

The Daily Blurbs

SIMP Cases with Income Changes

Over the last few Blurbs we've been discussing exemptions to ABAWD WP, but today we wanted to take a few minutes and talk about a very common question we've been getting regarding Simplified Reporting cases.

When it comes to Simplified Reporting policy, there is a very strong resemblance to Annual Reporting policy. There are some *critical* differences, however. One of the most important is what happens when a client on Simplified Reporting reports a new job or other income changes *OUTSIDE* of their Interim Report and Recertification period. When this happens, here are the steps you take:

- 1) Look at the Maximum Gross Monthly Income Standards available [here](#).
- 2) Ask the client what their total household gross income is. If their income is under the threshold limit, advise the client of the following:
 - That they are only required to report changes over their threshold limit
 - That they must provide verification of this income at their next IR or recertification; and
 - That their benefits will be recalculated based on this information at that time.

It is important to note that these earnings *must not be entered on BEACON at this time*. Doing so could erroneously cause a recalculation of benefits using information that was not verified upon receipt or questionable in violation of Simplified Reporting rules.

- 3) If their reported income is above the threshold limit, you must:
 - enter the reported income information on the appropriate BEACON page including the name of the employer, the Start date, frequency of pay, hourly rate and average hours, etc., with as much detail as the client can provide
 - send a VC-I for verification of the income; and
 - advise the client that their SNAP benefits will be recalculated based on this verification.
 - annotate the Narrative tab to reflect the information that the client has reported.

It is important to note that households that contain at least *one member who is elderly and/or disabled* **are not subject to the Gross Income Limit**. These households are informed that when the Department receives information that is considered to be verified-upon-receipt about household circumstance changes, the household's SNAP benefit amount may change.

The Daily Blurb

'Blurb' 3: Simplified Reporting

Why are we expanding Simplified Reporting?

Simplified Reporting has a lot perks! It's a way for the Department to certify SNAP cases, with fewer reporting requirements for clients, reduced administrative burden for staff and can result in lower error rates.

Currently, clients on Simplified Reporting have a certification period of 12 months. This has been known by some as Annual Reporting. Beginning with the November BEACON Build clients who meet certain criteria are going to be the first SNAP clients to be placed on Simplified Reporting for a 24 month certification period.

In other words, BEACON is going to start converting qualifying NPA SNAP households to this longer Simplified Reporting certification period.

So, what households are going to be eligible for the 24-month Simplified Reporting certification auto conversion?

1. all adult household members are elderly (60+) and/or disabled (any age)
2. if there are minors over the age of 16, they must be federally certified as disabled
3. only have UNEARNED income
4. were recently recertified (others who meet this criteria will be put on this cert type when their next recertification is completed)

Households on Bay State CAP, TBA, PA SNAP, or that have outstanding verifications, items on the PI Checklist or have available / reviewed scanned documents WILL NOT BE INCLUDED IN THE CONVERSION!

The Department will be further expanding Simplified Reporting in January to include households of other compositions and income types for 6 or 12 month periods! Stay tuned for more info

In the next 'Blurb' we are going to discuss how this expansion works and how it differs from today's Annual Reporting!

The Daily Blurb

'Blurb' 4: The Process of Simplified Reporting

OK, so now we know what 24-month Simplified Reporting is, but... how does it work?

Last 'Blurb' we covered why the Department is expanding Simplified Reporting and what households BEACON will select for the first wave of expansion. Now let's discuss how it works...

To put it simply, Simplified Reporting is the certification type under which today's Annual Reporting falls. So these cases are going to follow the same policy and procedure rules as Annual Reporting.

This means for a household on 24-month Simplified Reporting, here is what's going to happen:

- 45 days prior to the end of month 12, DTA is going to send the household a mandatory Interim Report (IR).
- If we haven't initiated a reevaluation 19 days after the IR is generated, the client will receive a warning notification. Just like the current IR process, if the household fails to return the IR, their SNAP will close automatically.
- 45 days prior to the end of month 24, the household will receive a mandatory recertification form.
- If the household fails to return the recertification form, their SNAP case will close automatically by the release date (just as all recertifications do now).

Just as a reminder Simplified Reporting aligns with AR in another important way: at IR if a household's SNAP benefit increases because an unearned income amount decreased by less than \$50 or because an earned income amount decreased by less than \$100, those changes will be *automatically verified!* This – of course – doesn't include decreases in Self-Employment... we'll still have to verify that....

Stay tuned for the next 'Blurb' where we talk about exactly how SIMP24 differs from AR!

The Daily Blurb

'Blurb' 5: The New Simplified Reporting vs AR

Okay, so how is Simplified Reporting changing?

In the last 'Blurb' we covered the first part of the expansion of the Simplified Reporting (SIMP24). Now let's look at how SIMP24 differs from AR as it is today:

SIMP24

When a household is certified under SIMP24, it is going to receive the new revised IR and recertification forms at appropriate times (45 days before the end of month 12 for IR and 45 days before the end of month 24 for recertification).

AR

When a household is certified under AR, it is going to continue to receive the original IR and recertification forms at appropriate times (45 days before the end of month 6 for IR and 45 days before the end of month 12 for Annual Report).

Simplified reporting – and all of its several certification periods – will eventually replace AR all together. The only difference for the first phase of expansion is that we are going to see clients with longer certification periods and with less rigid reporting requirements.

Eventually, *almost all* households (except TBA, CAP, and PA SNAP) are going to be placed on Simplified Reporting and will use the same forms!

Stay tuned for the next 'Blurb' when start to discuss changes to Monthly Reporting!