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I. STATEMENT OF POLICY

IF THE HOUSEHOLD REPORTS A CHANGE OF ADDRESS ON THE SIMPLIFIED REPORT, DETERMINE IF THE HOUSEHOLD WANTS TO CHANGE THE ADDRESS FOR VOTER REGISTRATION PURPOSES. REFER TO CHAPTER 7, [C-220](#) FOR MORE INFORMATION ON VOTER REGISTRATION.

* If the household reports a change of residential address, they must also report any resulting changes in shelter costs. **

DETERMINE WHETHER THE REPORT IS COMPLETE BASED ON VERIFICATION REQUIREMENTS LISTED BELOW AND POLICY [S-510-SNAP](#).

IF THE HOUSEHOLD REPORTS 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 THE HOUSEHOLD REPORTS CHANGES IN HOUSEHOLD CIRCUMSTANCES THAT THEY WERE NOT REQUIRED TO REPORT AT SIMPLIFIED REPORT, ACTION MUST BE TAKEN ON THE REPORTED CHANGES. FOR EXAMPLE, THE CLIENT REPORTED A CHANGE IN SHELTER EXPENSES EVEN THOUGH THEY DID NOT CHANGE RESIDENCES, OR THE CLIENT REPORTED THAT A HOUSEHOLD MEMBER IS NOW A STUDENT. ACTION MUST BE TAKEN AT SIMPLIFIED REPORT TO PROCESS THESE REPORTED CHANGES.

MAKE NECESSARY CHANGES TO THE CASE BASED ON INFORMATION REPORTED ON THE SIMPLIFIED REPORT.

S-411-SNAP - PO FORMS USED IN LIEU OF THE SIMPLIFIED REPORT FORM

A COMPLETED APPLICATION ([OFS 4APP](#) OR [OFS 4MR](#)) OR ONLINE APPLICATION FOR SNAP, FITAP, OR KCSP MAY BE ACCEPTED IN PLACE OF A SIMPLIFIED REPORT, AS LONG AS THE CASE IS ACTIVE WHEN THE APPLICATION IS SUBMITTED. AN INTERVIEW IS NOT REQUIRED.

IF THE HOUSEHOLD APPLIES OR SUBMITS A REDETERMINATION APPLICATION FOR FITAP OR KCSP BY THE 12TH CALENDAR DAY OF THE SNAP SIMPLIFIED REPORT MONTH OR WITHIN TWO WEEKS PRIOR TO THE REPORT MONTH AND FAILS TO SUBMIT THE SIMPLIFIED REPORT FOR REVIEW OF THE SNAP CASE, USE THE APPLICATION SUBMITTED TO COMPLETE THE SIMPLIFIED REPORT PROCESS. DOCUMENT THE ACTIVITY BY ENTERING A CASE NOTE TO INDICATE THAT AN APPLICATION OR REDETERMINATION

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APPLICATION WAS USED IN THE SIMPLIFIED REPORT PROCESS RATHER THAN THE SIMPLIFIED REPORT.

IF AN APPLICATION IS RECEIVED IN AN OFFICE OTHER THAN WHERE THE ACTIVE CASE IS BEING PROCESSED FOR SIMPLIFIED REPORT, THE APPLICATION ASSIGNMENT MUST BE ROUTED TO THE WORKER WHO IS ASSIGNED THE SIMPLIFIED REPORT SO THAT THE SIMPLIFIED REPORT MAY BE PROCESSED. DOCUMENT WHO THE APPLICATION WAS ROUTED TO BY ENTERING A CASE NOTE.

S-412-SNAP - PO VERIFICATION REQUIREMENTS

VERIFICATION REQUIREMENTS FOR PROCESSING AT SIMPLIFIED REPORT ARE THE SAME AS WHEN A SNAP HOUSEHOLD REPORTS AN INTERIM CHANGE. HOWEVER, ACTION ON THE CHANGES REPORTED IS DIFFERENT THAN ACTION ON AN INTERIM CHANGE.


- IF THE REPORTED CHANGE RESULTS IN AN INCREASE IN BENEFITS AND IS REPORTED ON THE SIMPLIFIED REPORT IN THE MONTH PRIOR TO THE REPORT MONTH, INCREASE BENEFITS EFFECTIVE THE MONTH AFTER THE CHANGE IS REPORTED IF THE VERIFICATION IS RECEIVED BY THE DUE DATE GIVEN ON THE REQUEST FOR VERIFICATION. AUTHORIZE SUPPLEMENTAL BENEFITS, IF NECESSARY.

(SEE [C-850-SNAP/FITAP](#) FOR PROCEDURES TO DETERMINE THE FIRST MONTH BENEFITS ARE AFFECTED).

AN [OFS 18C](#) SHOULD NOT BE SENT TO REQUEST VERIFICATION FOR INFORMATION REPORTED ON THE SIMPLIFIED REPORT. THE SIMPLIFIED REPORT FORM (OFS 4SR) IS CONSIDERED THE REQUEST FOR VERIFICATION AT SIMPLIFIED REPORT. THE 5TH OF THE SR MONTH IS THE DUE DATE FOR THE REQUESTED VERIFICATION.

EXAMPLE: A JUNE SIMPLIFIED REPORT IS RECEIVED IN THE OFFICE ON MAY 30TH. THE CLIENT REPORTS THAT PREVIOUSLY VERIFIED CONTRIBUTIONS HAVE DECREASED FROM \$350 PER MONTH TO \$100 PER MONTH. NO VERIFICATION IS PROVIDED.

- IF THE SIMPLIFIED REPORT IS RECEIVED IN MAY AND VERIFICATION IS PROVIDED IN MAY OR NO LATER THAN JUNE 5TH, INCREASE BENEFITS EFFECTIVE JULY. ISSUE SUPPLEMENTAL BENEFITS FOR JUNE.
- IF THE SIMPLIFIED REPORT IS RECEIVED IN MAY AND VERIFICATION IS PROVIDED IN JUNE, BUT AFTER THE 5TH OF THE MONTH, INCREASE BENEFITS EFFECTIVE JULY. NO SUPPLEMENTAL BENEFITS ARE ISSUED FOR JUNE.
- IF THE SIMPLIFIED REPORT IS RECEIVED IN MAY AND VERIFICATION IS NOT PROVIDED, DO NOT REQUEST VERIFICATION. THE \$350 CONTRIBUTIONS WILL CONTINUE TO BE BUDGETED.

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- IF THE CHANGE WILL RESULT IN DECREASED SNAP BENEFITS, THE HOUSEHOLD'S STATEMENT MAY BE USED TO TAKE ACTION ON THE REPORTED CHANGE.

AN [OFS 13SI](#) MUST NOT BE SENT:

- IF THE HOUSEHOLD REPORTS AN INCREASE IN PREVIOUSLY VERIFIED INCOME AND DOES NOT PROVIDE THE VERIFICATION. USE THE HOUSEHOLD'S STATEMENT TO BUDGET THE INCREASE IN INCOME.

EXAMPLE: THE CLIENT WORKS AT SHOE STATION AND REPORTS THAT SHE HAD AN INCREASE IN HER WAGES BY \$200 A MONTH. NO VERIFICATION WAS PROVIDED. SINCE THIS EMPLOYMENT WAS PREVIOUSLY VERIFIED AND WILL RESULT IN A DECREASE IN BENEFITS, NO REQUEST FOR VERIFICATION IS NEEDED. USE THE CLIENT'S STATEMENT TO BUDGET THE INCREASE.

- IF THE HOUSEHOLD REPORTS A DECREASE IN PREVIOUSLY VERIFIED INCOME AND DOES NOT PROVIDE THE VERIFICATION. NO ACTION IS TAKEN ON THE REPORTED CHANGE. THE INCOME CURRENTLY BUDGETED WILL CONTINUE TO BE BUDGETED.


EXAMPLE: THE CLIENT REPORTS THAT HER MOTHER NOW GIVES HER CONTRIBUTIONS OF \$150 PER MONTH INSTEAD OF \$250 PER MONTH. NO VERIFICATION WAS PROVIDED. SINCE THE CONTRIBUTIONS WERE PREVIOUSLY VERIFIED, NO REQUEST FOR VERIFICATION IS NEEDED. CONTINUE TO BUDGET THE \$250 PER MONTH IN CONTRIBUTIONS.

- IF THE HOUSEHOLD REPORTS THE TERMINATION OF A JOB, IS EXEMPT FROM WORK REGISTRATION REQUIREMENTS, AND DOES NOT PROVIDE VERIFICATION, NO ACTION IS TAKEN ON THE REPORTED CHANGE. THE INCOME CURRENTLY BUDGETED WILL CONTINUE TO BE BUDGETED.

EXAMPLE: THE CLIENT HAS A TWO-YEAR OLD CHILD AND REPORTS THAT SHE LOST HER JOB AND DID NOT PROVIDE VERIFICATION. DO NOT REQUEST VERIFICATION. CONTINUE TO BUDGET THE PREVIOUSLY VERIFIED EARNINGS.

- IF THE HOUSEHOLD REPORTS LEGALLY OBLIGATED CHILD SUPPORT PAYMENTS HAVE DECREASED AND DID NOT PROVIDE VERIFICATION, USE THE HOUSEHOLD'S STATEMENT TO BUDGET THE DECREASE IN PAYMENTS.

EXAMPLE: THE CLIENT REPORTS THAT HIS LEGALLY OBLIGATED CHILD SUPPORT PAYMENTS HAVE DECREASED BY \$100 PER MONTH. NO VERIFICATION WAS PROVIDED. SINCE NO VERIFICATION WAS PROVIDED, USE THE CLIENT'S STATEMENT TO BUDGET THE \$100 DECREASE IN THE LEGALLY OBLIGATED CHILD SUPPORT PAYMENT.

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- IF THE HOUSEHOLD REPORTS LEGALLY OBLIGATED CHILD SUPPORT PAYMENTS HAVE INCREASED AND DID NOT PROVIDE VERIFICATION, NO ACTION IS TAKEN ON THE REPORTED CHANGE. THE EXPENSE CURRENTLY BUDGETED WILL CONTINUE TO BE BUDGETED.

EXAMPLE: THE CLIENT REPORTS THAT HIS LEGALLY OBLIGATED CHILD SUPPORT PAYMENTS HAVE INCREASED BY \$100 PER MONTH. NO VERIFICATION WAS PROVIDED. SINCE NO VERIFICATION WAS PROVIDED, NO ACTION IS TAKEN ON THE REPORTED CHANGE. THE LEGALLY OBLIGATED CHILD SUPPORT CURRENTLY BUDGETED WILL CONTINUE TO BE BUDGETED.

- IF THE HOUSEHOLD REPORTS A DECREASE IN PREVIOUSLY VERIFIED INCOME ON THE SIMPLIFIED REPORT IN THE **MONTH PRIOR TO THE REPORT MONTH** AND DOES NOT PROVIDE THE VERIFICATION. NO ACTION IS TAKEN ON THE REPORTED CHANGE. THE INCOME CURRENTLY BUDGETED WILL CONTINUE TO BE BUDGETED.

EXAMPLE: THE CLIENT'S JUNE SIMPLIFIED REPORT IS RECEIVED ON MAY 30TH. THE CLIENT REPORTS THAT HER AUNT NOW GIVES HER CONTRIBUTIONS OF \$100 PER MONTH INSTEAD OF \$350 PER MONTH. NO VERIFICATION WAS PROVIDED. SINCE THE CONTRIBUTIONS WERE PREVIOUSLY VERIFIED, NO REQUEST FOR VERIFICATION IS NEEDED. CONTINUE TO BUDGET THE \$350 PER MONTH CONTRIBUTIONS.

NOTE: IF THE VERIFICATION IS RECEIVED BY JUNE 5TH, ISSUE SUPPLEMENTAL BENEFITS FOR JUNE. IF VERIFICATION IS RECEIVED IN JUNE BUT AFTER THE 5TH OF THE MONTH, DO NOT ISSUE SUPPLEMENTAL BENEFITS FOR JUNE.


THE SIMPLIFIED REPORT SHOULD BE PROCESSED WITHOUT VERIFICATION WHEN THE HOUSEHOLD REPORTS A CHANGE AS OUTLINED ABOVE.

AN [OFS 13SI](#) **MUST** BE SENT:

- IF A JOB LOSS IS REPORTED BY SOMEONE WHO IS NOT EXEMPT FROM WORK REGISTRATION REQUIREMENTS, AND THE REQUIRED VERIFICATION IS NOT PROVIDED. VOLUNTARY QUIT MUST BE EXPLORED AND VERIFIED.

EXAMPLE: A SINGLE PERSON HOUSEHOLD WHICH IS NOT EXEMPT FROM WORK REGISTRATION REQUIREMENTS REPORTED THE LOSS OF A JOB AND DID NOT PROVIDE VERIFICATION. VOLUNTARY QUIT MUST BE EXPLORED TO DETERMINE CONTINUED ELIGIBILITY FOR THE HOUSEHOLD. AN OFS 13SI MUST BE SENT.

- IF THE HOUSEHOLD REPORTS A NEW SOURCE OF INCOME, SUCH AS A NEW JOB OR NEW UNEARNED INCOME, AND THE REQUIRED VERIFICATION IS NOT PROVIDED.

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EXAMPLE: THE CLIENT REPORTS A NEW JOB AT SIMPLIFIED REPORT AND DOES NOT PROVIDE VERIFICATION. SINCE THIS IS A NEW SOURCE AND NOT PREVIOUSLY VERIFIED, VERIFICATION IS NEEDED TO PROCESS THE SIMPLIFIED REPORT. AN [OFS 13SI](#) MUST BE SENT.

- IF THE CLEARANCE SUMMARY SHOWS WAGES ON LWC QUARTERLY WAGE (LDET) AND THE HOUSEHOLD DID NOT REPORT THE JOB ON THE SIMPLIFIED REPORT.

EXAMPLE: THE CLIENT SUBMITS THE SIMPLIFIED REPORT AND DOES NOT REPORT EMPLOYMENT. REVIEW OF THE CLEARANCE SUMMARY INDICATES NEW EMPLOYMENT WITH WENDY'S. SINCE THIS IS A NEW SOURCE OF INCOME AND NOT PREVIOUSLY VERIFIED, VERIFICATION IS NEEDED TO PROCESS THE SIMPLIFIED REPORT. AN OFS 13SI MUST BE SENT.

- IF THE NEW HOUSEHOLD MEMBER IS REPORTED AT SIMPLIFIED REPORT AND VERIFICATION IS NEEDED FOR THE NEW HOUSEHOLD MEMBER, AND THE REQUIRED VERIFICATION IS NOT PROVIDED. THE HOUSEHOLD MUST BE CONTACTED TO DETERMINE ELIGIBILITY FOR THE NEW HOUSEHOLD MEMBER AND ADDITIONAL QUESTIONS MUST BE ASKED. THE [OFS 12](#) (ADDITION OF A HOUSEHOLD MEMBER FORM) SHOULD BE USED AS A GUIDE FOR ASKING QUESTIONS ABOUT THE NEW HOUSEHOLD MEMBER.


EXAMPLE: THE CLIENT REPORTS THAT HER BROTHER MOVED IN THE HOME. THE CLIENT REPORTED EARNINGS FOR HER BROTHER AND DID NOT PROVIDE VERIFICATION. THE CLIENT MUST BE CONTACTED TO DISCUSS THE NEW MEMBER'S ELIGIBILITY. VERIFICATION OF THE BROTHER'S INCOME MUST BE REQUESTED. AN OFS 13SI MUST BE SENT.

- IF THE HOUSEHOLD REPORTS MULTIPLE CHANGES AND THE REQUIRED VERIFICATION IS NOT PROVIDED, OR THE INFORMATION PROVIDED IS INSUFFICIENT TO DETERMINE CONTINUED ELIGIBILITY OR BENEFIT LEVEL.

EXAMPLE: THE CLIENT, WHO IS EXEMPT FROM WORK REGISTRATION, REPORTED THE TERMINATION OF A JOB. THE CLIENT ALSO REPORTED RECEIVING CONTRIBUTIONS FROM HER MOTHER. NO VERIFICATION WAS PROVIDED. THE BENEFIT LEVEL CANNOT BE DETERMINED WITHOUT THE VERIFICATION. AN OFS 13SI MUST BE SENT.

EXAMPLE: THE CLIENT REPORTS A DECREASE IN WAGES AND AN INCREASE IN THE AMOUNT OF CHILD SUPPORT RECEIVED DIRECTLY FROM THE FATHER. NO VERIFICATION WAS PROVIDED. AN OFS 13SI MUST BE SENT.

EXAMPLE: THE CLIENT REPORTS A NEW JOB AND PROVIDES ONLY ONE CHECK STUB. NOT ENOUGH INFORMATION IS PROVIDED TO DETERMINE BENEFIT LEVEL. AN OFS 13SI MUST BE SENT.

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WHEN AN [OFS 13SI](#) IS REQUIRED TO REQUEST VERIFICATION, THE FORM MUST LIST THE REQUIRED VERIFICATION AND MUST ADVISE THE CLIENT THAT THE INFORMATION MUST BE SUBMITTED NO LATER THAN THE DUE DATE ON THE OFS 13SI (CUTOFF).

S-412-1-SNAP - PO Multiple Changes

IF THE HOUSEHOLD REPORTS MULTIPLE CHANGES AND PROVIDES SOME BUT NOT ALL OF THE REQUIRED VERIFICATION, DETERMINE IF THE SIMPLIFIED REPORT MAY BE PROCESSED USING THE HOUSEHOLD'S STATEMENT AND VERIFIED INFORMATION.

- IF THE UNVERIFIED CHANGE RESULTS IN INCREASED SNAP BENEFITS, VERIFICATION IS REQUIRED TO PROCESS THE SIMPLIFIED REPORT.
- IF THE UNVERIFIED CHANGE RESULTS IN DECREASED SNAP BENEFITS AND INCOME WAS PREVIOUSLY VERIFIED, USE THE HOUSEHOLD'S STATEMENT TO PROCESS THE SIMPLIFIED REPORT.


EXAMPLE: THE CLIENT, WHO IS EXEMPT FROM WORK REGISTRATION REQUIREMENTS, REPORTS THE TERMINATION OF A JOB. THE CLIENT ALSO REPORTS RECEIVING AN INCREASE IN THE AMOUNT OF CONTRIBUTIONS FROM HER MOTHER. SHE PROVIDES PROOF THAT SHE IS NO LONGER WORKING BUT DID NOT VERIFY THE INCREASE IN CONTRIBUTIONS. SINCE THE JOB LOSS WAS VERIFIED AND CONTRIBUTIONS FROM HER MOTHER WERE PREVIOUSLY VERIFIED, WE CAN TAKE THE CLIENT'S STATEMENT ABOUT THE NEW AMOUNT OF CONTRIBUTIONS AND PROCESS THE SIMPLIFIED REPORT.

EXAMPLE: THE CLIENT WHO IS EXEMPT FROM WORK REGISTRATION REQUIREMENTS REPORTS THE TERMINATION OF A JOB. THE CLIENT ALSO REPORTS THAT SHE STARTED RECEIVING CONTRIBUTIONS FROM HER MOTHER. SHE VERIFIED THE JOB LOSS BUT NOT THE NEW SOURCE OF INCOME (CONTRIBUTIONS). AN OFS 13SI MUST BE SENT TO REQUEST VERIFICATION OF CONTRIBUTIONS SINCE THEY WERE NOT PREVIOUSLY VERIFIED.

EXAMPLE: THE CLIENT REPORTS A DECREASE IN WAGES AND AN INCREASE IN CHILD SUPPORT INCOME RECEIVED (NOT ON LASES), WHICH WAS PREVIOUSLY VERIFIED. VERIFICATION OF THE DECREASED WAGES WAS PROVIDED BUT NOT THE INCREASE IN CHILD SUPPORT INCOME. USE THE CLIENT'S STATEMENT TO BUDGET THE INCREASE IN CHILD SUPPORT INCOME SINCE IT WAS PREVIOUSLY VERIFIED.

S-413-SNAP - PO COMPLETE REPORT NOT RECEIVED

IF A COMPLETE REPORT IS NOT RECEIVED BY THE DEADLINE ON THE OFS 4SR, A REMINDER NOTICE MUST BE SENT TO THE HOUSEHOLD. AN AUTOMATED SIMPLIFIED

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REPORTING REMINDER NOTICE ([OFS 13SN](#)) WILL BE SENT TO HOUSEHOLDS THAT HAVE NOT SUBMITTED A SIMPLIFIED REPORT BY THE DUE DATE ON THE [OFS 4SR](#). IF THE HEAD OF THE SNAP HOUSEHOLD IS THE PAYEE FOR THE FITAP OR KCSP CASE, THE FITAP OR KCSP CASE WILL ALSO BE CLOSED.


A MANUAL OR SEMI-AUTOMATED SIMPLIFIED REPORTING REMINDER NOTICE OF INCOMPLETE FILING ([OFS 13SI](#)) MUST BE SENT TO HOUSEHOLDS THAT SUBMITTED AN INCOMPLETE SIMPLIFIED REPORT TO INFORM THE HOUSEHOLD OF WHAT INFORMATION IS NEEDED TO COMPLETE THE SIMPLIFIED REPORT. THE DUE DATE MUST BE COMPLETED ALLOWING THE HOUSEHOLD 10-DAYS TO PROVIDE VERIFICATION. IF THE 10TH DAY FALLS ON A WEEKEND OR HOLIDAY, THE DUE DATE WOULD BE THE FOLLOWING WORKDAY.

II. PROCEDURES

IF THE CHANGE OF ADDRESS OR NAME WAS PROVIDED THROUGH CAFÉ SSP, BY PHONE, MAIL, FAX, OR EMAIL, PROVIDE THE [OFS 1VR](#) ALONG WITH THE ATTACHED LOUISIANA VOTER REGISTRATION APPLICATION TO THE CLIENT. IF THE CLIENT RETURNS THE OFS 1VR INDICATING “YES” THEY NEED ASSISTANCE IN COMPLETING THE LOUISIANA VOTER REGISTRATION APPLICATION, THE WORKER SHALL CONTACT THE CLIENT BY TELEPHONE AND PROVIDE THE REQUESTED ASSISTANCE. UPON RECEIPT, FILE ALL COMPLETED OFS 1VRs IN *** FILENET **** AND RETAIN FOR AT LEAST 36 MONTHS.

IF THE APPLICANT RETURNS THE LOUISIANA VOTER REGISTRATION APPLICATION TO THE PARISH OFFICE:

- REVIEW THE LOUISIANA VOTER REGISTRATION APPLICATION FOR LEGIBILITY AND COMPLETENESS.
- VERIFY THAT THE APPLICANT SIGNED THE LOUISIANA VOTER REGISTRATION APPLICATION IN THE APPROPRIATE BOX.
- PROVIDE ASSISTANCE WITH COMPLETING THE LOUISIANA VOTER REGISTRATION APPLICATION UNLESS ASSISTANCE IS REFUSED.
- COMPLETE THE FOLLOWING INFORMATION LOCATED AT THE BOTTOM OF THE LOUISIANA VOTER REGISTRATION APPLICATION UNDER “OFFICIAL USE ONLY”:
 - SIGN ON THE LINE “RECEIVED BY:” AND WRITE THE MONTH, DAY, AND YEAR OF THE DATE YOU SIGNED THE APPLICATION ON THE LINE MARKED “DATE”.
 - CIRCLE “PA” AS THE VOTER REGISTRATION AGENCY.
- MAIL THE COMPLETED LOUISIANA VOTER REGISTRATION APPLICATION FORM TO THE APPROPRIATE PARISH REGISTRAR OF VOTERS OFFICE.

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COMPLETE THE FOLLOWING ACTION IF THE SIMPLIFIED REPORT IS COMPLETE:

- CHECK THE CLEARANCE SUMMARY FOR ALL HOUSEHOLD MEMBERS. WHEN THE CLEARANCE SUMMARY INTERFACE STATUS CHANGES TO COMPLETE, CLEAR ALL HITS according to policy in [C-220-SNAP](#).
- DOCUMENT ALL ACTIVITY IN LITE.
- FILE THE SIMPLIFIED REPORT FORM, IF SUBMITTED MANUALLY, IN * FILENET.
- MAKE NECESSARY CHANGES TO THE CASE BASED ON INFORMATION REPORTED ON THE SIMPLIFIED REPORT.

- IF THE HOUSEHOLD REPORTS A CHANGE OF RESIDENTIAL ADDRESS AND PROVIDES SHELTER EXPENSE INFORMATION:

- NAVIGATE TO THE SHELTER EXPENSES – DETAILS SCREEN,
- END THE CURRENT SHELTER EXPENSES,
- ADD THE NEW SHELTER EXPENSES.


- IF THE HOUSEHOLD REPORTS A CHANGE OF RESIDENTIAL ADDRESS BUT DOES NOT PROVIDE SHELTER EXPENSE INFORMATION:

- NAVIGATE TO THE SHELTER EXPENSES – DETAILS SCREEN,
- END ALL OF THE CURRENTLY BUDGETED SHELTER EXPENSES.

Example: Client submits Simplified Report listing a new residential address but does not provide any information on current shelter expenses. All existing shelter expenses budgeted must be ended. **

- RUN ELIGIBILITY AND AUTHORIZE THE CASE. IF BENEFITS DO NOT CHANGE OR NO CHANGES WERE REPORTED ON THE SIMPLIFIED REPORT, ELIGIBILITY MUST STILL BE RUN AND THE CASE MUST STILL BE AUTHORIZED.
- SEND CONCURRENT NOTICE IF REQUIRED. CONCURRENT NOTICE MUST BE SENT IF BENEFITS CHANGE AS A RESULT OF INFORMATION REPORTED THROUGH THE SIMPLIFIED REPORTING PROCESS. A NOTICE IS NOT REQUIRED IF BENEFITS DO NOT CHANGE.

EXCEPTION: ADVANCE NOTICE IS REQUIRED PRIOR TO IMPOSING A SANCTION FOR FLEEING FELON RESTRICTIONS, PROBATION/PAROLE VIOLATIONS, Adults convicted of certain felonies as stated in E-221-1 SNAP-PO, AND FAILURE TO COMPLY WITH ELIGIBILITY REQUIREMENTS, SUCH AS STEP OR VOLUNTARY QUIT.

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III. FORMS AND INSTRUCTIONS

[OFS 1VR Form](#) / [Instructions](#) Voter Registration Declaration Statement

[Louisiana Voter Registration Application](#)

[OFS 4APP Form](#) / [Instructions](#) Application for Assistance

[OFS 4MR Form](#) / [Instructions](#) Application for Continued Assistance

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

[OFS 12 Form](#) / [Instructions](#) Addition of a Household Member

[OFS 13SI Form](#) / [Instructions](#) Simplified Reporting Notice of Incomplete Filing

[OFS 13SN Form](#) / [Instructions](#) Simplified Reporting Reminder Notice

IV. REFERENCES

[7 CFR 272.12\(a\)\(1\)](#)

[LAC 67:III.1257](#)

[LAC 67:III.2013](#)