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**FOOD AND NUTRITION SERVICES CERTIFICATION  
CASE ASSIGNMENT AND MAINTENANCE  
Simplified Reporting Category**

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**FNS 400 Simplified Reporting Category  
Change #3-2013  
September 1, 2013**

**400.01 SIMPLIFIED REPORTING CATEGORY**

The Simplified Reporting Category applies to all FNS units except for:

1. A SNAP FNS unit.
2. A Transitional FNS unit.

**400.02 CERTIFICATION PERIODS**

Certification periods are determined by the household's situation. They are:

- A. FNS households that contain only specified individuals (as defined in Section 210, Household Concept) who are **without** earned income are certified for 12 months.
- B. FNS households that contain an ABAWD are certified for the appropriate non-compliant or bonus month time limits.

**NOTE:** The certification can be for 6 months if the county is under an ABAWD waiver.

- C. All other households are certified for up to 6 months. Document the reason for certifications that are less than 6 months.

**400.03 HOUSEHOLD CHANGE REPORTING REQUIREMENTS**

- A. FNS units subject to Simplified Reporting are required to report if one of the following changes occurs during the certification period:
  1. FNS units that include an ABAWD must report when the ABAWD stops working an average of 80 hours per month (non-waiver counties).
  2. Households whose income is at or below the 130% maximum allowable gross income limit are required to report an increase in household income that causes it to exceed the 130% maximum allowable gross income limit for its household size at certification. Do not consider ineligible or disqualified persons in determining the FNS unit size. This reporting limit will not change during the certification period regardless of changes in household size that may occur.

At the time a household's income exceeds their 130% maximum allowable gross income limit for reporting requirements the household has no further income reporting requirements.

**NOTE:** County agencies are required to react to all changes recorded in NC FAST and changes reported to the FNS worker from all programs/units within DSS regardless of the impact to the household's benefit.

- B. The FNS unit is required to report changes by the 10<sup>th</sup> of the month, following the month of change.

Households completing an application/recertification that incur changes prior to disposition of the application/recertification, are required to report changes by the 10<sup>th</sup> of the month, following the month in which the Notice of Eligibility is received.

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**EXCEPTION:** See Section 605 for BENDEX/SDX time frames.

**NOTE:** County agencies are required to react to all changes recorded in NC FAST and changes reported to the FNS worker from all programs/units within DSS regardless of the impact to the household's benefit.

**400.04 COUNTY RESPONSIBILITIES**

The county agency has the following responsibilities regarding changes that occur to Simplified Reporting FNS units:

- A. Give the FNS unit a DSS-8550, Change Report Form, at certification and recertification disposition. Explain the income reporting requirement for the appropriate FNS unit size and identify the maximum income amount on the DSS-8550. Indicate on the DSS-8550 that the household has no further income reporting requirements when the household's income exceeds the 130% maximum allowable gross income limit. Instruct the household to add the gross amount of all sources of income to get the total amount of monthly income (wages, WFFA, child support, SSI, unemployment benefits (UIB), Social Security, Veterans benefits, disability payments, income of new household members, etc.) on the last day of the month. Explain that the agency will react to all changes that become known to the FNS worker from any other DSS programs/units.

Provide the FNS unit with a new DSS-8550 if the FNS unit returns a DSS-8550 during the certification period. During the certification period the maximum allowable gross income limit that is identified for its household size at the time of certification does not change regardless of changes that may occur to the household size.

At the time a household's income exceeds the 130% maximum allowable gross income limit for reporting requirements send the DSS-8550 to notify the household that they no longer have to report changes in income.

- B. Changes are considered reported on:
1. The date the Change Report is received; **or**
  2. The date the change is reported by telephone, email, or fax (if received during non-business hours the date reported will be the next business day); **or**
  3. The date of the office visit to report the change; **or**
  4. The date the change is reported to WFFA; **or**
  5. The date the changed information is entered into NC FAST and a task is originated; or
  6. The date the change is reported from a third party.

**NOTE:** React to changes reported in person, by telephone, e-mail, or fax in the same manner as those reported on the DSS-8550, Change Report. The FNS unit is not required to confirm a verbal report in writing. Determine if the change affects the FNS unit's eligibility or benefit level. If multiple changes are reported on the same day, determine the cumulative effect and act accordingly.

- C. If the agency becomes aware of a change and fails to act on the change within the required time frame, determine if an overissuance occurred. Establish an Administrative Error (AE) claim if there is an overissuance. Refer to FNS Manual Section 800, Claims.