

Operations Memorandum - SNAP OPS090705

July 28, 2009

SUBJECT: Simplified Reporting Requirements for Supplemental Nutrition Assistance Program (SNAP)/Food Stamp Households with all Elderly or Disabled Adult Members with No Earned Income

TO: Executive Directors

FROM: Joanne Glover, Director, Bureau of Operations

Purpose

To inform County Assistance Offices (CAOs) of the following policy that will be effective August 1, 2009:

SNAP households with all elderly or disabled adult members with no earned income will be required to complete and submit a reporting form by the end of the first 12-months of the certification period.

Background

The Food, Conservation, and Energy Act of 2008 (P.L 110-246), known as the Farm Bill, allows states the option to include SNAP households with all elderly or disabled adult members with no earned income in simplified reporting.

This option will minimize the reporting requirements for this population and will provide consistency by aligning the reporting requirements with all other SNAP households. Adding these households to simplified reporting will also allow for the automation of the required 12th month review. The Food and Nutrition Service and the Department of Public Welfare feel this option is more client friendly and less prone to errors.

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Discussion

OLD POLICY:

- The CAO assigns a 24-month certification period for a SNAP household in which all adult members are elderly or disabled.
- The CAO makes an interim telephone contact with the elderly or disabled household with no earned income during the 12th month of certification.
- The household is required to report changes by the 10th day following the month of change. Reportable changes include:

- o Source of income;
- o Household composition;
- o Residence and shelter costs;
- o Ownership of licensed vehicle;
- o Changes in resources;
- o Legal obligation to pay child support.

NEW POLICY:

Households in which all adult members are elderly or disabled with no earned income are assigned a 24-month certification period and must complete and submit a reporting form by the end of the first 12 months of the certification period. Information from the reporting form is used to determine the household's eligibility and allotment for the remaining 12 months of the certification period.

HOW WILL THE HOUSEHOLD KNOW ABOUT THE CHANGE IN REPORTING REQUIREMENTS?

The [attached letter](#) will be mailed to all affected households. The mass mailing is anticipated to be completed in July 2009.

HOW WILL THESE CASES BE CONVERTED?

An automated system conversion will take place on August 22 enrolling all elderly or disabled households into the 12-month automated reporting form process. This process will be similar to the semiannual reporting (SAR) process except that the reporting form will be generated for the 12th month. Details about the system changes will be discussed in a daily status.

WHEN WILL THE REPORTING REQUIREMENTS CHANGE FOR THESE HOUSEHOLDS?

Reporting requirements will change in August 2009. Beginning August 28, 2009, all converted households will begin to receive their reporting forms prior to their 12-month review.

NOTE: The 12-month reviews due in August should be scheduled using the current procedures. CAOs will need to complete a telephone review for those households.

The September reviews will be the first reviews to be system generated. No phone contact is required.

REMINDER: CAOs should continue to inform SNAP households about their reporting requirements at application and renewal, as outlined in FSH 571.21.

Next Steps

1. Review this information with your staff.
2. Direct questions to your Area Manager.
3. This Operations Memorandum will become obsolete when the information contained herein is incorporated into the Handbook.