

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	S – Simplified Reporting
	Section No./Name	S-500-FITAP-SNAP Complete Reports
	Document No./Name	S-510-FITAP Complete Reports
	Effective Date	January 15, 2018

I. STATEMENT OF POLICY

A COMPLETE [OFS 4SR](#) – SIMPLIFIED REPORT FORM INCLUDES:

- NEW ADDRESS IF THE CLIENT HAS MOVED.
- IF NEW HOUSEHOLD MEMBERS ARE REPORTED, THEIR BIRTH DATE, SOCIAL SECURITY NUMBER, RELATIONSHIP TO THE HEAD OF HOUSEHOLD, AND CITIZENSHIP INFORMATION MUST ALSO BE REPORTED.
- THE NAMES OF ANY HOUSEHOLD MEMBERS WHO HAVE DIED OR LEFT THE HOME SINCE THE LAST DEPARTMENT CONTACT.
- INDICATION OF WHETHER THE AMOUNT OF INCOME FROM A JOB HAS CHANGED BY MORE THAN \$100 PER MONTH FOR ANY HOUSEHOLD MEMBER.
- A REPORT THAT A NEW JOB HAS STARTED OR A JOB TERMINATED AND VERIFICATION IS PROVIDED.
- INDICATION OF WHETHER THE AMOUNT OF UNEARNED INCOME HAS CHANGED BY MORE THAN * \$100 ** PER MONTH FOR ANY HOUSEHOLD MEMBER.
- A NEW SOURCE OF UNEARNED INCOME AND VERIFICATION IS PROVIDED.
- INDICATION OF A CHANGE IN THE AMOUNT OF LEGALLY OBLIGATED CHILD SUPPORT.
- IF THE HOUSEHOLD REPORTED AN INTERIM CHANGE OUTSIDE OF THE SIMPLIFIED REPORTING PROCESS AND ACTION WAS NOT TAKEN TO PROCESS THE CHANGE, THE CHANGE MUST BE REVIEWED AND DISCUSSED WITH THE HOUSEHOLD WHEN COMPLETING THE SIMPLIFIED REPORT.
- APPROPRIATE SIGNATURES (SIGNATURE OF THE HEAD OF THE HOUSEHOLD, OTHER RESPONSIBLE HOUSEHOLD MEMBER OR THE AUTHORIZED REPRESENTATIVE).

NOTE: IF A SIMPLIFIED REPORT FORM IS RECEIVED AND INCLUDES THE APPROPRIATE SIGNATURE BUT DOES NOT CONTAIN RESPONSES TO THE QUESTIONS ON THE FORM, THE AGENCY SHALL CONSIDER THIS A COMPLETE SIMPLIFIED REPORT AND THE CLIENT HAS NO CHANGES TO REPORT. HOWEVER, IF THERE IS A HIT ON THE CLEARANCE SUMMARY, THE HIT MUST BE CLEARED BEFORE THE SIMPLIFIED REPORT IS CONSIDERED COMPLETE.

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II. PROCEDURES

IF THE FORM IS COMPLETE, REFER TO [S-410](#) FOR PROCESSING THE SIMPLIFIED REPORT.

III. FORMS AND INSTRUCTIONS

[OFS 4SR](#) Form/Instructions Simplified Report Form

IV. REFERENCES

[LAC 67:III.1257](#)

[LAC 67:III.2013](#)