**FoodShare Changes**

**Change Reporting Methods**

1. Members can report changes using one of the following:
   1. ACCESS
   2. Mail or Fax the change
   3. Call their agency (SCC)
   4. In person at their local agency
   5. Changes Verified on Receipt (through a data exchange or those that do not require verification)

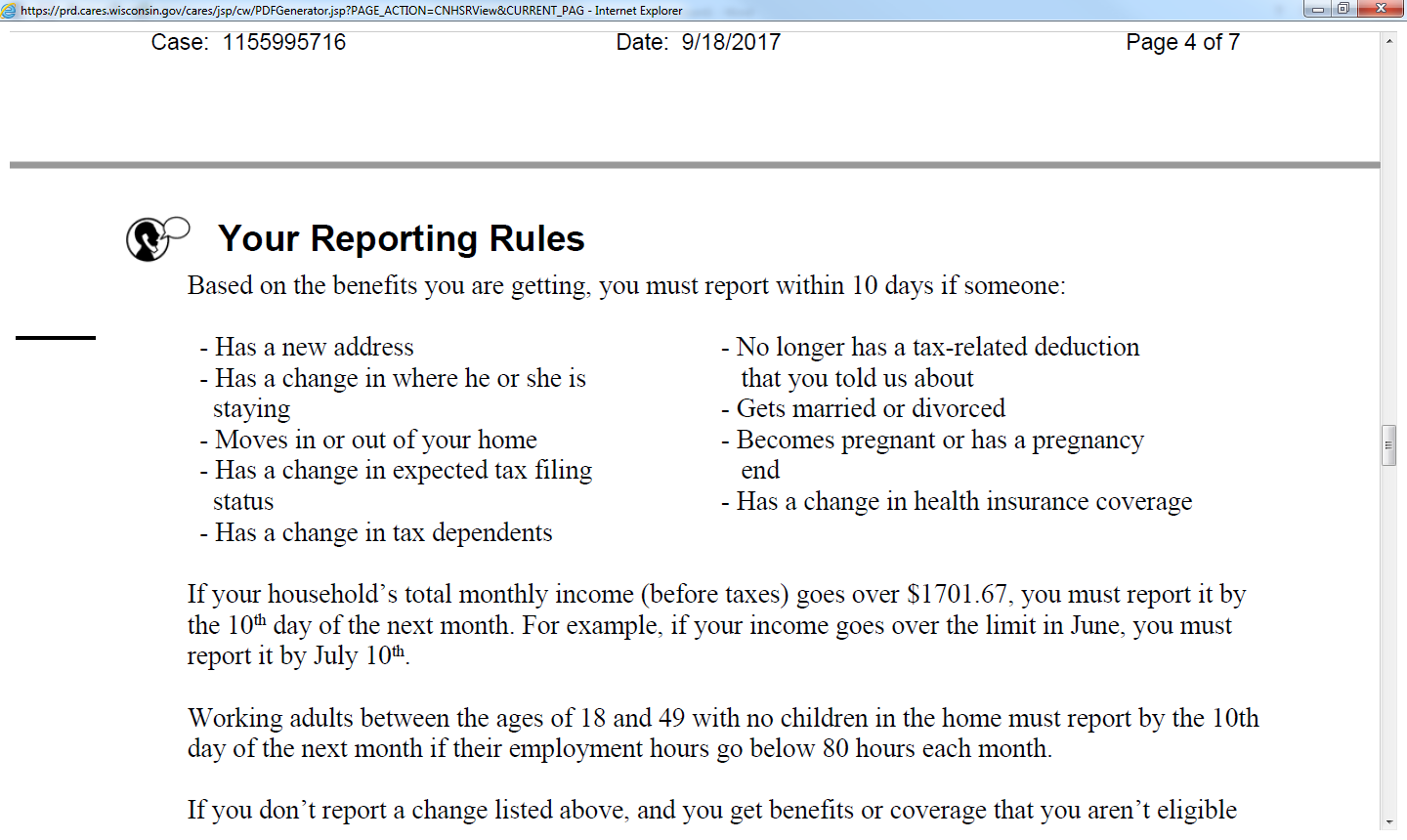
**Timely Action** *FS 6.1.3*

Request verification from the member as soon as possible, following the report of a change. To prevent “failure to act” agency QC Quality Control)errors, IM workers must act on reported changes within 10 days.  As a best practice a worker should process the change as soon as possible and not wait until the 10th day.

**Reduced Reporting Requirements for Regular FS Households and EBD Households with no Earned Income** *Ops Memo 19-06*

1. Reduced Reporting Requirement- As long as a food unit's total income is less than 130% of the FPL, a food unit need not report changes in income, assets, address changes, household composition, etc.
   1. Food units are only required to report changes if their total monthly gross income exceeds 130% of the FPL. This change must be reported by the 10th of the month following the month in which the total income exceeded 130% of the FPL.
   2. The 130% of the FPL reduced reporting level is based on the food unit size determined at the most recently completed certification.

Notice of Decision Example:



**Reporting Requirements EBD Households with Earned Income** *Ops Memo 19-06*

1. Elderly, Blind, or Disabled (EBD) food units are those where all food unit members are elderly, blind, or disabled. If a member of this food unit has earned income, the food unit is required to report the following changes within 10 days:
   1. Number of people in the home
      1. When a person is born or dies, and/or
      2. When someone moves in or out of the home.
   2. Income
      1. A new source of income, and/or
      2. More than $100 a month increase from a current source of income.
   3. Address or Shelter Expense
      1. New address when a move takes place, and
      2. Changes in shelter and utility expense obligations if a move occurs.
   4. Any change in legal obligation to pay Child Support.

\*\*\* Changes must be reported to the FoodShare agency within 10 days of the date the change is known to the food unit, except for reporting receipt of a new job. Then the change must be reported within 10 days from when the job starts.

**Six Month Reporting Requirement** *FS 6.1.2*

1. The following changes in income must be reported on the SMRF for FoodShare members
   1. Change of $100 or more in unearned income based on the most recently verified amount.
   2. Changes in earned income (from the most recently verified information) that must be reported includes:
      1. Rate of pay,
      2. Number of hours worked,
      3. Loss of job,
      4. Change from full to part-time, and
      5. New employment.
2. Other changes that must be reported on the SMRF are:
   1. Household composition (persons that have moved in or out, including newborns),
   2. New address and resulting changes in shelter expenses, and
   3. Change in legal obligation to pay child support.

**Changes that Cause an Increase in Benefits** *FS 6.1.3.3*

All reported changes that cause an increase in FS allotment including person/baby add, increase in expense, decrease or end of income, etc., will be effective the next benefits month following the month of report if verification of the reported change is received within 10 days.

Example: A job loss is reported November 16th that causes an increase in the FS allotment. This increase would not take effect until December 1st as that is the next benefit month following the reported change.

\*\*\* A supplement may need to be requested if the change was reported and/or verified after adverse action.

**Changes that Cause a Decrease in Benefits** *FS 6.1.3.6*

All reported changes that result in a decrease of benefits must allow for adequate negative notice to be issued to the client.

Example: A new income source that would cause a decrease in FS is reported November 16th and verified November 21st. Since adverse action was November 16th and December FS has already been determined, the FS decrease will not happen until January 1st.

**Transitional FoodShare (TFS) Change Reporting Requirements** *FS 5.1.1.3*

1. The food unit has no change reporting requirements during the five-month TFS benefit period.
   1. Exceptions
      1. If it is reported that the primary person moves out of the home, TFS benefits will end and the case will close.
      2. If the agency becomes aware that the primary person moves out of state, the TFS benefits should end.
2. Changes reported and acted upon for other program will not change the TFS benefit allotment.
3. When a TFS case moves to another county, a renewal is not required.

**Changes During an Application Period** *FS 2.1.5*

1. If an applicant reports a change between the filing date and interview, act on this as part of the application.
2. If an applicant reports a change after the filing date and interview are complete, act on this as a change.

**ABAWD Change Reporting Requirements** *FS 6.1.1.2*

1. Must report when their hours drop below 80 hour per month by the 10th of the month following when the change occurred.

**Running with Dates for FoodShare**

Because changes in FS do not impact benefits until the NEXT benefit month, there are very few cases where we may need to run with a date for FS.

* To calculate an under issuance,
* To calculate a supplement after adverse action due to person add or income decrease, or
* When determining overpayments and using simulation.

**Reminders**

* When running with dates for FS a notice will issue to the client but CWW will NOT issue the adjusted FS. If a supplement is needed, the worker must enter this either manually or through the “Determine Potential FoodShare Supplement” option in CWW.
* When issuing a supplement, case comments are required to include the supplement amount and how the supplement was determined. Example: FS supplement for April 2021 requested for $140 due to baby add. Food unit was previously due to receive $200 in FS for April and is now eligible for $340 in FS for April following the addition of the newborn.
* If FS is accidently confirmed at an increased amount and a notice is issued to the client, the client can request that the benefits on the notice be issued to them which would then result in an overpayment to recoup the incorrect benefits. If you accidently confirm FS when running with dates you MUST suppress the notice the same day as confirmation.