



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #03-35

Effective Date: April 1, 2003

Issuance Date: February 18, 2003

**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: EXPANDED SIMPLIFIED REPORTING FOR FOOD STAMP
HOUSEHOLDS**

PROGRAM AFFECTED: FOOD STAMP PROGRAM (FSP)

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY

Effective October 1, 2001 FIA implemented simplified change reporting for FS households with earned income. Households under simplified reporting (SR) requirements were required to report changes only at recertification or when their income exceeded 130% of the federal poverty rate unless the household also received assistance from another program with more extensive reporting requirements. In this transmittal simplified reporting is expanded.

NEW POLICY:

Effective April 1, 2003 all FS households, with a few exceptions, are included in simplified reporting. The following households are the exceptions:

- Households that include Able-bodied Adults Without Dependents (ABAWDS) who do not have a work registration exemption because they are employed 30 hours per week,
- Migrant worker households,
- Households in which one or more household members are homeless,
- Households in which all members are elderly or disabled and do not have earned income, including TEHMA households, and
- Households receiving Transitional Food Stamps.

The exception households are not included in simplified reporting and are subject to normal reporting requirements.

ACTION REQUIRED

Simplified reporting cases will be identified by CARES. The CARES FSFI screen will be coded with a "Y" in the space next to the benefit confirmation data element to indicate the household is in SR. Simplified reporting households receive a six-month certification period. Households under simplified reporting (SR) requirements are required to report changes only at recertification or when their income exceeds 130% of the federal poverty rate **unless the household also receives assistance from another program with more extensive reporting requirements.**

CARES does not change the household's reporting requirements at interim change. Once a household has been assigned by CARES to either simplified reporting or change reporting requirements the household will remain in that reporting category until the next recertification.

A copy of the new Change Reporting Requirements sheet is attached to this AT. The information sheet describes the reporting requirements for both SR and non-SR households. Provide customers with the information sheet at application and recertification and advise them of whether their household is part of SR or change reporting. CARES notices will also advise the customer of SR requirements and of the 130% standard for their household's size.

PAYMENT ACCURACY

Simplified reporting reduces the number of Quality Control (QC) errors caused by customers failing to report changes. Remember that the only customer caused error in simplified reporting is if the customer fails to report when the household's income exceeds 130% of the federal poverty level for the household's size. In addition, this strategy reduces the number of customer contacts with the local department.

REMINDER:

Local department failure to act on a reported/known change could result in an agency caused QC error. Case managers must take appropriate action on any reported or known change regardless of how the LDSS became aware of the change.

INQUIRIES

Please direct policy questions to Marilyn Lorenzo at 410- 767-7333 or Kay Finegan at 410-767-7939.

cc: DHR Executive Staff
FIA Management Staff

RESI DHR
Constituent Services

Help Desk