



TANF 1501-1 Reporting Changes

Supersedes: 1501-1 (7/1/07)

Reference: ARM 37.78.507

Overview: All clients are required to report changes in their household circumstances timely. Timely reporting means as soon as possible, but within ten (10) days of knowledge of the change. Changes not reported or not reported timely may delay correct benefits or require the household to repay benefits issued incorrectly.

CHANGE REPORT METHODS:

Households can report changes by:

1. Completing, signing and returning the Change Report Form (HCS-260A) to either the OPA or Pathways; or
2. Reporting the change to either OPA or Pathways verbally or in writing.
 - a. Reporting to the Pathways program is considered a report to OPA and fulfills the client's requirement to report the change. Pathways must immediately report the change to OPA.

INDIVIDUALS REQUIRED TO REPORT:

All filing/assistance units, eligible for and/or receiving public assistance benefits are required to report changes in household circumstances and provide verification of the change(s).

INFORMATION REQUIRED TO BE REPORTED:

At a minimum, the following changes must be reported timely to assure benefits are issued promptly and correctly:

1. Income source and/or amount;
2. Household members;
3. Residence and/or living arrangements; and
4. Resources.

ACTING ON CHANGES:

OPA must take prompt action on all reported/discovered changes but no later than ten (10) days after the reported/discovered change, regardless if the report/discovery was made timely. Allow ten (10) days for client report and/or verification, ten (10) days for OPA action and ten (10) days for timely notice (if required per policy).

VERIFYING THE CHANGE:

Verification of all changes must be obtained as soon as possible. If verification is not submitted with the reported/discovered change, the client is informed they must provide necessary verification within ten (10) days of the notice date, before action is taken.

The 'request for information notice' cannot be used as an adverse action notice.

VERIFICATION RECEIVED:

Action is taken once:

1. Information and verification is sufficient to prospectively determine ongoing eligibility and/or benefits; or
2. The ten (10) day verification time period has ended; and
 - a. Adverse action cases:
 - i. Timely notice can be given.
 - b. Cases causing a benefit increase:
 - i. Benefits are issued at the previous level for one (1) more month; and
 - ii. Benefits terminate prior to issuing the second month's benefit (the month following the month after the reported/discovered change).

If verification is received after the time period but within the administrative month, eligibility may continue. If timely notice cannot be provided, benefits are issued at the previous level. No overpayment is calculated.

Effective Date: January 01, 2018