

**MEMORANDUM**

**DATE:** June 25, 2003 **TRANSMITTAL NO: P-03-06-0020**

**TO:** District Economic Self-Sufficiency Services  
Program Administrators (1-4, 7-10, 12-15)  
Suncoast Region Economic Self-Sufficiency Services  
Program Administrator  
District Economic Self-Sufficiency Services  
Program Manager (11)

**FROM:** Larry A. Myers, Welfare Reform Program Coordinator  
**(Signature on File)**

Kim Brock, Chief of FLORIDA Operations  
**(Signature on File)**

**SUBJECT:** Food Stamp Simplified Reporting Option

**EFFECTIVE:** August 1, 2003

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The purpose of this memo is to notify staff of the implementation of the Simplified Reporting option. This option changes the food stamp reporting requirements for assistance groups that meet the reporting criteria.

**Background**

As part of the 2002 Farm Bill, the Simplified Reporting option reduces the reporting requirements for participating households. Assistance groups assigned to simplified reporting are only required to report when their monthly income exceeds the assigned food stamp monthly gross income limit.

**Implementation**

- Open food stamp assistance groups that qualify for simplified reporting will be assigned to the option effective August 1, 2003. They will receive a letter prior to August 1, 2003, informing them of the changes in their reporting requirements.
- Open food stamp assistance groups that meet simplified reporting criteria and have an eligibility end date after January 31, 2004 will be excluded from this option until recertification.

- All food stamp assistance groups that apply on or after August 1, 2003 and meet the criteria will be assigned to simplified reporting when approved for benefits.

### **Determining Reporting Requirements**

Regular reporting requirements continue to apply to assistance groups in which all members of the standard filing unit meet all three of the following criteria:

1. Are elderly or disabled, and
2. Have no earned income, and
3. Have stable circumstances.

These assistance groups are not assigned to simplified reporting and must be assigned a twelve-month entitlement period.

All other food stamp assistance groups must be assigned to simplified reporting. (This includes ABAWDS, expedited and homeless situations.)

### **Simplified Reporting Policy and Procedures**

The following policy and procedures must be applied to all food stamp assistance groups assigned to simplified reporting:

- Food stamp assistance groups assigned to simplified reporting are only required to report a change when their actual unconverted gross income exceeds 130% of the Federal Poverty Level for the assistance group size. This change must be reported within the first ten days of the month, following the month of change.
- **Assistance groups assigned to simplified reporting, that also receive Temporary Cash Assistance (TCA) and / or Medicaid benefits, must continue to report all changes required by these programs.**
- Staff must act on all changes that are reported or become known to the agency.
- Assistance groups assigned to simplified reporting **must be assigned a six-month entitlement period.** The first month of assistance counts towards one of the six months regardless of the date of application, or proration of benefits.

- When a food stamp assistance group is certified after July 31, 2003 and assigned to simplified reporting, the eligibility specialist must provide the assistance group with a copy of form CF-ES 3108 (Food Stamp Simplified Reporting Requirement). This form advises the assistance group of their reporting requirements under the Simplified Reporting option.
- Assistance groups that report a change during their certification period that causes the assistance group to meet food stamp simplified reporting requirements will be assigned to simplified reporting effective the first month that adverse action notice is provided. The entitlement period must be shortened to six months, beginning with the first month the assistance group is assigned to simplified reporting. Written notification must be provided using form CF-ES 3108.
- When a case contains both simplified and non-simplified assistance groups, all assistance groups in the case will be assigned to simplified reporting and be assigned a six month entitlement period.

## **FLORIDA Instructions**

The appropriate FLORIDA notice footers and the Common Application Form (CAF) have been modified to include the simplified reporting requirements.

For policy related issues, District/Region offices should contact Ron Hardcastle at 850-487-4385.

For FLORIDA system issues, District/Region offices should contact Tim Kirkland at 850-487-4505, Suncom 277-4505.

Attachments: CF-ES 3108 Food Stamp Simplified Reporting Requirements  
Simplified Reporting Flow Chart

cc: Program Policy (Knapp, Lewis)  
FLORIDA Operations (Poirier, Donovan, Anderson, France, Hines)  
Program Integrity (Ransdell, Mickler, Bowman)  
FLORIDA Help Desk (Kenyon)  
Appeals Hearings (Pritchard)  
Quality Control (Pearce)  
Florida Legal Services (Huddleston)  
Education & Training (Grignon)  
Office of General Counsel (Minnis, Chavers)

**CF-ES 3108**  
**Instructions: Food Stamp Simplified Reporting Requirements**

**1. Purpose:**

Form CF-ES 3108 advises all assistance groups assigned to the Simplified Reporting Option of their reporting requirements under this option.

This form must be completed and given to the “primary information person” (PIP) at each application and recertification interview, when the assistance group qualifies for simplified reporting.

This form must also be provided to the assistance group when, as the result of a change during the certification period, the assistance group is assigned to simplified reporting.

**2. Form Instructions:**

- A. Notate the primary information person’s name and case number.
- B. List the assistance group size and income limit in section 1.
- C. When an assistance group is being assigned to simplified reporting during a certification period due to a change in circumstances complete section 2. Check the box and list the assistance group’s certification period end date.
- D. Review the assistance group’s reporting requirements with the “primary information person” and provide the PIP with a copy of the form
- E. File a copy of the form in the case record.

Note: When assistance groups report a change that results in the assistance group being assigned to simplified reporting during their certification period, it may be necessary to mail the form the assistance group.

## FOOD STAMP SIMPLIFIED REPORTING REQUIREMENTS

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

**The only change you must report is when your household's monthly gross income is more than your income limit listed below.** Your food stamp household includes everyone receiving food stamps with you.

You must report when your household's income is more than your gross income limit within 10 days from the end of the month when the change happens.

Household Size	1	2	3	4	5	6	7	8	9	10	11	12
Gross Income	\$960	\$1294	\$1628	\$1961	\$2295	\$2629	\$2962	\$3296	\$3630	\$3964	\$4298	\$4632

Household Size	13	14	15	16	17	18	19	20	21	22	23	24
Gross Income	\$4966	\$5300	\$5634	\$5968	\$6302	\$6636	\$6970	\$7304	\$7638	\$7972	\$8306	\$8640

Add \$334.00 for each additional household member.

<p>1. Your household size is: _____ Your "income limit" is: _____</p>
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<p><b>2. Conversion to Simplified Reporting</b></p> <p><input type="checkbox"/> If this box is checked the following statement applies to your assistance group.</p> <p>Due to a change in your assistance group, you will now be required to have a food stamp interview every six months. Your food stamp benefit period may have been shortened. Your food stamp benefit period will end on: _____</p>
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**These food stamp rules do not change the reporting requirements for other programs such as Medicaid and Temporary Cash Assistance. If your household is receiving Medicaid or Temporary Cash Assistance, you must still report changes in your household's circumstances within 10 days.**

Note: Gross income means the amount of all earned and unearned income before any deductions, such as taxes, are taken out.

Other changes may affect your food stamp benefits. You may report any changes that could cause your food stamp benefits to go up or down.

I understand the penalty for hiding information or giving false information. I also understand that I must repay the value of benefits I receive because I did not report changes in my assistance group.

If you think that these actions are incorrect or if you have any questions regarding these changes, your caseworker or their supervisor will be glad to discuss these changes with you. You also have the right to ask for a hearing before a state hearings officer. If you want a hearing, you must ask for the hearing within 90 day from the mailing date at the top of this notice. You can bring with you or be represented at the hearing by anyone you choose, such as a lawyer, relative or friend. You can ask for a hearing by writing, calling or coming into the office. If you need information about how to get free legal advice contact your worker. If you receive food stamp benefits you can also call toll free 1-800-342-9274 for a listing of free legal organizations in your area.

In accordance with Federal law and our policy, the Department of Children and Families is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, religion, political belief, or marital status.

# Simplified Reporting Chart

