

SNAP Reporting Systems At-A-Glance

The SNAP program uses several report systems. The following are the basics about each report system at-a-glance. Select here for [Acting on Reported Changes](#).

Change Report System (CRS)

Purpose & Benefits	CRS is a report system with many reporting requirements. While in CRS, SNAP benefits may change each time the household reports a change that is expected to continue.
Who must be in CRS	Any SNAP case that cannot be in one of the other report systems must be in CRS.
Who cannot be in CRS	The clients who cannot be in CRS are: <ul style="list-style-type: none">- Clients receiving SNAP under Transitional Benefit Alternative (TBA).
Certification Periods	SNAP cases in CRS are limited to a six-month certification period, except: <ul style="list-style-type: none">- ERDC/SNAP households may be certified for 12 months if the ERDC certification form is being processed at least once each six months.- Households where all members are elderly or are persons with disabilities and there is no earned income may be certified for 12 months.
Budgeting	Use prospective budgeting. Anticipate the initial month's income considering all that has been received to date and anticipating what will be received yet in the month. For the second and future months of the certification, anticipate or convert the income to a monthly figure in the first month and use that amount continually until a change is reported.
Reporting	Report all required changes as outlined in SNAP-I.2 .
Acting on Reported Changes	Act on all reported changes. Reported changes may increase or decrease benefits.

	<p>Increase benefits = Act immediately for the next month unless more information is needed. If more information is needed, send a <i>Notice of Information or Verification Needed</i> (DHS 210A) requesting the information. Do not act to increase benefits until the proof or information is provided. DO NOT hold benefits for the information.</p> <p>Decrease benefits = Act immediately for the next month's benefits following the timely continuing benefit decision notice period to reduce benefits. If proof of income is needed, make the change and request the required proof via the DHS 210A. A second adjustment may be needed when the requested information or proof is received.</p>
When does CRS end?	CRS is the default report system and ends when the case is placed into another report system.
FSMIS coding	There are no special Trans coding for CRS. The Mand Rpt field is "N."

1. Simplified Reporting System (SRS)

Purpose & Benefits	SRS is a report system with limited reporting requirements. While in SRS, SNAP benefits will generally remain unchanged for a six-month period.
Who can be in SRS	Any SNAP case not excluded from SRS.
Who cannot be in SRS	<p>The following types of households cannot be in SRS:</p> <ul style="list-style-type: none"> - A case eligible for TBA. - Certification period for less than six months.
Certification Periods	A 12-month certification is recommended. Do not certify for less than six months. A 24-month certification is allowed for NED households (No Earned income), and all adults are <i>elderly</i> (GP-A.29) or <i>disabled</i> (GP-A.24) that are processed in an APD/AAA office.

<p>Budgeting</p>	<p>Use prospective budgeting. Anticipate or convert ongoing income to a monthly figure in the first month and use that amount continually until a change is reported.</p> <p>For initial month, use actual and anticipated income only if the income is just starting or ending, or will be significantly different in subsequent months.</p>
<p>Reporting</p>	<p>Between report forms, the SRS client must report when:</p> <ul style="list-style-type: none"> - Income exceeds the SNAP Countable Income Limit (130 percent FPL); <hr/> <p>Clients will still need to report the changes required in other programs. If they report a change that impacts SNAP, the worker will need to act on it for SNAP also.</p> <p><i>An Interim Change Report For Supplemental Nutrition Assistance Program (SNAP) form (DHS 852) is due in the sixth month of the certification period and must be processed for benefits in months seven through 12.</i></p> <p>All cases certified for longer than six months must complete the DHS 852, except those cases with no earned income <u>and</u> all adult filing group members are elderly (GP-A.29) or are clients with disabilities (GP-A.22).</p> <p>NED cases that are certified for 24 months are required to have phone contact to update specific information on their case during month 12 of the certification period.</p>
<p>Acting on Reported Changes</p>	<p>In addition to acting on the <i>Interim Change Report For Supplemental Nutrition Assistance Program (SNAP) (DHS 852)</i>, act on <u>all</u> reported changes that the client is required to report. That is, any report that income is over the countable income limit.</p> <p>For all other changes:</p> <p>Increase benefits = Act on changes that will increase benefits. Send a <i>Notice of Information or Verification Needed (DHS 210A)</i> if more information is needed first. If the change requires</p>

	<p>verification, (i.e., income, or medical) do not act to increase benefits until the proof is provided.</p> <p>Decrease benefits = Do not act on information that will decrease benefits, unless the information is "<i>verified upon receipt</i>." Only request proof if a client reports their income has exceeded the countable income limit. Carefully narrate.</p> <p>Information is "<i>verified upon receipt</i>" when it is not questionable and the provider of the information is the primary source. (Examples: employer, SAVE, worker's compensation, client's statement on new shelter costs, etc.)</p>																		
<p>When does SRS end?</p>	<p>End SRS anytime the client:</p> <ul style="list-style-type: none"> - Becomes eligible for TBA; <hr/> <ul style="list-style-type: none"> - Becomes ineligible (they may report income that exceeds 185 percent FPL and they are no longer categorically eligible, this may lead to being over income). <hr/>																		
<p>FSMIS coding</p>	<p>Cases can only be put into SRS in the following months:</p> <table border="1" data-bbox="532 1087 1448 1766"> <thead> <tr> <th data-bbox="532 1087 695 1171">Cert Month</th> <th data-bbox="695 1087 1448 1171">Can case be put in SRS?</th> </tr> </thead> <tbody> <tr> <td data-bbox="532 1171 695 1255">Month 1</td> <td data-bbox="695 1171 1448 1255">Yes</td> </tr> <tr> <td data-bbox="532 1255 695 1339">Month 2</td> <td data-bbox="695 1255 1448 1339">Yes</td> </tr> <tr> <td data-bbox="532 1339 695 1423">Month 3</td> <td data-bbox="695 1339 1448 1423">Yes</td> </tr> <tr> <td data-bbox="532 1423 695 1507">Month 4</td> <td data-bbox="695 1423 1448 1507">Yes</td> </tr> <tr> <td data-bbox="532 1507 695 1591">Month 5</td> <td data-bbox="695 1507 1448 1591">No: SRS report period cannot change in the 5th month</td> </tr> <tr> <td data-bbox="532 1591 695 1675">Month 6</td> <td data-bbox="695 1591 1448 1675">Yes</td> </tr> <tr> <td data-bbox="532 1675 695 1759">Month 7</td> <td data-bbox="695 1675 1448 1759">Yes</td> </tr> <tr> <td data-bbox="532 1759 695 1797">Month 8</td> <td data-bbox="695 1759 1448 1797">Yes</td> </tr> </tbody> </table>	Cert Month	Can case be put in SRS?	Month 1	Yes	Month 2	Yes	Month 3	Yes	Month 4	Yes	Month 5	No: SRS report period cannot change in the 5th month	Month 6	Yes	Month 7	Yes	Month 8	Yes
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	<p>Month 9 No. SRS date must be 6 months from start cert</p> <p>Month 10 No. SRS date must be 6 months from start cert</p> <p>Month 11 No. SRS report period cannot change in 11th month</p> <p>Month 12 No. SRS report period cannot change in 12th month</p> <p>Use a transaction code (Trans) of SRS to place the case into or to remove a case from SRS.</p> <p>The Mandatory Reporting (Mand Rpt) field is "S."</p> <p>Use household type code (HH Type) of NED when there is no earned income <u>and</u> all adult members are elderly or are clients with disabilities.</p> <p>Enter the sixth month of the certification period or the last day of the certification period, whichever date comes first, into the date field (Rpt Exp). (Always code last day of certification period if using NED in the HH Type field).</p> <p>Use the ADJ to extend the certification period to the full 12 months when placing the case in SRS that was certified for less than 12 months.</p> <p>Use ADJ to adjust benefits due to reported changes during the six months. Do not use SRS transaction code or touch the "S."</p> <p>Use SRS, ADJ to process the interim report form in the sixth month. Change the Rpt flag from N to Y (as with MRP). Do not touch the "S" or change the Rpt Exp date.</p> <p>Use REC, SRS to extend the certification to the second 12 months of the 24-month certification period once the phone contact has been made.</p> <p>At recertification, use REC, SRS and change the Rpt flag from N to Y. This will change the report expiration date.</p>
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2. Transitional Benefit Alternative (TBA)

Purpose & Benefits	<p>TBA is a report system that freezes SNAP benefits for five months for clients whose TANF cash benefits end for a good reason.</p>
Who must be in TBA	<p>SNAP cases with TANF cash benefits ending and that are not excluded from being in TBA. (No one in the SNAP filing group can be getting TANF.)</p>
Who cannot be in TBA	<ul style="list-style-type: none"> - Benefit groups that lose cash benefits due to moving out of state. <hr/> - Failure to comply with reporting requirements or RI or did not report a required change within 10 days). <hr/> - TANF cases being penalized for noncooperation (JOBS or Support DQ or IPV) and disqualification was not lifted when the case closed due to a new job; or received notice of TANF disqualification and voluntarily ended their TANF cash benefits. <hr/> - SNAP filing groups with an ineligible member (IPV, QC, OFSET disqualification, fleeing felon, disqualified ABAWD due to the SNAP time limit, etc.) <p>Note: This does not include members ineligible for SNAP due to noncitizen status.</p>
Certification Periods	<p>If the case is due to recertify prior to the end of the TBA period, extend the certification period to match the TBA end date. Do not recertify.</p> <p>TBA households must recertify at the end of the TBA period, even if the certification end date is later.</p>
Budgeting	<p>Use prospective budgeting. Change the TANF grant to \$0 and leave the rest of the SNAP case situation as it was the month before TBA begins. Do not code new income unless adding a new person to the case.</p>

Reporting	No required changes to be reported during TBA, except for a working ABAWD who must report within 10 days if their work hours drop below 20 hours a week.
Acting on Reported Changes	<p>Increase benefits = Client needs to reapply for SNAP. Determine if the new situation will result in more SNAP. If now eligible for more SNAP benefits, end TBA and REC the case. If not eligible for more SNAP benefits using the current situation, continue TBA unchanged to the end of the TBA Period.</p> <p>Decrease benefits = Only act to decrease benefits in one instance. That is if someone moves out of the household and applies for SNAP benefits in another household. In that event, remove them from the TBA case, allowing for the 10-day notice. Narrate.</p>
When does TBA end?	<p>End TBA early when the benefit group:</p> <ul style="list-style-type: none"> - Is no longer eligible for SNAP (e.g., moves out of state or requests case closure); <hr/> - Head of household goes into a facility. <hr/> - Applies for SNAP benefits and will get more SNAP benefits if not in TBA; or <hr/> - Re-opens a TANF cash case; <hr/> - Becomes ineligible for TBA based on the above list (this includes an ABAWD who has exceeded the SNAP time limit). <hr/>
FSMIS coding	<p>Use a transaction code (Trans) of TBS to enter or remove a case from TBA.</p> <p>The Mandatory Reporting (Mand Rpt) field is "T".</p> <p>Enter the last month, day and year of TBA eligibility in the Report Expiration (Rpt Exp) field. The date is edited and cannot be greater than five months from the TBS effective date (D-Eff).</p> <p>Change the Y Cat EI. field to C.</p>

Use the ADJ transaction to extend the certification period to match the **Rpt Exp** date. The end cert (**Expr Cert**) date must either match the **Rpt Exp** date or can be further into the future. If this date is not at least five months into the future, the certification must be extended.

To remove a case from TBA, use the TBS transaction and change the **Mand Rpt** type to "N." The system will remove the **Rpt Exp** date. If the certification period was extended and is longer than 12 months, the system will change the **Expr Cert** date to the end of the current month. The case must be recertified to continue benefits.