



Simplified Reporting System (HANDOUT)

Keep this for future use. It explains Simplified Reporting

What is Simplified Reporting?

The Simplified Reporting System (SRS) is a way for some SNAP (Supplemental Nutrition Assistance Program - formerly known as FS) clients to report changes. In SRS, you must report changes every six months using a form you are sent. In between receiving those forms, you may also need to report other changes.

What to report?

Every six months, you **must** answer the questions on the Interim Change Report (*Form 09-11*) that you are sent. Between report forms, you must report **only two changes**. For SNAP, report these changes by the **10th** day of the month after the change happens. You can report these changes to the Northern (Dededo), Central (Mangilao) or Southern (Inarajan) SNAP office that handles your case in writing, by phone or in person. The following are changes that you **must** report:

- 1) When your address changes.
- 2) When the total gross income for a month is more than the limits shown in the chart below. (Gross income is the amount you earn **before** deductions, such as taxes.)

Household Size	Amount	Household Size	Amount
1	\$1,174	6	\$3,200
2	\$1,579	7	\$3,605
3	\$1,984	8	\$4,010
4	\$2,389	Above 8	
5	\$2,794		

For each additional person, add \$406 to the 8-household amount.

You do not need to report any other changes. But you may want to report changes that will give you more benefits. For example, if your income goes down, your rent goes up or someone moves into your home. But you **must** continue to report changes for other program benefits.

How do you use the six-month forms?

An Interim Change Report form will be mailed to you in the fifth month after you filed your last application.

- Wait until the reporting month is over to fill out the form. The form shows the reporting month on the top of the front page.
- Answer all questions that apply only. Answer them about the reporting month shown on the form.
- Include income for the whole month. Report your **gross** income (see item #2 above). List tips, overtime, bonuses and commissions.
- Report the hours you worked.
- Attach proof of income. Examples of kinds of proof:

For work income and hours-copies of pay stubs. If you do not get pay stubs, attach written proof from your employer. The proof **must** list the gross amount, the date paid and the hours worked.

Other income-award letters from Social Security, veteran's benefits, school grants or loans; bank statements showing interest income; copies of child support checks.

How do you file the report form?

After you have answered all the questions, sign and date the form. **Do not do this** until the first day of the month after you receive the form. You **must** return the form to the SNAP office that handles your case between the first and the 10th day of the month **after** the month in which you got the form.

For example, a report form you get in May **must** be signed, dated and returned to the SNAP office between June 1st and June 10th. The form will be sent back to you if it gets to the SNAP office before June 1.

Don't wait too long to turn in the report or your benefits could end. For example, if the month on the top of the form is May and you turn it in after June 30, you will need to re-apply for SNAP.

What will your worker do with your report?

- Your worker will review your report. If it is not complete or it does not have the needed proof, it will be sent back to you. This could delay or reduce your benefits.

- If you are still eligible for SNAP, you will get a notice telling you the benefit amount and what you can do if you disagree.
- If you are not eligible, you will get a notice telling you why and what you can do if you disagree.

How is your income used in simplified reporting?

- Your household income during the month you are sent the Interim Change Report form will affect the benefits you get for the next six months.
- The SNAP office will use changes on the report form, and other changes it finds out about, to figure or adjust your benefits.
- Income you get more often than once a month (daily, weekly, etc.) will be converted by an Eligibility Specialist (ES) so it equals a monthly amount.
- Income you get less often than once a month (every two month, each quarter, etc.) will also be converted by an Eligibility Specialist (ES) so it equals a monthly amount.

Things to remember

- Your six-month form should be returned between the first and the 10th of the month after you get the form. If you send it early, it will be sent back. If you send it in after the 10th, you may not get your next benefits on time.
- Your report **must** be complete to be processed. You **must** answer all questions, sign and date the form, and attach proof. Your Eligibility Specialist (ES) will return the form to you within ten working days if it is not complete.

SNAP Penalties

There are penalties in SNAP for doing any of the following:

Offense	The penalty is loss of benefits:
<ul style="list-style-type: none"> • Hiding information or making false statements • Using EBT cards that belong to someone else • Using Food Stamps to buy alcohol or tobacco • Trading or selling Food Stamps or EBT cards 	<ul style="list-style-type: none"> • 12 months for the first offense • 24 months for the second time • Permanently for the third time
<ul style="list-style-type: none"> • Trading Food Stamps for controlled substances such as drugs 	<ul style="list-style-type: none"> • 24 months for the first offense • Permanently for the second time
<ul style="list-style-type: none"> • Trading Food Stamps for firearms, ammunition or explosives 	<ul style="list-style-type: none"> • Permanently
<ul style="list-style-type: none"> • Trading, buying or selling Food Stamps of \$500 or more 	<ul style="list-style-type: none"> • Permanently
<ul style="list-style-type: none"> • Giving false information about who you are or where you live so you can get extra Food Stamp benefits 	<ul style="list-style-type: none"> • 10 years for each offense

You also can be fined up to \$250,000, put in prison for up to 20 years, or both. You may go to court under federal laws.

If you knowingly do the following...	You may be...
<ul style="list-style-type: none"> • Use an EBT(s) card which is not yours • Transfer your EBT card(s) to other people • Acquire or possess EBT card(s) which are not yours 	<ul style="list-style-type: none"> • Guilty of a felony or misdemeanor • Fined • Put in prison • Ineligible for food benefits for a period of time

The Department of Public Health and Social Services/Division of Public Welfare/Bureau of Economic Security for Supplemental Nutrition Assistance Program (SNAP) will not discriminate against anyone. This means the DPHSS will help all who qualify. DPHSS will not deny help to anyone based on age, race, color, national origin, sex, sexual orientation, religion, political beliefs or disability. You can file a complaint if you think DPHSS discriminated against you because of any of these reasons.

To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.