely notice to close SNAP case.
- WMS report WINRO-656 is used to identify households sent a report & required to return it.

TA Face-to Face Recertification WAIVERS:

TA-SNAP households with only unearned income and authorized for a year under waiver are still subject to SNAP simplified reporting rules. These households receive a TA six-month eligibility questionnaire developed and distributed by HRA/FIA (mail-in TA recert with SNAP penalty language under a TA waiver):

Completion of the TA six-month mail-in recert **IS** also a SNAP requirement for these households.

