

DSS ADMINISTRATIVE LETTER NO. ECONOMIC INDEPENDENCE 11-2003

(Food Stamps)

TO: County Directors of Social Services

ATTENTION: Food Stamp Supervisors

DATE: May 30, 2003

RE: New Change Reporting Requirements

EFFECTIVE

DATE: June 1, 2003

I. GENERAL INFORMATION

Effective June 1, 2003, new change reporting requirements apply to food stamp recipients in North Carolina. Approximately 195,000 food stamp households, or approximately 75%, will be subject to Semi-Annual Reporting requirements. Semi-Annual Reporting requirements apply to most households with income. The new policy was issued via Food Stamp Certification Manual Change 9-2003. Households that do not fall in the Semi-Annual Reporting category also have new change reporting requirements per Food Stamp Manual Change 9-2003. The purpose of this letter is to clarify and correct policy in Food Stamp Change 9-2003 per recent guidance received from the United States Department of Agriculture (USDA), Food and Nutrition Service.

North Carolina submitted a waiver request to USDA to increase the income-reporting requirement for unearned income from \$25 to \$100. This waiver has not been approved; therefore, we cannot implement the \$100 threshold discussed in Food Stamp Manual Sections 400 and 500. The delay is due to changes in recent federal regulations. The United States Federal Register recently published a Final Rule effective May 29, 2003, that increases the reporting threshold for unearned income from \$25 to \$50. Issuance of the Final Rule delayed waiver approval.

II. PROCEDURES

Food stamp recipients in Standard and Simplified Recertification categories are required to report a change in unearned income of more than \$50. Continue to use DSS-8550, Change Report Form (Rev. 03/01), until further notice. Manually change the amount referenced in the first column, second bullet from \$25 to \$50. The Standard and Simplified Recertification categories did not receive notification

of the \$100 reporting requirement; therefore, this policy change will not impact households.

We will not change the manual material referencing the \$100 threshold for unearned income because we anticipate waiver approval within the next few months. However, we will update the manual material if the waiver is denied.

If you have any questions regarding this information, please contact your Food Assistance and Energy Program Representative.

Sincerely,

Suzanne W. Marshall, Chief

Food Assistance and Energy Programs

SWM/RRM/bh