



DEC - 8 2008

United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive

Alexandria, VA  
22302-1500

SUBJECT: SNAP – Interim Reporting Requirements for Participants Subject to Simplified Reporting

TO: Regional Directors  
Supplemental Nutrition Assistance Program (SNAP)  
All Regions

It has come to our attention that some State agencies are not in compliance with the interim reporting requirements for households assigned to simplified reporting systems. As described at 7 CFR 273.12(a)(1)(vii)(B) of the SNAP regulations, simplified reporting households must submit an interim report on changes to household circumstances in the areas listed in 7 CFR 273.12(a)(1)(i) through 273.12(a)(1)(vi). The changes that must be reported include:

- Changes of more than \$50 in unearned income (excluding changes in public assistance or general assistance programs when jointly processed with SNAP cases);
- Changes in the source of income;
- Changes in either:
  - The wage rate, salary, or full-time or part-time employment status; or
  - The monthly earned income if greater than \$100 difference from the amount used to calculate benefits;
- Changes in household composition;
- Changes in residence and resulting changes in shelter costs;
- Acquisition of a non-excludable vehicle;
- Resources that reach or exceed \$2,000; and
- Changes in legally obligated child support payments.

FNS has analyzed policies and/or forms for a small sample of States and noted that some of these States are using procedures that do not comply with these reporting requirements for simplified reporting households. Some States require households to report changes in other household circumstances beyond the required items while other States are not including all of the required areas noted above. With the expanded use of simplified reporting now permitted under Section 4105 of the Food, Conservation, and Energy Act 2008, it is important that States comply with the requirements of the SNAP regulations in the area of simplified interim reporting requirements and not unduly burden households. We strongly recommend that State agencies examine their interim reporting forms for simplified reporting households to ensure that they comply with the SNAP regulations referenced above.

Regional Directors  
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Attached is a format that may be helpful to compare State simplified reporting requirements to the regulatory requirements at 7 CFR 273.12(a)(1)(i) – 273.12(a)(1)(vi).

*Smara Clark for.*

Arthur T. Foley  
Director  
Program Development Division  
Supplemental Nutrition Assistance Program

Attachment

**Attachment**

**Simplified Reporting Interim Report Requirements**

**7 CFR 273.12(a)(1)(i)-(vi)**

**Comparison with \_\_\_\_\_ (State's) Interim Report Form**

<b>Regulatory Requirements: 7 CFR 273.12(a)(1)(i)-(vi)</b>	<b>State Agency's Interim Report:</b>	<b>Analysis</b>
7 CFR 273.12(a)(1)(i)(A): A change in unearned income of more than \$50 (excludes PA & GA)		
7 CFR 273.12(a)(1)(i)(B): A change in the source of income including starting or stopping a job or changing jobs, if the change in employment is accompanied by a change in income.		
7 CFR 273.12(a)(1)(i)(C): A change in the wage rate, salary, or in full-time or part-time employment status; <b>or</b> a change of more than \$100 in the amount earned.		

## Simplified Reporting Interim Report Requirements

### 7 CFR 273.12(a)(1)(i)-(vi)

Comparison with \_\_\_\_\_ (State's) Interim Report Form

<b>Regulatory Requirements: 7 CFR 273.12(a)(1)(i)-(vi)</b>	<b>State Agency's Interim Report:</b>	<b>Analysis</b>
7 CFR 273.12(a)(1)(ii): A change in household composition.		
7 CFR 273.12(a)(1)(iii): A change in residence and resulting change in shelter costs.		
7 CFR 273.12(a)(1)(iv): Acquisition of a licensed vehicle that is not fully excludable.		
7 CFR 273.12(a)(1)(v): When liquid resources reach or exceed \$2,000.		
7 CFR 273.12(a)(1)(vi): A change in the legal obligation to pay child support.		