LOUISIANA DEPARTMENT OF HEALTH		
	Division/Section	Family Support
	Chapter No./Name	4 – Economic Independence (EI)
	Part No./Name	S – Simplified Reporting
	Section No./Name	S-100-FITAP-SNAP Introduction
	Document No./Name	S-110-SNAP Introduction
	Effective Date	October 1, 2026

I. STATEMENT OF POLICY

SIMPLIFIED REPORTING (SR) ALLOWS THE AGENCY TO REDUCE AND SIMPLIFY THE RULES UNDER WHICH MOST SNAP HOUSEHOLDS INFORM THE STATE ABOUT CHANGES IN THEIR INCOME AND CIRCUMSTANCES DURING A CERTIFICATION PERIOD.

UNDER SIMPLIFIED REPORTING, SNAP HOUSEHOLDS, WITH THE EXCEPTION OF ELDERLY SIMPLIFIED APPLICATION PROCESS (ESAP), ALONG WITH ANY ASSOCIATED FITAP OR KCSP CASES, MUST SUBMIT A SIMPLIFIED REPORT AND REQUIRED VERIFICATION MIDWAY THROUGH THEIR CERTIFICATION PERIOD.

CHANGES THAT MUST BE REPORTED BY THE HOUSEHOLD AT SIMPLIFIED REPORTING ARE:

- CHANGES OF MORE THAN $100 IN UNEARNED INCOME,
- CHANGES IN THE SOURCE OF INCOME,
- CHANGES OF MORE THAN $100 IN EARNED INCOME,
- CHANGES IN HOUSEHOLD COMPOSITION,
- CHANGES IN RESIDENCE AND RESULTING CHANGES IN SHELTER COSTS,
- RESOURCES THAT EXCEED $3,000 (FOR HOUSEHOLDS NOT CATEGORICALLY ELIGIBLE), AND
- CHANGES IN LEGALLY OBLIGATED CHILD SUPPORT PAYMENTS.

NO OTHER HOUSEHOLD CHANGES ARE REQUIRED TO BE REPORTED AT THE SIMPLIFIED REPORT.

Simplified Reporting households are required to report if the household's total income increases to more than 130% of the Federal Poverty Level for their household size. This includes reporting the income of a person who moves into the home if their income combined with the current SNAP household's income increases to more than 130% of the Federal Poverty Level for their household size. Households are notified of the amount of the income limit for their household on the Automated Notice of Decision sent concerning each case action. These changes must be reported by the 10th day of the month following the month in which the household's income increased to more than 130% of the Federal Poverty Level for their household size. If the 10th day falls on a weekend or holiday, treat the following workday as the 10th day. The income limits are listed in J-300-SNAP, SNAP Income Eligibility Chart. There are no other interim change reporting requirements for SR households with the following exception:

- Households that include an ABAWD must report changes in work or training hours of ABAWDs who are subject to the SNAP time limit if the change results in the ABAWD working or participating in training an average of less than 20 hours per week or 80 hours per month.

All SNAP households, including ESAP and categorically eligible households, are required to report when a member of the household receives substantial lottery or gambling winnings of $4,750 or more won in a single game before taxes or other withholdings. ELIGIBILITY AND BENEFIT LEVEL FOR SIMPLIFIED REPORTING HOUSEHOLDS ARE DETERMINED PROSPECTIVELY BASED ON INFORMATION REPORTED ON THE SIMPLIFIED REPORT. THE DATE OF THE REPORT IS THE DATE THE SIMPLIFIED REPORT IS RECEIVED.

IF THE HOUSEHOLD REPORTED AN INTERIM CHANGE OR A NATIONAL DIRECTORY OF NEW HIRE (NDNH) HIT WAS RECEIVED OUTSIDE OF THE SIMPLIFIED REPORTING PROCESS AND ACTION WAS NOT TAKEN TO PROCESS THE CHANGE AND THE HOUSEHOLD DID NOT REPORT THE CHANGE ON THE SIMPLIFIED REPORT, THE CHANGE MUST BE REVIEWED AND DISCUSSED WITH THE HOUSEHOLD WHEN COMPLETING THE SIMPLIFIED REPORT. CASE NOTES MUST BE REVIEWED TO DETERMINE IF AN INTERIM CHANGE OR JOB REPORTED AS AN NDNH HIT NEEDS TO BE PROCESSED.

IF A SIMPLIFIED REPORTING HOUSEHOLD, ANOTHER AGENCY, ANOTHER PERSON, FRAUD HOTLINE, OR ANOTHER ENTITY WITHIN DCFS REPORTS A CHANGE OUTSIDE THE SIMPLIFIED REPORTING PROCESS, TIMELY ACTION MUST BE TAKEN IN ACCORDANCE WITH CHANGE PROCESSING PROCEDURES AS DEFINED IN C-820-FITAP/SNAP, C-830-FITAP/SNAP, AND C-840-FITAP/SNAP.

THE SIMPLIFIED REPORTING PROCESS IS COMPLETE WHEN A COMPLETE SIMPLIFIED REPORT, AS DEFINED IN S-510 FITAP/SNAP, INCLUDING ALL REQUIRED VERIFICATION, IS RECEIVED. DURING THE SIMPLIFIED REPORTING PROCESS:

- BENEFITS ARE DETERMINED BASED ON THE INFORMATION REPORTED ON THE SIMPLIFIED REPORT AND REQUIRED VERIFICATION.

- CHANGES THAT OCCUR AFTER THE COMPLETE SIMPLIFED REPORT HAS BEEN RECEIVED ARE CONSIDERED TO BE OUTSIDE THE SIMPLIFIED REPORTING PROCESS, EVEN IF ACTION HAS NOT BEEN TAKEN ON THE CASE IN THE SIMPLIFIED REPORT MONTH. THESE CHANGES SHOULD BE MADE IN ACCORDANCE WITH CHANGE PROCESSING PROCEDURES AS DEFINED IN C-820-SNAP/FITAP, C-830-SNAP/FITAP AND C-840-SNAP/FITAP.

    - EXAMPLE: A COMPLETE SIMPLIFIED REPORT IS RECEIVED ON SEPTEMBER 2nd. THE REPORTED CHANGES HAVE NOT BEEN PROCESSED. ON SEPTEMBER 25th, THE CLIENT CALLS TO REPORT THAT SHE LOST HER JOB. IT IS DETERMINED THAT THIS WOULD RESULT IN INCREASED BENEFITS. VERIFICATION MUST BE REQUESTED,

ALLOWING THE HOUSEHOLD 10 DAYS TO PROVIDE THE REQUESTED VERIFICATION. IF THE VERIFICATION IS RECEIVED PRIOR TO CUTOFF IN SEPTEMBER, THE CASE WOULD BE AUTHORIZED BASED ON THE REPORTED CHANGE. IF THE VERIFICATION IS NOT RECEIVED PRIOR TO CUTOFF IN SEPTEMBER, UPDATE THE CASE USING THE INFORMATION PROVIDED ON THE COMPLETE SIMPLIFIED REPORT. IF THE VERIFICATION IS RECEIVED WITHIN 10 DAYS, THE CHANGE WOULD BE EFFECTIVE OCTOBER, WHICH IS THE MONTH FOLLOWING THE MONTH IN WHICH THE CHANGE WAS REPORTED. ISSUE SUPPLEMENTAL BENEFITS IF NEEDED. IF THE VERIFICATION IS RECEIVED MORE THAN 10 DAYS AFTER THE REQUEST FOR VERIFICATION, THE CHANGE WILL BE EFFECTIVE THE MONTH FOLLOWING THE MONTH IN WHICH THE VERIFICATION IS RECEIVED.

- EXAMPLE: A COMPLETE SIMPLIFIED REPORT IS RECEIVED ON SEPTEMBER 2nd. THE SIMPLIFIED REPORT HAS NOT BEEN PROCESSED. ON SEPTEMBER 25th, THE CLIENT CALLS TO REPORT THAT SHE BECAME EMPLOYED. BASED ON THE DISCUSSION WITH THE CLIENT, IT IS DETERMINED THAT THE HOUSEHOLD'S ANTICIPATED INCOME WILL NOT EXCEED 130% OF THE FEDERAL POVERTY LEVEL FOR THE HOUSEHOLD SIZE AND BUDGETING THE EARNINGS WOULD CAUSE THE HOUSEHOLD'S BENEFITS TO DECREASE. ADVISE THE CLIENT TO REPORT IF THE HOUSEHOLD'S INCOME INCREASES TO MORE THAN 130% OF THE FEDERAL POVERTY LEVEL FOR THE HOUSEHOLD SIZE SHOWN ON THE HOUSEHOLD'S SIZE MOST RECENT SNAP NOTICE. UPDATE THE CASE USING INFORMATION PROVIDED ON THE SIMPLIFIED REPORT.

- SIMPLIFIED REPORTING HOUSEHOLDS REPORTING ANTICIPATED CHANGES SHOULD BE ADVISED THAT THEY ARE REQUIRED TO REPORT ONLY WHEN THE HOUSEHOLD'S TOTAL INCOME INCREASES TO MORE THAN 130% OF THE FEDERAL POVERTY LEVEL FOR THEIR HOUSEHOLD SIZE. THE DATE THE HOUSEHOLD'S ACTUAL INCOME WAS RECEIVED DURING THE MONTH WILL BE USED TO DETERMINE WHEN THE HOUSEHOLD'S INCOME EXCEEDED 130% OF THE FEDERAL POVERTY LEVEL. HOWEVER, IF A CHANGE OCCURS WHICH MIGHT RESULT IN A BENEFIT INCREASE, THEY MAY REPORT THE CHANGE AND BENEFITS WILL BE ADJUSTED ONLY IF VERIFICATION IS RECEIVED.

  - Example: The SNAP SR household consists of the head of household and her 17-year-old son who works and attends high school. At the redet in November, she reports that her son will turn 18 in January. The worker should explain Simplified Reporting requirements as explained above. No other action is required. The client does not need to be contacted once the son turns 18 years old to find out if he is still working.

  - EXAMPLE: AT THE APPLICATION INTERVIEW, THE CLIENT REPORTS THAT SHE IS PREGNANT AND THE BABY IS DUE IN THREE MONTHS. THE WORKER SHOULD ADVISE HER OF THE NEED TO REPORT AND VERIFY CHANGES IN ORDER TO

INCREASE HER BENEFITS WHEN THE BABY IS BORN. NO FURTHER ACTION IS NEEDED.

- EXAMPLE: AT HER JUNE REDETERMINATION, THE CLIENT REPORTS AND VERIFIES THAT HER INCOME FROM THE SCHOOL BOARD WILL END EFFECTIVE JULY. SHE STATES SHE PLANS TO RETURN TO WORK AT THE END OF AUGUST, BUT SHE DOES NOT HAVE A NEW CONTRACT YET. SHE ALSO REPORTS AND VERIFIES INCOME THAT SHE WILL HAVE FROM A SUMMER JOB. THE WORKER SHOULD ADVISE THE CLIENT THAT SHE IS NOT REQUIRED TO REPORT ANY CHANGES UNLESS THE HOUSEHOLD'S INCOME WOULD EXCEED 130% OF THE FEDERAL POVERTY LEVEL. BUDGET THE INCOME FROM THE SUMMER JOB WHEN COMPLETING THE REDETERMINATION. DO NOT BUDGET ANY INCOME FROM THE ANTICIPATED RETURN TO SCHOOL BOARD EMPLOYMENT.

A SIMPLIFIED REPORT FORM (OFS 4SR) WILL BE AUTOMATICALLY GENERATED AND MAILED TO THE HEAD OF THE SNAP HOUSEHOLD. THE OFS 4SR INFORMS THE HOUSEHOLD THEY MUST COMPLETE A SIMPLIFIED REPORT ONLINE, COMPLETE A SIMPLIFIED REPORT OVER THE TELEPHONE, OR COMPLETE, SIGN AND RETURN A PAPER SIMPLIFIED REPORT (OFS 4SR) AND ALL REQUIRED PROOF OR THE HOUSEHOLD'S SNAP AND ASSOCIATED CASE ASSITANCE CASE, IF APPLICABLE, MAY CLOSE. THE OFS 4SR WILL BE MAILED TO THE HOUSEHOLD BETWEEN THE 20TH AND 25TH OF THE MONTH PRIOR TO THE HOUSEHOLD'S REPORT MONTH. THE REPORT MONTH IS THE MONTH IN WHICH THE REPORT IS DUE. THE COMPLETED SIMPLIFIED REPORT IS DUE BY THE 5TH CALENDAR DAY OF THE REPORT MONTH. THE REPORT MAY BE SUBMITTED IN PERSON, BY MAIL, OR THROUGH ELECTRONIC TRANSMISSION SUCH AS FAX, OR THROUGH THE SELF-SERVICE PORTAL.

II. PROCEDURES

THERE ARE NO PROCEDURES ASSOCIATED WITH THIS POLICY.

III. FORMS AND INSTRUCTIONS

OFS 4SR Form / Instructions Simplified Report Form

IV. REFERENCES

7 CFR 272.12(a)(1)
LAC 67:III.1257
LAC 67:III.2013