

**New Change Reporting Requirements for the Food Stamp Program  
Q&A  
July 2003**

Q1. Are FS recipients required to report changes at review?

A1. Yes, all current and relevant information must be gathered, updated, and verified at every application and review.

Q2. Are there any reporting requirement policy changes for the other programs (W2/CC/MA/CTS)?

A2. No, customers are still required to report changes for the other programs.

Q3. If a recipient reports a change to the W2 agency, does that impact the FS benefits?

A3. It could. All reported changes must continue to be acted on promptly by the FS worker.

Q4. If a recipient reports an increase in income for MA, that they would not have been required to report for FS (income does not exceed 130% FPL), must the FS benefit be decreased?

A4. Yes, all reported changes must continue to be acted on promptly by the worker.

Q5. Do workers still have to act on data exchange information received through an alert?

A5. Yes, all reported changes must continue to be acted on promptly by the worker. This includes changes reported by the recipient, received through data exchange, or reported through another 3<sup>rd</sup> party source.

Q6. What does 130% FPL mean?

A6. The gross income limit for FS households is 130% of the federal poverty level for the household size. This is the income reporting limit for FS households that are certified for 6 months.

**2003 Income Reporting Limits**

Household size:	Income limit:	Household size:	Income limit:
1	\$ 960	6	\$2629
2	\$1294	7	\$2962
3	\$1628	8	\$3296
4	\$1961	9	\$3630
5	\$2295	10	\$3964

Q7. Categorically eligible households are not subject to the gross income test. How are they affected by the reduced change reporting requirement?

A7. If a categorically eligible FS household has already reported total household gross monthly income exceeding 130% FPL, and remains eligible for FS, the household has no further reporting requirement for the remainder of the certification period.

Q8. If a recipient reports a change (other than income exceeding 130% FPL) more than 10 days after the change occurred, and FS benefits are reduced as a result, should an overpayment claim be established?

A8. No, the recipient was not required to report the change, so there would be no FS overpayment. There could, however, be an overpayment in another program.

Q9. If a recipient reports a change that causes an increase in the FS benefit more than 10 days after the change occurred, must a FS supplement be issued?

A9. Not necessarily. If verification is submitted timely, and adverse action for the month has passed, a supplement must be issued for the following month.

Q10. If a household member with income moves in, and the resulting total monthly gross income exceeds 130% FPL for the old household size, must the change be reported?

A10. Yes, the household is required to report when gross income exceeds 130% of the gross income limit for the household size identified at the last intake, review, or notice of decision.

For example, a reduced change reporting household of mom & two kids receive FS based on \$1500 gross income. The reporting threshold (130% of FPL) is \$1628. Mom gets a pay raise and reports her income is now \$1700/month. At the same time, mom's boyfriend moves in and wants to be added to mom's FS. Boyfriend has zero income. Even though mom had to report when her income was over 130% of FPL (based on the old household size), the eligibility worker would not terminate the case because the boyfriend would be added and the new reporting threshold is raised to \$1961 for a 4-person household.

Q11. If a household member with no income moves out, and the resulting total gross monthly income exceeds 130% FPL for the new household size, must the change be reported?

A11. No, the household is only required to report changes in income which exceed 130% of the gross income limit for the old household size when the household was last notified of the reporting limit (at intake, review, or notice). These households are given the 130% FPL reporting limit based on their reported household size. If their income goes above that limit, they must report it. Households may report other changes that the local agency has to act on (such as changes in household composition), but the local agency need not make it more complicated by comparing the 130% amount to the old household size vs. the new household size and wondering if the household needed to report the change. If the household reports a change, the local agency must act on it.

**Additional Notes:**

- Clients cannot be required to report changes under reporting standards that they have not been previously advised of. This includes the 130% gross income limits that are based on household size.
- Clients should be encouraged to report and verify changes such as reduction in income, or increase in expenses that will increase the FS allotment for their households. Also, clients may have more extensive change reporting requirements for other programs if they are receiving benefits as W2, MA, Child Care, or CTS.