



State of Florida
Department of Children and Families

Jeb Bush
Governor

Lucy D. Hadi
Secretary

MEMORANDUM

DATE: July 19, 2005 **TRANSMITTAL NO:** P-05-07-0022

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

FROM: Jennifer Lange, Chief, Program Policy (**Signature on File**)

SUBJECT: Affects of Simplified Reporting in Access Integrity

The purpose of this memorandum is to clarify Simplified Reporting requirements in relation to the Access Integrity Program for food stamp only cases. This policy does not apply to cases containing food stamps and Temporary Cash Assistance (TCA) or Medicaid.

Please refer to policy memorandum P-03-06-0020 Food Stamp Simplified Reporting Option at <http://eww.dcf.state.fl.us/~ess/policy/p03060020.pdf> and clarification memorandum C-03-08-0027 Food Stamp Change Processing Requirements at <http://eww.dcf.state.fl.us/~ess/policy/c03080027.pdf> for more information about Simplified Reporting.

Policy:

The Simplified Reporting Option modifies the processing requirements for reported changes for food stamps. Food stamp standard filing units (SFUs) assigned to Simplified Reporting are only required to report:

- when their actual unconverted gross income exceeds 130% of the Federal Poverty Level (FPL), which is the gross income limit for the standard filing unit size; and
- if the SFU contains a time limited able bodied adult without dependents (ABAWD), when their hours of employment, hours of participation in a work program, or combination of hours of employment and participation fall below 20 hours per week.

These changes must be reported within the first ten days of the month, following the month of change. Information obtained at application or re-certification remains unchanged throughout the certification period.

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The mission of the department is to protect the vulnerable, strengthen families and promote individual and family economic self-sufficiency.

Access Integrity:

Reports received from sources other than the recipient, such as anonymous contacts, regarding changes that may have occurred in a Simplified Reporting food stamp only case, do not require action or monitoring during the certification period, except as indicated below:

When allegations are made, a notation should be made in CLRC to show what information was reported. If the allegation indicates that:

- the information applied to the case at the last application/re-certification and was not reported, or
- the household's income is greater than 130% of the FPL, or
- the ABAWD's hours of employment /work program participation fall below 20 hours per week;

Further follow-up is needed and a referral to Access Integrity should be considered.

All other types of allegations should be evaluated at the next re-certification and a referral to Access Integrity should not be made as no overpayment or Access Integrity savings are realized for the remainder of the current certification period.

Example:

An anonymous caller reports that a household just began receiving \$100 a month in child support. This amount does not increase the household's income to 130% of the FPL.

Required action: Record the information and request verification at the next re-certification.

If there are any policy questions, district/zone offices should contact Connie Mathers at 850-921-5578 or Suncom 291-5578.

cc: Director (Shaver)
Chief Information Officer, DCF Information Systems (Brock)
FLORIDA Operations (Poirier, Anderson, Love)
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