

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM (SNAP)

Subject:
Six Month Reporting Requirements

Supersedes: SNAP 1501-3 (10/01/11)

References: 7 CFR 273.10, 7 CFR 273.12, 7 CFR 273.13

GENERAL RULE -- Six month reporting requires households to report changes in the amount of their actual gross monthly income exceeding 130% of the poverty level (the gross monthly income standard) for their household size. Actual income means earned and unearned income is not factored, averaged, etc. When a household member is identified as an Able Bodied Adult Without Dependents (ABAWD) and the household member's eligibility depends on working 20 hours weekly, the household must report if the ABAWD's hours decrease below 20 hours weekly.

The household is required to report by the 10th of the following month when its actual income exceeds the gross month income (GMI) standard for the household size and/or ABAWD's hours decrease below 20 hours weekly.

NOTE: Ineligible or disqualified household members are not used to determine the household size.

Six month reporting also requires households to complete a six month interim report.

**SIX MONTH
REPORTING
HOUSEHOLDS**

SNAP households are subject to six month reporting requirements except:

1. Migrant/seasonal farm worker households; and,
2. Households in which all members are elderly or disabled and do not have countable earned income.

**SIX MONTH
REPORT
DATES AT
APPLICATION/
RECERTIFICATION**

Eligibility is determined for most six month reporting households for a 12 month recertification period at application and recertification.

The first Six Month Report is due six months from the initial month that the application or recertification is approved. The six month report date is six months from the initial month the application or recertification is approved. Enter a 'Y' in the 'Six Mo Report' field; enter the sixth month in the 'Six Mo Date' field; and enter the recertification date in the 'Cert Through' field on EXAD.

Example: A household applies for SNAP benefits on October 30, 2010. The application is approved on November 23, 2010. October benefit prorates to \$0.00, and the household is eligible for \$125 SNAP benefits for November.

October is the initial month the application is approved even though the household's benefit amount prorates to \$0.00. March 2011 is the six month report date; the sixth month from the initial month the application is approved.

Enter a 'Y' in the 'Six Mo Report' field; enter 0311 in the 'Six Mo Date' field; and enter 0911 in the 'Cert Through' field on EXAD.

**EXPANDED
CATEGORICALLY
ELIGIBLE (ECE)
HOUSEHOLDS
AND NON-ECE
HOUSEHOLDS WITH
AN ELDERLY OR
DISABLED MEMBER**

All ECE six month reporting households including households with an elderly or disabled member are required to report when their actual gross income exceeds 130% GMI for their household size, so the OPA Case Manager can determine if the household passes the 200% ECE GMI and the 100% NMI tests and is still eligible to receive benefits. If the household fails the GMI or NMI tests or is not eligible for a benefit amount, the case is closed with notice of adverse action. If the household passes the 200% ECE GMI and NMI tests and is eligible for a benefit amount, the case remains open. Timely notice of adverse action and the F010 notice must be sent to the household informing the household the month it will receive the Six Month Report form, and the date the Six Month Report form is due. The household has no further reporting requirements until recertification or the six month reporting period whichever is first.

The OPA Case Manager must send an ECE six month reporting household who is **not** over the GMI (130%) at application/recertification the notice F011, 6MR REQUIREMENTS.

Example: An ECE six month reporting household is under the 130% GMI at application and determined eligible for benefits. The OPA Case Manager sends the F011 notice and any other applicable notices to the household.

A member of the household reports and verifies working 10 hours a week at \$8 an hour and is paid weekly. It is determined the household's income now **exceeds** the 130% GMI for its household size. If the household passes the 200% ECE GMI and NMI tests with the newly verified income and is eligible for a benefit amount, the case remains open. Notice of adverse action and the F010 notice must be sent to the household informing the

household the month it will receive the Six Month Report form, and the date the Six Month Report form is due. The household has no further reporting requirements until recertification or the six month reporting period whichever is first.

If the household does not pass the income tests or is not eligible for a benefit amount, the case is closed and notice of adverse action is sent to the household.

The F010, 6MR OVER GMI AT APP/RECERT, notice must be sent when:

- a. a six month reporting household exceeds the 130% GMI at application/recertification/six month reporting period, during the certification period, or when changing to six month reporting; and,
- b. are eligible for a benefit amount.

This notice informs the household the month it will receive the Six Month Report form, and the date the Six Month Report form is due. The household has no further reporting requirements until recertification or the six month reporting period whichever is first.

Example 1: The household's gross income exceeds 130% GMI for its household size at application but passes the 200% ECE GMI and NMI tests and is determined eligible for a benefit amount. The OPA Case Manager must send the F010 notice to the household. The household's only reporting requirement is to complete the six month report.

Example 2: A disabled man, wife, and two children apply for benefits. The household exceeds the 200% ECE GMI, so eligibility is determined under regular program rules with no GMI and a \$3250 resource test.

The household is determined eligible for a benefit amount under regular program rules. Since this household exceeds 130% GMI, the OPA Case Manager must send the F010 notice to the household. The household's only reporting requirement is to complete the six month report.

**SIX MONTH
REPORTING
REQUIREMENTS
NOTICES**

A six month reporting requirement notice must be sent from TEAMS to the household:

1. At the time the application is approved;
2. At the time the recertification is approved;
3. At the time the six month report form is processed, and benefits are approved;
4. When there is a change in the household's gross monthly income standard; and,
5. When switching from change to six month reporting requirements.

The notice informs the household of its reporting requirements, its gross monthly income standard, its household size, the month it will receive the Six Month Report form, and the date the Six Month Report form is due.

NOTE: At application or recertification, if an applying household's income exceeds 130% of the poverty level for its household size **and** is categorically eligible, **or** a household with an elderly or disabled household member is eligible for a benefit amount, the OPA Case Manager must send the household the F010 notice informing the household the month it will receive the Six Month Report form, and the date the Six Month Report form is due.

**CHANGING
FROM CHANGE
TO SIX MONTH
REPORTING
REQUIREMENTS**

A household changes from change to six month reporting requirements when:

1. Countable earned income is included in the monthly budget computation. The month the earned income is included in the monthly budget is month one of the six month reporting period.
2. A new member, who is not elderly or disabled, is added to the household. The month the new member is added to the household is month one of the six month reporting period.

The notice F011 must be sent to the household when switching from change to six month reporting requirements. The notice informs the household of its reporting requirements, its gross monthly income standard, its household size, the month it will receive the Six Month Report form, and the date the Six Month Report form is due. In addition,

the F014, 6MR-SHORTEN CERT, notice informing the household that its certification period is shortened must be sent to the household.

NOTE: When an ongoing household switches from change to six month reporting requirements and the household's income exceeds 130% of the poverty level for its household size **and** is categorically eligible, **or** the household with an elderly or disabled member is eligible for a benefit amount, the OPA Case Manager must send the household the F010 notice informing the household, the month it will receive the Six Month Report form, and the date the Six Month Report form is due.

This household's reporting requirement is to complete the Six Month Report.

CHANGE TO SIX MONTH REPORTING REQUIREMENTS RECERTIFICATION IS WITHIN SIX MONTHS

When a household becomes a six month reporting household and already has a scheduled recertification date within the first six months, the recertification is held as scheduled. The first Six Month Report is due six months from the initial month the recertification is approved.

Example: A household whose household members are all elderly and/or disabled reports a new source of countable earned income on February 16, 2011 and provides verification on February 26, 2011. The household's recertification date is May 2011.

Timely notice of the decrease cannot be given to the household for March 2011 benefit month. Benefits are authorized by TEAMS cutoff at the February benefit amount. The earned income is countable in the household's budget for April 2011 benefit month. This household is a six month reporting household beginning April 2011.

Since the already scheduled recertification is within six months, the household completes its scheduled recertification in May 2011. The first Six Month Report is due November 2011, six months from the initial month the recertification is approved.

Enter a 'Y' in the 'Six Mo Report' field; enter 1111 in the 'Six Mo Date' field; and 0511 remains in the 'Cert Through' field on EXAD.

The OPA Case Manager must send the F011 notice to the household.

If the household's gross monthly income now exceeds 130% of poverty of its household size, the OPA Case Manager must send the F010 notice to the household. This household's reporting requirement is to complete the Six Month Report.

CHANGE TO SIX MONTH REPORTING REQUIREMENTS RECERTIFICATION IS MORE THAN SIX MONTHS AWAY

When a household becomes a six month reporting household and the already scheduled recertification date is more than six months away, the OPA Case Manager must change the recertification date (shorten recertification period) to month six in the 'Cert Through' field on EXAD.

The first Six Month Report is due six months from the initial month the recertification is approved and is entered by the OPA Case Manager in the 'Six Mo Date' field on EXAD.

Example: A disabled household reports earned income on September 5, 2010 and provides verification on September 13, 2010. The household's recertification date is June 2012.

The household switches reporting requirements for October 2010 benefit month. Since the already scheduled recertification is more than six months away, the OPA Case Manager changes the recertification date (shortens recertification period) to March 2011. The first Six Month Report is due September 2011, six months from the initial month the recertification is approved.

Enter a 'Y' in the 'Six Mo Report' field; enter 0911 in the 'Six Mo Date' field; and enter 0311 in the 'Cert Through' field on EXAD.

The OPA Case Manager sends the F011 to the household, and the F014 notice informing the household of its shortened certification period.

SWITCHING FROM SIX MONTH TO CHANGE REPORTING REQUIREMENTS

If a household's circumstances change and the household will switch from six month to change reporting, the household continues to be subject to six month reporting requirements until the end of month six or recertification whichever comes first.

Example: Sam lives alone and receives SSI. He reports he lost his job on November 15th and verifies the job loss on November 25th. His Six Month Report is due in March. The household remains a six month reporting household through month six, March, and he must complete the Six

Month Report form. The household becomes a change reporting household effective April 1st. The recertification date remains unchanged. The household should not be moved to a 24 month recertification period until completing its scheduled recertification.

The OPA Case Manager sends the household notice, FS CHANGE REPORTING REQUIREMENTS, F012, when the Six Month Report is completed and processed.

**ACTING ON
REPORTED/
DISCOVERED
CHANGES**

The household is required to report by the 10th of the following month when its actual income exceeds the gross monthly income standard for its household size and/or ABAWD's hours decrease below 20 hours weekly.

Example: A household's actual income exceeds the GMI for its household size on October 2nd. The household is required to report it no later than November 10th. If the household reports the change by November 10th, the OPA Case Manager closes the case for December and provides the household with timely notice of closure. If the household does not report the change by November 10th, there is a possible overpayment for December if the household exceeds the 130% of poverty for its household size, and the household cannot be provided timely notice of closure (SNAP 1504-1).

If changes are reported/discovered during the six month reporting period, the OPA Case Manager must act on reported/discovered changes within 10 days of the change being reported/discovered.

Reported/discovered information may come from sources such as the household, anonymous calls, letters, WoRC Case Managers, R&R Agencies, SEARCHS, MISTICS, State Fund, etc. Households must be given the opportunity to verify or dispute the reported or discovered information within 10 days of the OPA Case Manager sending the household a request for information/verification notice.

**ACTING ON
CHANGES
CAUSING
AN INCREASE**

Benefits increase the month after a reported/discovered change when verification of the change is received within 10 days from the TEAMS request for verification notice being sent. If the necessary information/verification is not received within the 10-day TEAMS request for information notice, benefits are increased the month after the receipt of the verification.

When a reported/discovered change results in an increased benefit but does not include the information/verification, the increase cannot be made until the necessary information is received or the change is verified. The OPA Case Manager must send a request for information/verification TEAMS notice requesting the household provide the necessary information/verification of the change within 10 days of the notice.

NOTE: When the 10th day of the request period falls on a weekend or holiday, the household has through the next business day to provide the information/verification.

If the requested information/verification is not received prior to TEAMS cutoff (fourth working day from the last calendar day of the month), the OPA Case Manager must authorize benefits by TEAMS cutoff at the benefit amount previously issued.

If the requested verification is not received within the 10-day request period, the previously verified amount of the reported change and the allotment amount stay the same. An alert is set to request the verification again at the six month report period or recertification whichever is first.

If the information/verification is received in the administrative month (month prior to the benefit month) after TEAMS cutoff or within the 10-day request for information when the 10-day request period extends into the next benefit month, the OPA Case Manager must issue a supplement to the household no later than the 10th day of the benefit month.

Example 1: A household reports on March 24th rent increased from \$250 to \$300. April benefits are authorized by TEAMS cutoff date using \$250 rent. The OPA Case Manager sends a TEAMS notice requesting the household provide verification of the rent increase within 10 days.

If the verification is provided within the 10-day request for verification period, the OPA Case Manager enters the new rent amount for April and May, and issues a supplement for April benefits.

If the household does not provide the verification, the rent expense remains at \$250, and the OPA Case Manager sets an alert and requests the verification again at the six month report period or recertification whichever is first.

If the verification is provided after the 10-day request for information period, April benefits are not supplemented. Benefits increase the month after the receipt of verification.

Example 2: A household reports on May 30th decreased earnings which results in increased benefits. The OPA Case Manager sends a TEAMS notice requesting the household provide verification of the decreased income within 10 days.

If the verification is provided within the 10-day request for verification period, the OPA Case Manager enters the new prospectively budgeted income amount for June and July, and issues a supplement for June benefits.

If the household does not provide the verification, the previously prospectively budgeted income is used, and the OPA Case Manager sets an alert and requests the verification again at the six month report period or recertification whichever is first.

If the verification is provided after the 10-day request for information period, June benefits are not supplemented. Benefits increase the month after the receipt of verification.

When a reported/discovered change includes verification, the OPA Case Manager redetermines eligibility and benefit amount within 10 days of receiving the reported/discovered change. If acting on the increased benefit cannot be made prior to TEAMS cutoff, the benefit is authorized by TEAMS cutoff at the same amount as the previous month, and a supplement benefit is issued no later than the 10th day of the benefit month.

**ACTING ON
CHANGES
CAUSING
A DECREASE**

When a reported/discovered change results in decreased benefit but does not include the verification, the decrease cannot be made until the change is verified. The OPA Case Manager must send the household a 10-day request for information/verification TEAMS notice to verify the change. Benefits are authorized by TEAMS cutoff at the benefit amount previously issued if verification is not received prior to TEAMS cutoff or the 10-day request for information extends into the next benefit month.

If the requested verification is received within the 10-day request period **AND** timely notice can be provided to the household, the household's benefit is decreased accordingly.

If the requested verification is not received in time to provide timely notice of adverse action or the 10-day request for information period extends

into the next benefit month, the household's benefit is authorized by TEAMS cutoff at the same benefit amount as the previous month. The OPA Case Manager sets an alert to decrease benefits effective the following month, and timely notice of decreased benefits must be sent to the household.

If the requested verification is not received such as a decreased expense, the expense is removed and timely notice of decrease is provided to the household.

Example 1: The household reports decreased rent on January 22nd. The OPA Case Manager sends a request for verification notice requesting the household provide verification of the decreased rent within 10 days of sending the notice. The household does not provide the requested verification. February benefit amount is authorized at the January amount since the household cannot be given timely notice of decrease. The rent expense is removed for March benefit month, and the household is sent timely notice of decrease. The OPA Case Manager sets an alert and requests the verification again at the six month report period or recertification whichever is first.

If the verification is received after the 10 day request for information period, the expenses is added the month after receipt of the verification.

Example 2: A household reports on May 30th increased earnings. The OPA Case Manager sends a TEAMS notice requesting the household provide verification of the increased income within 10 days.

If the verification is provided within the 10-day request for verification period, the OPA Case Manager enters the new prospectively budgeted income amount for July and sends the household timely notice of adverse action.

If the verification is not provided within the 10-day request for verification period, the OPA Case Manager closes the case for July and sends the household timely notice of adverse action.

If the verification is provided before the effective date of closure (June 30th), the case is reverted to open. If the verification is provided after June 30th, the household must reapply for benefits.

Example 3: The household applies for benefits June 15th. John is a school bus driver during the school year. He reports on the application and at the interview that he plans on driving the school bus when school starts in late August.

SNAP benefits are approved using either actual income received in June (if he already received the pay) or anticipated income (not a full month's pay). An alert must be set in August to verify the income from driving the school bus. Households are not required to report future changes but since this change was reported at application, it must be acted on.

If the income is verified within 10 days of the TEAMS notice, the income is anticipated for September since the household will not receive a full month's pay. Timely notice must be given to the household. The income must be prospectively budgeted for October because a full month's pay is expected.

If the income is not verified within 10 days of the TEAMS notice, the case is closed for September and timely notice must be given to the household. If the verification is provided before the effective date of closure (August 31st), the case is reverted to open. If the verification is provided after August 31st, the household must reapply for benefits.

**ACTING ON
CHANGES
UNKNOWN IF
CAUSES
INCREASE/
DECREASE**

When it is unknown if a reported/discovered change results in increased or decreased benefits, the OPA Case Manager must send a request for information/verification TEAMS notice requesting the household provide the necessary information/verification of the change within 10 days of the notice.

If the requested verification is not received, the reported/discovered information is unclear or questionable, and the effect of the change on benefits cannot be determined, such as income or household composition, a timely notice of adverse action is sent to close the case.

Example 1: On March 4th the household reports a household member changed jobs. The results of this change are unknown. The OPA Case Manager must send a 10 day TEAMS notice requesting verification of job ending and verification of income for the new job. The verification is due March 14th.

If the requested verification is not received by March 14th, the case is closed and timely notice must be given to the household.

If verification is received and causes a decrease, benefits are decreased for April providing timely notice of adverse action.

If verification is received and causes an increase, benefits are increased for April and the OPA Case Manager sends a notice informing the household of the increase.

If the household verifies income from new job but does not verify old job ended, the income from the old job remains in the budget.

Example 2: On May 12th the household reports moving to another address but does not verify new shelter/utility costs. The results of this change are unknown. The OPA Case Manager must send a 10 day TEAMS notice requesting verification of new shelter costs. The verification is due May 22nd.

If the requested verification is received and causes a decrease, timely notice must be given to the household to decrease benefits for June. If the verification is received after timely notice can be given or time frames do not allow acting on the change before timely notice can be given, benefits are decreased for July with timely notice given to the household.

If the verification is not received by May 22nd, the shelter/utility expenses are removed for July because timely notice of decrease cannot be given for June.

Example 3: OPA receives mail returned with no forwarding address. The result of this change is unknown. The OPA Case Manager must send a 10 day request asking for information about the household's circumstances. Since the notice will probably never reach the household, it would be prudent to try to call the household for information regarding its circumstances.

If the household does not respond, the case is closed and adequate notice is required.

If mail is returned with an out of state forwarding address, the case is closed and no notice is required.

SIX MONTH REPORT FORM

The only information that can be requested on the Six Month Report form is:

1. Changes in sources of income such as anticipated to receive or began receiving child support, started new job, changed jobs, etc.;
2. Changes in the amount of earned income of more than \$100;
3. Changes in the amount of unearned income of more than \$50;
4. Changes in household composition;
5. Changes in residence and the resulting changes in shelter and utility expenses;
- ▶ 6. Resources reaching or exceeding \$2,000 or \$3,250 depending on household composition; and,
7. Changes in the legal obligation to pay child support.

At the six month report period, the OPA Case Manager must act on a change reported during the six month report period or a change reported on the Six Month Report form whether or not the household was required to report the change and whether or not the change causes benefits to decrease.

Example: The household submitted the Six Month Report form timely. The household did not move but reported rent decreased to \$300 a month on the Six Month Report form. Since the household reported the change, the OPA Case Manager must request the household provide verification of the rent change within 10 days via TEAMS notice.

If the household provides the verification, the OPA Case Manager uses the decreased rent amount of \$300 and **adequate notice** of decrease must be given to the household. If the household does not provide verification within 10 days, the OPA Case Manager removes the rent expense and **adequate notice** of decrease must be given to the household. The OPA Case Manager sets an alert and requests the verification again at recertification.

TEAMS sends the Six Month Report to the household on the 16th of month five, and the report is due back to the OPA on the 3rd of month six. The reports are registered as received on TEAMS SIX MONTH RPT REGISTRATION (SRRE) screen by OPA staff. Reports must be registered with the date they are date stamped as received in the OPA. Several reports can be registered at once. If a report is unsigned, it should be registered, but benefits should not be authorized until the report is signed. The OPA Case Manager must send the household a 10-day request for information/verification notice (F002, F603) requesting the form be signed. A signature is acceptable on a copied or faxed Six Month Report Form.

If the Six Month Report is not registered on TEAMS by the 8th of month six, an automatic system generated TEAMS notice NON-RECEIPT - 6 MR CLOSURE, F602, is sent to the household and the SNAP case is automatically closed effective the last day of month six.

NOTE: When the 8th day of the month falls on a weekend or holiday, the Six Month Report must be registered on TEAMS the next working day to avoid automatic closure of the case.

NOTE: At the six month reporting period, the OPA Case Manager must query computer systems for information that is available and is pertinent to the case. If the OPA Case Manager could have known information via a query but does not query or does not correctly query the other computer system, it is considered an agency caused error.

SIX MONTH REPORT RECEIVED BY 8TH OF THE MONTH If a Six Month Report is received by the 8th of the month but is incomplete, the OPA Case Manager must send the household the TEAMS notice 6 MR - FURTHER INFORMATION, F002, allowing 10 days to provide the information/verification. If the information/verification is not received within 10 days of the notice or is received causing decreased benefits, the household must be provided **adequate notice** of adverse action.

Example: The household has fluctuating hours working at Burger King. The household's Six Month Report is due in January. The household submits the Six Month Report on January 7th and indicates no changes on the Six Month Report form.

The OPA Case Manager is aware hours fluctuate so information is questionable concerning income not changing. An employer form, or wage stubs and information from the household about its anticipated hours for the next

six month period is needed to accurately prospectively budget its income. The OPA Case Manager must send the household the F002 notice requesting the income verification by January 18th.

The household provides verification of wages and anticipated hours on January 18th resulting in a decreased benefit. The decrease is effective for February, and **adequate notice** of the decrease is sent to the household.

**UNTIMELY SIX
MONTH REPORT
RECEIVED AFTER
THE 8TH OF THE
MONTH**

If a Six Month Report is received after the 8th of the month but required verification/information (income, resources, household composition, etc.) to process the report was not submitted, the SNAP case remains closed. The OPA Case Manager sends the household the notice, 6 MR-COURTESY CLOSURE, F603, explaining the Six Month Report was received but was incomplete so the case will remain closed unless the household provides the **required** verification/information to process the Six Month Report within 10 days of the TEAMS notice.

If the Six Month Report is received after the 8th of the month and no verification is required but items are needed to determine the ongoing benefit amount (such as shelter expenses or child support obligation), the case is reverted to open. The OPA Case Manager must send a TEAMS notice allowing the household 10 days to verify changes on the report. If the changes are verified within the 10-day TEAMS notice request for verification period or before the end of month six, the verified change is allowed. Benefits may need to be supplemented. If it is an unverified expense, the expense is not allowed as a deduction. If an expense is verified after the 10-day request for verification period when the 10-day request extends to the following month, the expense is allowed the month following receipt of verification.

Example 1: The household has fluctuating hours working at Burger King. The household's Six Month Report is due in January. The household submits the Six Month Report on January 31st and indicates no changes on the Six Month Report form.

The OPA Case Manager is aware hours fluctuate so information is questionable concerning income not changing. An employer form, or wage stubs and information from the employer/household about the anticipated hours for the next six month period is needed to accurately prospect the income. The OPA Case Manager must send the household the F603 notice requesting the income verification by February 10th.

The household provides verification of wages and anticipated hours on February 10th resulting in a decreased benefit.

The case is reverted to open. The OPA Case Manager sends the household the notice X501, REVERT TO OPEN, and a six month reporting requirement notice.

If the household provided wage verification after the 10-day TEAMS request for verification, the case remains closed and the household is required to reapply.

Reverting the case to open incorrectly will result in an agency-caused over payment.

Example 2: The household's Six Month Report is due in September. TEAMS automatically closed the case because the report was not registered as received by September 8th. The household submits the Six Month Report on September 20th reporting a decrease in the legal obligation to pay child support but did not provide the necessary verification. The information is not available to the OPA Case Manager on SEARCHS.

The OPA Case Manager sends notice F603 allowing the household 10 days to provide the verification of the new child support amount. If the household provides verification within the 10-day verification period, the new child support expense is allowed, the case is reverted to open, and benefits are authorized. The OPA Case Manager sends the household the six month reporting requirement and X501, REVERT TO OPEN notices.

If the child support expense is not verified within the 10 days, the case is reverted to open, benefits are authorized but the expense is not allowed. The OPA Case Manager sends the household the six month reporting requirement and X501, REVERT TO OPEN notices.

If the child support is verified after the 10-day request period, October benefits are authorized without allowing the expense. The expense is allowed the month following receipt of the verification.

**CHANGES
REPORTED AFTER
6MR SUBMITTED
BUT BEFORE 6MR
IS PROCESSED**

A household is required to report all changes related to the questions on the Six Month Report form at the time the Six Month Report is submitted. If a change is reported **after the Six Month Report is submitted but before the six month report is processed**, the OPA Case Manager must act on the change within 10 days of the change being reported. The OPA Case Manager must send the household a TEAMS notice allowing the household 10 days to verify the change. This change must be included in the eligibility determination. Benefits must not be delayed (held or pended) beyond TEAMS cutoff day waiting for verification and notice of adverse action procedures apply.

Example 1: Household consists of mom, dad, and two children. Dad works and his income fluctuates. The Six Month Report form is submitted on May 1 without any verification. On May 3rd the OPA Case Manager sends notice F002 to the household requesting verification of dad's income. On May 13th Dad's income verification is provided and it is reported mom just started working. On May 20th the OPA Case Manager sends the household a TEAMS notice allowing 10 days to provide income verification of mom's new job.

If verification of mom's income is not received by TEAMS cutoff, benefits are authorized using dad's income. If verification of mom's income is received by TEAMS cutoff, mom and dad's income are prospectively budgeted for June using **adequate notice** if benefits decrease. If verification of mom's income is received after cutoff and within the 10 day request for verification period, the income is prospectively budgeted for July and timely notice of decreased benefits must be given to the household. If the verification is not received within 10 days, the case is closed with timely notice.

Example 2: Household consists of mom and two children. The SNAP case closed because the Six Month Report form was not received by June 8th. On June 20th the household submits the six month report without any verification. Mom is working and her income fluctuates. On June 23rd the OPA Case Manager sends the household the F603 notice allowing 10 days to provide verification of mom's wages. The household provides the verification on July 1st and reports moving. The case is reverted to open for July and benefits are determined for July using the income verification and no changes to the shelter expenses. Since the household

reported moving before the six month report was processed, a TEAMS 10 day request for information notice must be sent requesting shelter and utility verification. If the shelter and utility verifications are provided within the 10 days request for information, the new expenses are allowed for the August benefit determination. If the shelter and/or utility verifications are not submitted, the shelter and/or utility expenses are removed for August.

Example 3: Household consists of dad and two children. Dad has fluctuating income. The six month report is submitted on June 5th without any verification. On June 9th notice F002 is sent requesting verification of Dad's income. On June 19th Dad's income verification is provided and it is reported mom moved into the household. The six month report is processed using dad's wage verification. The wage verification causes benefits to decrease and **adequate notice** must be sent to the household for July benefits. More information is needed to add mom to the case. On June 22nd OPA Case Manager sends a TEAMS 10 day request for information notice requesting the information required to add mom to the case. On July 2nd, the requested verification is submitted. If adding mom to the case causes an increase, she is added to the case for July, and benefits are supplemented for July. If adding mom to the case causes a decrease, she is added to the case for August with timely notice of adverse action. If the required verification is not submitted to add mom to the case, the case is closed with timely notice for August benefits.

**SIX MONTH
REPORT
RECEIVED IN
MONTH SEVEN**

Households are required to reapply for benefits if a Six Month Report is not received by the last day in the sixth month. If the last day of the sixth month falls on a weekend or holiday, the household has through the next business day to submit the report. If information/verification is needed to process the report, the OPA Case Manager must send the household a TEAMS notice allowing 10 days to provide the information/verification.

Cases that are reverted to open incorrectly in the seventh month are subject to an agency-caused overpayment because the household is required to reapply for benefits.

TP