

Operations Memorandum - Food Stamp OPS070602

06/11/07

SUBJECT: Consistency in Timeframes for Reporting Changes for Food Stamp Households
TO: Executive Directors
FROM: Joanne Glover, Director, Bureau of Operations

Purpose

To provide the County Assistance Offices (CAOs) with policy on the timeframe for reporting changes that occur after the initial food stamp (FS) interview but before the date of the Eligibility Notice; and to provide consistent timeframes for reporting changes for FS households. This new policy is effective June 18, 2007.

Background/Discussion

The United States Department of Agriculture, Food and Nutrition Service, approved the waiver for DPW to implement this policy. This waiver is approved through December 31, 2008. We anticipate that this policy will assist in reducing FS errors.

Old Policy

If:	Then:
a change occurs after the FS certification interview, but before the date of the Notice of Eligibility,	the household must report that change within 10 days following the date the Notice of Eligibility is issued.

New Policy

If:	Then:
a change occurs after the FS certification interview, but before the date of the Notice of Eligibility,	the household must report that change no later than the 10 th day of the month following the month in which the Notice of Eligibility is issued.

Example: A household applies for FS benefits on February 12 and has the FS certification interview on February 22. The Eligibility Notice is dated March 2; however, on February 28, the client's husband moves out of the household. The client has until April 10 to report that her husband no longer resides in the household.

A household applies for FS benefits on February 12 and has the FS certification interview on February 14. The client fails to provide verification and the application is rejected on March 14. The household provides the verification on March 19. The Eligibility Notice is dated March 23; however, on March 21 the client started a job. The client has until April 10 to report the new job.

A household applies for FS benefits on June 4. During the FS certification interview on June 8, the client states that she has no earned income, but is looking for work. The Eligibility Notice is dated June 25; however, the client started a job on June 20. The client has until July 10 to report the new job.

The following example, as opposed to the above three examples, shows how the new policy is not applicable if a change occurs after the Notice of Eligibility is issued: A household applies for FS benefits on May 21 and has the FS certification interview on May 25. The Eligibility Notice is dated June 11; however, on June 12, the client was offered a new job. The client's reporting responsibility will be based on Semiannual Reporting (SAR) or non-SAR reporting requirements since the change occurred after the date the Eligibility Notice is issued.

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 Food Stamp Handbook.