OFS 13SO
Rev. 10/26
01/26 Issue Obsolete

Louisiana Department of Health

Simplified Reporting System Notice

Date: _____
Case ID: _____

Your household has been included in the Simplified Reporting System.

What is Simplified Reporting?

Simplified Reporting (SR) is a method for Supplemental Nutrition Assistance Program (SNAP) households to report certain changes in their income and circumstances at the midpoint of their certification period. The information reported is used to determine a household's eligibility and benefit level. SNAP Households are assigned 12-month certification periods and will be required to report household circumstances at the midpoint of their certification period.

How do you report and how will you know when to report?

A Simplified Report form will be mailed to SNAP households during the month before the Simplified Report form is due. Households must answer the questions on the Simplified Report, sign, and submit all required proof by the due date which is indicated on the Simplified Report.

What must be reported?

The Simplified Report requests information concerning changes in residence and changes in shelter costs as a result of the move, changes in household composition, income, resources, and child support obligations.

What proof is required?

- Proof of earned income if:
  - The income changed by more than $100 per month, or
  - A new job began, or
  - A job ended.
- Proof of unearned income if the income changed by more than $100 per month
- Proof of a change in your legally obligated child support

What happens if the report is not returned by the due date?

A notice will be sent as a reminder and if a complete Simplified Report is not received by the due date which is printed on the notice, the SNAP case and any associated FITAP and/or KCSP case will be closed.

What happens if the report is incomplete?

If a Simplified Report is received but not all questions are answered, the Simplified Report is not signed, or the required proof is not provided, the household will be sent a notice about this. If the information is not provided by the due date which is printed on the notice, the SNAP case and any associated FITAP and/or KCSP case will be closed.

What happens if a complete report is not submitted?

If a complete Simplified Report and all required proof are not submitted, eligibility cannot be determined. A

notice will be sent and the SNAP case and any associated FITAP and/or KCSP case will be closed.

What happens if a complete report is submitted after the case closes?

If the case closes and a complete Simplified Report and all required proof is received by the end of the month following the Simplified Report month and eligibility is determined, we will reopen the SNAP case and any associated FITAP and/or KCSP case that was closed for failure to submit a complete Simplified Report. Benefits will be prorated according to the date the complete Simplified Report and all required proof are received. The case will be processed within 30 days of the date the complete form and proof are received.

Other than submitting an interim report, are there any other change reporting requirements?

Supplemental Nutrition Assistance Program (SNAP) Households:

SNAP households must report when the household's total income increases to more than 130% of the Federal Poverty Level for their household size. The total income includes wages before taxes and unearned income such as SSI, Social Security, child support, unemployment benefits, contributions, etc. for all SNAP household members and anyone who has moved into the home.

When there is an increase in income or if someone who has income moves into the home, add the amount of earned and unearned income for all household members. If this amount is more than 130% of the Federal Poverty Level for your household size shown on your most recent SNAP notice, the change **must** be reported to LDH. If your household receives lottery or gambling winnings of $4,750 or more, won in a single game before taxes or withholdings, this must be reported.

If your household includes an Able-Bodied Adult without Dependent (ABAWD), you must report changes in work hours of the ABAWD who is 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 less than 80 hours per month. The changes must be reported by the 10th of the month following the month in which the ABAWD stopped working an average of less than 20 hours per week or less than 80 hours per month.

These changes must be reported by the 10th of the month following the month in which the change occurs.

FITAP Households:

In addition to the income reporting requirements explained above, FITAP households in Simplified Reporting must also follow the STEP participation reporting requirements that are outlined in the Family Success Agreement and report these changes within 10 days of knowledge of the change. Report within 10 days if the only child in the home moves out of the home.

For more information about programs and services or for specific information about your case, call 1-888-LAHELPU (1-888-524-3578).

Non-Discrimination Statement:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: USDA Food and Nutrition Administration, George Washington Carver Center, 5601 Sunnyside Avenue, Beltsville, MD 20740; or (2) Email: FNACIVILRIGHTSCOMPLAINTS@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

You may file a civil rights complaint with the Louisiana Department of Health (LDH) by completing the Civil Rights Complaint Form. Turn the form in to a local office; mail it to LDH Bureau of Legal Services, P.O. Box 3836, Baton Rouge, LA 70821-3836; email LDH.CivilRightsComplaints@la.gov; or call 1-888-524-3578. You may file a civil rights complaint with LDH and USDA or only LDH. Additionally, a program complaint may be filed with the LDH/Economic Stability Section, by mailing to P.O. Box 260031, Baton Rouge, Louisiana, 70826, by emailing LAHelpU@La.gov, or by calling 1-888-524-3578.