**DATE: June 23, 2021**

**Revised September 24, 2021**

**Revised September 30, 2021**

**OPERATIONS MEMORANDUM #21-05-02**

**SUBJECT: Revised** Temporary Waiver of Semi-Annual Reporting (SAR) requirements for the Supplemental Nutrition Assistance Program (SNAP) ~~and Temporary Assistance for Needy Families (TANF) programs~~

and Temporary Assistance for Needy Families (TANF) programs

**TO:** Executive Directors

**FROM:** Paula Copeland

Acting Director

Bureau of Operations

**PURPOSE**

To inform the County Assistance Offices (CAOs) that SNAP ~~and TANF~~ SARs are being waived for households with a SAR due in July 2021 through December 2021. ~~In compliance with PA Act 2021-21, effective October 1~~~~st~~ ~~,TANF SARS are not waived and will follow SAR policy per CAH 171.~~  TANF SARs are being waived for households with a SAR until further notice in compliance with PA Act 73, HB1861.

**BACKGROUND/DISCUSSION**

Usually when a SNAP ~~or TANF~~ or TANF household did not complete the SAR/Late Incomplete Notice (LIN) process, the household’s budget goes into Termination Status and a close date is system entered for the budget. The Department of Human Services (DHS) has been approved to waive the SAR requirement for any SARs due in July 2021 through December 2021 for SNAP households and until further notice for TANF households. A data fix will be completed for any households with a SAR due in July 2021 through December 2021 for SNAP households and TANF households with a SAR due in July 2021 and until further notice to adjust the SAR due date to match the household’s next renewal to allow the household to continue to receive benefits.

The CAO should continue to track and process the SAR/LIN if they are received.

For any cases with a SAR that has been waived under this OPS Memo, an auto-narrative will be entered: SAR has been waived as detailed in OPS 21-05-02.”

**NEXT STEPS**

1. Share and review this Operations Memorandum with appropriate staff.
2. Direct questions regarding this Operations Memorandum to your Area Manager.
3. This Operations Memorandum is in effect through December 31, 2021 for SNAP and until further notice for TANF.