TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

RE: EARNED INCOME CHANGE REPORTING FOR:
1. MIGRANTS AND ABLE-BODIED ADULTS WITHOUT DEPENDENTS
2. A NEW SOURCE OF EARNED INCOME

PROGRAM AFFECTED: FOOD STAMP PROGRAM

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

Most households with earnings are subject to the simplified reporting requirements that were described in Action Transmittal 02-18 issued September 14, 2001. As stated in this action transmittal, households that include a migrant or able-bodied adult without dependents (ABAWD) are not included in the simplified reporting group. This action transmittal describes a change in the reporting requirements for migrant and ABAWD households. It also describes information about a change in reporting requirements for a new source of earned income.

Action Transmittal 00-20 issued November 19, 1999 included information about waivers for reporting a new source of income within 10 days after the start date of the job and for piece rate earnings. Because of the changes in policy for change reporting, AT 00-20 is obsolete.

NEW POLICY

➢ Reporting a New Source of Earned Income

    ♦ Households must report a new source of earned income within 10 days after receiving their first paycheck.
Example: Mr. D started working for the ABC Company on October 12. He gets his first paycheck November 2. He has until November 12th to report the change.

- If a household reports anticipated income from employment prior to starting work or getting the first paycheck, the case manager has to take timely action on the information.

Example: Ms. E. reported her new job when she started work on November 5. She verified her anticipated wages with a statement from the employer. The case manager will take timely action on the reported change.

- Food stamp policy for reporting a new job now matches Temporary Cash Assistance policy.

- Migrant and Able-bodied Adults without Dependents

  - Migrants and able-bodied adults without dependents (ABAWD) who are not meeting the work requirement are not in the simplified reporting group, even though some of these households have earned income.

  - These two types of households are required to report changes in the amount of gross monthly earned income of more than $100.

  Example: Mr. A is an ABAWD. He works 10 hours per week at $5.50 per hour. At application his monthly earnings are $220. In the second month of the certification period his hourly rate of pay increased to $7.00 per hour, which is $280 monthly. This is not a reportable change.

  - Note: ABAWDS that are meeting the work requirement are included in the simplified reporting group.

**POLICY REMINDER**

Migrant and ABAWD households are required to report the following change in circumstances within 10 days of becoming aware of the change:

1. Changes in the source of income;
2. Changes in the amount of gross monthly earned income of more than $100;
3. Changes in the amount of gross monthly unearned income of more than $25 (except a change in a public assistance grant) and changes in the amount of gross monthly income from a private source of more than $100;
4. All changes in household composition;
5. Changes in residence and resulting change in shelter costs;
6. When liquid resources reach or exceed $2,000;
7. Changes in the legal obligation to pay child support; and
8. ABAWDS must report changes in work hours below 20 hours per week averaged monthly (80 hours a month).

**CARES ACTION REQUIRED**

This policy has no impact on CARES.

**ACTION DUE**

This policy is effective upon receipt of this action transmittal.

**INQUIRIES**

Please direct policy questions to Kay Finegan at (410) 767-7939.

**cc:** DHR Executive Staff  
FIA Management Staff  
 Constituent Services  
DHR Help Desk  
RESI