4-003 Notices: The household must be provided with a notice as soon as a determination of eligibility is made but no later than 30 days after the date the application was filed.

4-003.01 Notice of Eligibility: If an application is approved, the household must be provided a notice of eligibility which includes the amount of the allotment, the reporting category, and the beginning and ending dates of the certification period. This eligibility notice must inform the household of:

1. Variations in the benefit level based on changes anticipated at the time of certification; ~~T~~the initial and following month's benefits if the first issuance contains benefits for the month of application and the following month;
2. The initial and following month's benefits if the first issuance contains benefits for the month of application and the following month;
3. The initial month's benefits and aggregate benefits, if a combined allotment will be issued to an expedited household;
4. The household's right to a fair hearing including information about free legal services available and the telephone number of the local office;
5. ~~The need to report when the household's income exceeds the maximum gross monthly income limit for the household size and need to complete and return the interim report when the household is in the Simplified Reporting (SR) category;~~
5. The reporting requirements for households assigned to Simplified Reporting (SR):
   a. The household must report when:
      (1) The household's total gross monthly income exceeds the maximum gross monthly income limit for the household size; or
      (2) A non-exempt ABAWD household member's work, volunteer, or work program hours decrease to below 20 hours per week or below a total of 80 hours per month; and
   b. The household must complete and return the Interim Report Form;
6. The non-reporting requirements for the household in the Transitional Benefit Reporting (TBR) category;
7. The need to report any changes in circumstances if the household is in the Change Reporting (CR) category;
8. The need to reapply for continued participation at the end of the certification period; and
9. The need for a household entitled to expedited services to provide any remaining required verification necessary to continue benefits.

{Effective }

4-003.02 Notice of Denial: If an application is denied, the household must be provided with a notice of denial. This denial notice must inform the household of:

1. The reason for the denial;
2. The household's right to a fair hearing, including information about free legal services available, and the telephone number of the local office; and
3. If the delay was caused by the household's failure to complete the application process, the worker must explain:
   a. The action the household must take to reopen the application process;
   b. That the case will be reopened without a new application if the household takes the required action within 30 days from the date on the denial notice; and
   c. That the household must submit a new application after 30 days following the date on the notice if the household, after the second 30 days:
      (1) Has not provided the required information; and
      (2) Wishes to participate in the program.

4-003.03 Notice of Pending Status: If an application is held pending more than 30 days because the worker is unable to complete the application process, the local office must provide the household with written notice that the application is still pending.

4-004.01A3 Simplified Reporting Requirements: Households assigned to the ~~Simplified Reporting~~ SR category are only required to report when the household's actual total gross monthly income exceeds the maximum gross monthly income limit for the household size, or when the household contains a non-exempt ABAWD whose hours decrease below 20 hours per week or below a total of 80 hours per month. . The household must report ~~this income~~ information within ten days after the last day of the month in which the ~~household's actual total monthly income exceeds the gross monthly income limit.~~ change occurred.

~~This is~~ These are the only changes a household assigned to ~~Simplified Reporting~~ the SR category must report during the certification period. Additionally, the household must complete and return the Interim Report Form (IRF). The household~~s~~ must report the following changes on the ~~Interim Report Form~~ IRF:

1. Changes in residence and resulting changes in shelter costs;
2. Changes in household composition;
3. Changes of more than $50 in unearned income;
4. Changes in the source of income;
5. Changes in the wage rate, salary or full-time or part-time employment status;
6. ABAWD work hours if reduced to below 20 hours per week or a total of 80 hours per month;
~~6.~~ 7. Acquisition of a non-excludable vehicle;
~~7.~~ 8. Resources that equal or exceed $2,000; and
~~8.~~ 9. Changes in legally obligated child support payments.

All other changes are reported at recertification.

{Effective }

4.004.01A3a Action When ADC Grant Ends: When the household is assigned to the Simplified Reporting category and the ADC grant ends, the household must be assigned to Transitional Benefit Reporting if they are eligible for that reporting category. The household must be assigned to the Transitional Benefit Reporting category the month of the ADC Transitional Medical Assistance (TMA) half grant or the month after the ADC grant ends when a TMA grant is not authorized.

When the SR household's ADC grant ends because the household has reported a change and has not provided sufficient information or verification to determine continued ADC cash benefits, the household must be assigned to TBR if the household is eligible for that reporting category.

4-004.01A3b Action on Interface Changes: Action must be taken on all information received through the automated exchanges. Certain sources of information are considered verified when received through the automated exchange. Other sources of information received through the automated exchange are considered a "lead" which is known to the agency and must be verified independently.

{Effective 1/3/2005}

4-004.01A3c Action on Other Changes: Action must be taken on all reported changes even if the client was not required to report the change. Action must also be taken on information reported to the agency by someone outside the SNAP household.

{Effective 6/28/11}

1. The agency failed to ensure that the household signed the application form;
2. A categorically eligible or an Expanded Resource Program eligible household has been overpaid benefits and there has been no change in the net income and/or household size;
3. The ~~food stamp~~ SNAP household is receiving benefits and the accumulated months of IHE and/or AE overpayments total less than $25 and Quality Control did not discover the error; or
4. The ~~food stamp~~ SNAP household is not receiving benefits and the accumulated months of IHE and/or AE overpayments total less than $125 and Quality Control did not discover the error.

{Effective }

4-007.02 Collecting Accounts Receivable

4-007.02A Criteria for Initiating Collection Action on Inadvertent Household and Administrative Error Accounts Receivable: Action must be taken to initiate collection on all types of overpayments. Collection on Accounts Receivable will be done through recoupment from the household's benefit or by other collection actions.

{Effective 1/3/2005}

4-007.02B Criteria for Initiating Collection Action on Intentional Program Violation (IPV) Accounts Receivable: IPV overpayments are handled as inadvertent household error Accounts Receivable for collection purposes until a household member is found to have committed an IPV through a disqualification hearing, in a court of appropriate jurisdiction or if the individual has signed a waiver to an administrative disqualification hearing.

{Effective 6/9/2003}

4-007.02C Initiating Collections of Accounts Receivable (AR): For households currently receiving benefits, recoupment occurs automatically through a monthly benefit reduction beginning the first month possible considering ten day notice of adverse action. Benefits are not recouped from any prorated month.

In cases where a household was found guilty of an intentional program violation or has signed a waiver to a disqualification hearing, collection must be initiated the first month possible.

Households not currently certified receive monthly billing statements. If the AR becomes delinquent, repayment is undertaken through other collection actions.

{Effective 6/9/2003}

4-007.02C1 Benefit Reduction for IHE or AE Accounts Receivable: The amount of the IHE or AE benefit reduction is the greater of ten percent of the household's ~~food stamp~~ SNAP monthly benefit or $10 unless the household agrees to a higher amount.

{Effective 6/9/2003}

4-007.02C2 Benefit Reduction for IPV Accounts Receivable: The amount of the monthly benefit reduction for IPV is the greater of 20 percent or $20 unless the household agrees to a higher amount.

{Effective 6/9/2003}