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-300-SNAP Assignment to Simplified Reporting
	Document No./Name	S-310-SNAP Assignment to Simplified Reporting
	Effective Date	October 1, 2026

I. STATEMENT OF POLICY

A household will be placed in Simplified Reporting (SR) at application, redetermination, or interim change if the case is not already included in Simplified Reporting.

S-311-SNAP ENTERING SIMPLIFIED REPORTING AT CERTIFICATION AND REDETERMINATION

For households entering SR at certification or redetermination, the report month will be at the mid-point of the certification period, with the exception of Elderly Simplified Application Project (ESAP) households. Refer to the chart in section S-312-SNAP.

Example 1: A household with earned income is certified effective January with a redetermination date of December. The Simplified Report date will be June.

Example 2: A household is redetermined in January. The new certification period is February through January of the next year. The Simplified Report date will be July.

ESAP eligible households are assigned a 36-month certification period and are not required to complete a Simplified Report. Households that lose eligibility under ESAP rules will be required to submit a Simplified Report every 6 months.

S-312-SNAP SIMPLIFIED REPORTING SCHEDULE FOR 12-MONTH CERTIFICATIONS

Cert From Month	Simplified Report	Cert Thru Month
January	June	December
February	July	January
March	August	February
April	September	March
May	October	April
June	November	May
July	December	June
August	January	July
September	February	August
October	March	September
November	April	October
December	May	November

II. PROCEDURES

WHEN A CASE IS ENTERING SIMPLIFIED REPORTING THE WORKER MUST EXPLAIN THE SIMPLIFIED REPORTING REQUIREMENTS.

EXPLAIN:

- THAT THE HOUSEHOLD WILL BE CERTIFIED FOR 12 OR 36 MONTHS,
- IF CERTIFIED FOR A 12-MONTH CERTIFICATION PERIOD, THE HOUSEHOLD WILL BE REQUIRED TO SUBMIT A COMPLETE SIMPLIFIED REPORT AT THE MIDPOINT OF THE CERTIFICATION PERIOD,
- IF CERTIFIED UNDER ESAP RULES, THE HOUSEHOLD WILL BE CERTIFIED FOR A 36-MONTH CERTIFICATION, AND COMPLETING AN SR IS NOT REQUIRED,
- IF THE HOUSEHOLD LOST ELIGIBILITY FOR ESAP, A SIMPLIFIED REPORT WILL BE REQUIRED EVERY 6 MONTHS,
- THAT THE SIMPLIFIED REPORT FORM (OFS 4SR) WILL BE MAILED THE MONTH BEFORE THE REPORT IS DUE TO THE HEAD OF THE SNAP HOUSEHOLD NOTIFIYING THE HOUSEHOLD TO COMPLETE THEIR SIMPLIFIED REPORT ONLINE, COMPLETE, SIGN, AND RETURN A PAPER SIMPLIFIED REPORT, OR CALL TO COMPLETE THE SIMPLIFIED REPORT OVER THE TELEPHONE.
- WHAT MUST BE REPORTED AND WHAT VERIFICATION MUST BE SUBMITTED WITH THE SIMPLIFIED REPORT,
- HOW TO COMPLETE THE SIMPLIFIED REPORT ONLINE, HOW TO REQUEST A PAPER SIMPLIFIED REPORT FORM, AND HOW TO COMPLETE THE SIMPLIFIED REPORT OVER THE TELEPHONE.
- THAT FAILURE TO RETURN THE COMPLETED SIMPLIFIED REPORT AND PROVIDE REQUIRED VERIFICATION WILL RESULT IN CASE CLOSURE, if they are the head of the SNAP household, AND
- THAT THE HOUSEHOLD IS REQUIRED TO REPORT IF THERE IS A CHANGE IN THE HOUSEHOLD'S TOTAL MONTHLY INCOME WHICH RESULTS IN THE HOUSEHOLD'S INCOME EXCEEDING 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 EXCEEDS MORE THAN 130% OF THE FEDERAL POVERTY LEVEL FOR THEIR HOUSEHOLD. HOUSEHOLDS ARE NOTIFIED OF THE AMOUNT FOR THEIR HOUSEHOLD ON THE AUTOMATED NOTICE OF DECISION SENT CONCERNING EACH CASE ACTION. OTHER CHANGES NEED NOT BE REPORTED UNTIL THE NEXT REDETERMINATION OR SIMPLIFIED REPORT DATE, WHICHEVER OCCURS EARLIER.

Exceptions:

- Households 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 LaCAP, ESAP, and traditional categorically eligible and BBCE households are required to report when a member of the household receives substantial lottery or gambling winnings of $4,750 or more when won in a single game before taxes or other withholdings.

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