

OBSOLETE FOOD STAMP MANUAL SECTIONS WITH CHANGE REPORTING BEFORE MAY 1, 2010.

SECTION [1130.030.05](#) (OBSOLETE)

SECTION [1130.030.15](#) (OBSOLETE)

SECTION [1140.010.00](#) (OBSOLETE)

SECTION [1140.010.05](#) (OBSOLETE)

SECTION [1140.010.10](#) (OBSOLETE)

1130.030.05 Simplified Reporting EUs

IM-#26 March 19, 2004, IM-#14 January 23, 2003

Certify EUs subject to simplified reporting (including those with zero net income) for six months unless the EU is only eligible for the month of application and/or the following month. The following EUs are excluded from this certification procedure:

- migrant/seasonal farm worker EUs, and
- EUs in which all adult members are elderly/disabled and have no earned income.

NOTE: A month in which benefits prorate to zero is the first month of the six-month certification.

For EUs ineligible in the month of application, begin the six-month certification with the first month of eligibility. FAMIS sets the certification period for all EUs. Certification periods for EUs subject to simplified reporting cannot be changed by the worker.

1130.030.15 Migrant or Seasonal Farm Worker EUs

IM-#26 March 19, 2004, IM-#14 January 23, 2003

Certify migrant or seasonal farm worker EUs for one to three months. FAMIS sets the certification period for all EUs. Certification periods for migrant/seasonal farmworkers cannot be lengthened, but can be shortened to reflect the EU's circumstances or

1140.010.00 CHANGE REPORTING REQUIREMENT FOR MIGRANT/SEASONAL FARM WORKER AND ELDERLY/DISABLED ELIGIBILITY UNITS

IM-#35 March 31, 2006, IM-#123 October 20, 2005, IM-#144 October 27, 2003, IM-#14 January 23, 2003

Migrant/seasonal farm worker and elderly/disabled EUs not subject to simplified reporting rules must report:

- changes in gross monthly unearned income of more than \$50, except changes in IM grant,
- changes in gross monthly earned income of more than \$100,
- changes in any source of income,
- all changes in EU composition,
- changes in residence and the resulting changes in shelter costs.
- resources reaching or exceeding a total of \$2000 or \$3000, if elderly or disabled,
- changes in the legal obligation to pay child support, and
- when the number of hours worked by an ABAWD EU member falls below an average of 20 hours per week.

NOTE: Advise EUs to report approval of SSI. This may affect categorical eligibility. FSD staff are responsible for identifying changes in any Income Maintenance or Child Care Program, and taking action without waiting for the EU to report the change.

Certified EUs must report changes by the 10th day of the month following the month of the change. An FA-543 Food Stamp Change Report form is provided to EUs at each certification, recertification, request, and whenever a change is reported.

1140.010.05 Action Taken for Reported Changes - Migrant/Seasonal Farm Worker or Elderly/Disabled Eligibility Unit

IM-#123 October 20, 2005, IM-#144 October 27, 2003, IM-#14 January 23, 2003

Act on all changes from all sources within the time frame for acting on changes. Record the contact that initiated the changes to be made on the Eligibility Unit Member Role (FM3Z) screen. Include the date of contact and summarize the changes reported. Record on the appropriate detail screens what information changed and the information regarding the verification. When a new eligibility determination is run, record on the Action Authorization (FM3H) screen that the action is due to a reported change.

EXAMPLE: Record on the Eligibility Unit Member Role (FM3Z) screen: Ms. A reported on October 1, 2003, that her retirement benefit increased \$75 effective October 2003. No other changes reported.

Record in the comment section on the Income Amount (FMX3) screen: Retirement income increased, verified by statement of benefits dated September 29, 2003, viewed by worker.

Record on the Action Authorization (FM3H) screen: Notice of adverse action sent as a result of a change reported. Ms. A's retirement income increased.

1140.010.10 Action Taken Due to Change in IM Grant - Migrant/Seasonal Farm Worker or Elderly/Disabled

IM-#123 October 20, 2005, IM-#144 October 27, 2003, IM-#14 January 23, 2003

Whenever a change results in reducing or terminating an EU's IM grant within its food stamp certification period and sufficient information is available to determine how the change affects the EU's FS eligibility and benefit level, the action required depends on the impact on the food stamp benefits.

If the change requires reducing or terminating both IM and FS benefits, an FA-510 Adverse Action is sent by FAMIS. If the EU does not request a hearing, the change is effective the month following the month in which the adverse action expires.

If the EU's food stamp benefits increase as a result of reducing or terminating the IM grant do not enter the decreased grant amount in FAMIS and increase the EU's food stamp benefits until the action is taken on the IM case. When the IM grant is a TA grant, FAMIS creates the notices and processes the actions when appropriate.

If the EU does not request a hearing on the IM reduction, increase benefits according to instructions for increasing allotments. Use the date the IM notice of adverse action expires to determine the timeframe to act on changes.

Record on the Income Amount (FMX3) screen when the change in the IM grant is effective. When a new eligibility determination is run, record on the Action Authorization (FM3H) screen that the action is due to a change in the IM grant.

EXAMPLE: Record on the Income Amount (FMX3) screen: SAB income decreased, verified in IM record. Change entered after NOAA for SAB expired and action taken.

Record on the Action Authorization (FM3H) screen: Increase action authorized as a result of a decrease in SAB.