

## FOOD STAMP CHANGE REPORTING GUIDE

### Section 1 - Simplified Reporting Group

- ✓ Most families who get food stamps are in the simplified reporting group. The families that are not included in the simplified reporting group are listed in Section 2 – Change Reporting Group.
- ✓ When your family is in the simplified reporting group:
  - You are required to report only when your family's entire gross monthly income is more than the amount listed in the chart for your household size.
  - You are not required to report any other changes for your food stamp case. (But, if you think a change will result in increased benefits for your family, you should report it.)
- ✓ **If you receive Temporary Cash Assistance (TCA), Medical Assistance (MA), Maryland Children's Health Plan (MCHP), Transitional Emergency, Medical and Housing Assistance (TEMHA) or Public Assistance to Adults (PAA) you must report all changes within 10 days.**

*When you report a change for any program, your case manager will make the change for all programs.*

- ✓ If your household income goes up, you must see if the total gross monthly income (the income before deductions such as taxes) is more than the amount allowed for your household size.
- ✓ Within 10 days, of when your income goes up, add up the gross income that your household expects to get for the next month. Be sure to include both earned and unearned income.
- ✓ If the amount you expect to get is more than the amount listed for your household size, call your case manager right away to report your income.

Household Size	Income Limit
1	\$ 960
2	1,294
3	1,626
4	1,961
5	2,295
6	2,629
7	2,962
8	3,296
For each additional person add \$334	

**Reminder: You must report all changes to your case manager at your scheduled redetermination.**

### Section 2 - Change Reporting Group

- ✓ Some households are not in the simplified reporting group. The following FS households **must report any of the changes** listed below within 10 days of the changes.
  - Able-bodied adults between the ages of 18-47 who have no children in the home
  - Households with no earned income and all members are elderly (age 60 or older) or disabled
  - Migrant or seasonal farm worker households
  - Homeless households
- ✓ **If you are in the change reporting group you must report the following changes**
  - Unearned income goes up or down by \$25.
  - Income from a private source changes by more than \$100. (example: gifts from family members).
  - Earnings go up or down by more than \$100 .
  - There is a new source of income (you must report within 10 days of receiving your 1<sup>st</sup> pay).
  - Someone comes into or moves out of the household.
  - There is a change in where you live and how much you pay for rent, gas and electric, telephone etc.
  - Resources (cash on hand, checking savings accounts, or stocks, bonds) exceed \$2000 or \$3000 for a household with elderly or disabled members.
  - Changes in the number of work hours for an able-bodied adult without children.
  - Changes in the legal obligation to pay child support.

**If you have a question about your change reporting requirement call your case manager.**