



Department of Human Resources  
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## FIA INFORMATION MEMO

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

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR**

**RE: UPDATED FOOD STAMP CHANGE REPORTING GUIDE**

**PROGRAM AFFECTED: FOOD STAMP PROGRAM**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

Attached is an updated Food Stamp Change Reporting Guide that local departments may use to inform food stamp applicants and recipients about their reporting requirements.

The guide reflects the new 130 percent gross income limit. It also changes slightly the timeframe for when the household has to report when income exceeds the gross income limit.

### **INQUIRIES**

cc: FIA Management Staff  
Constituent Services  
DHR Help Desk

## 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.
- ✓ 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 increase benefits for your family, you should report it.)
- ✓ If you receive Temporary Cash Assistance (TCA), Medical Assistance (MA), Temporary Disability Assistance Program (TDAP) 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 is more than the amount allowed for your household size.
- ✓ You must report this change no later than 10 days from the end of the month in which your income goes up. Add up the gross income that your household got for the month. Be sure to include both earned and unearned income.
- ✓ Gross income means the amount of money received before any deductions, such as taxes, are taken out.
- ✓ If the amount you got 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	\$1,009
2	1,354
3	1,698
4	2,043
5	2,387
6	2,732
7	3,076
8	3,421
For more people add \$345	

**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 food stamp households **must report any of the changes** listed below within **10 days of the change**:
  - 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 \$50.
  - Income from a private source changes by more than \$100. (example: gifts from family members).
  - Earnings go up or down by more than \$100 from the amount last used to calculate your food stamps.
  - There is a new source of income. This includes starting, stopping or changing jobs if the change results in a change in your 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 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.**