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**FOOD STAMP CERTIFICATION**  
**CHANGES WITHIN THE CERTIFICATION PERIOD**  
**Notices**

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**FS 635 Notices**  
**Change #3-2004**  
**August 1, 2004**

**635.01 INCOME MAINTENANCE TRANSMITTAL (DSS-8194)**

- A. Use the Income Maintenance Transmittal Form, DSS-8194, to transmit information between public assistance programs. This includes changes reported by the food stamp unit (FSU) or when the food stamp worker is aware of other pertinent facts.
- B. Complete the DSS-8194 in duplicate immediately upon learning of a change. Attach any verification that is beneficial to any program. Do not wait until action is taken on the food stamp case. Route the original to the appropriate program. Retain the copy for the case record.

**635.02 EFFECT OF CHANGE (DSS-8562)**

Use the Effect of Change, DSS-8562, to notify the FSU when a reported change results in no change in benefits or to notify a FSU of an increase in benefits.

A FSU has ten calendar days to request a hearing from the date the notice is sent if the FSU wishes to continue benefits at the current rate.

**635.03 NOTICE OF ADVERSE ACTION (DSS-8553)**

Use the Notice of Adverse Action, DSS-8553, to notify the FSU of a proposed reduction or termination of benefits within a certification period, including when a change becomes known during the postponed verification period of an expedited case. Exceptions to this requirement are listed in 635.04.

- A. Complete the DSS-8553 in duplicate. Mail or give the notice to the FSU at least ten working days (exclude weekends and holidays) prior to the effective date of the action. File the duplicate in the case record. **Key the DSS-8590 the day after the adverse action expires to allow the client 10 full days.**
- B. Unless the FSU requests a fair hearing and continued benefits, the effective date of the action is the first day of the month following the expiration of the ten working day notice. See Section 705, Fair Hearings.
- C. The notice must contain the following information.
  - 1. A statement of the proposed action;
  - 2. An explanation of the reason for the action, including the regulation on which the action is based;
  - 3. The effective date of the action; **and**
  - 4. The name and telephone number of the person or office to contact for more information or to request a fair hearing.

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**635.04            EXCEPTIONS TO NOTICE OF ADVERSE ACTION**

Individual Notices of Adverse Action are not required for the following.

A.        Mass Changes

The Food Assistance and Energy Programs Section is responsible for the issuance of notices for mass changes.

B.        Expedited Services With Postponed Verification

At certification, the Food Stamp Information System (FSIS) sends notification to the FSU that no benefits will be issued beyond the month of application until postponed verification is received. Act on postponed verification without further notice. Refer to Section 320, Expedited Service.

C.        Notice of Death

Terminate the case when the agency receives notification of the death of **all** members of a FSU. Notification must be from a reliable source, such as contact from friends or relatives of the deceased, other agencies, or an obituary notice.

D.        Household Moves From County or State. **Refer to Manual Sections 400 through 550 for purpose of determining the appropriate reporting requirements.**

When the county receives notification that the household has moved to another county or state, refer to 635.06.

E.        Disqualified Household Member (Intentional Program Violation [IPV])

Reduce or terminate benefits when a FSU member is disqualified for an IPV in accordance with Section 700, Hearings, and Section 800, Claims, or benefits of the remaining FSU members are reduced or terminated to reflect the disqualification of that FSU member.

F.        Variable Allotment

When the FSU's allotment varies from month-to-month within the certification period due to changes that were anticipated at the time of certification, notify the FSU at the time of certification. Send a manual Notice of Eligibility, DSS-8551, regarding the variable allotment.

G.        Joint Application

Change benefits when the household **jointly** applied for WFFA and food stamp benefits and has been receiving food stamp benefits pending the approval of the WFFA benefit. The household was notified at the time of certification that food stamp benefits would be reduced upon approval of the WFFA grant. If the FSU did not jointly apply for WFFA and food stamps, a Notice of Adverse Action is required.

H.        Conversion to Allotment Reduction

Once a claim is established, FSIS sends the DSS-8554, Notice of Overissuance containing the Notice of Adverse Action's requirement for the client to request an appeal. If an allotment reduction is invoked following the expiration of the ten workdays provided in this notice, no further Notice of Adverse Action is required.

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I. Loss of Certification/Disqualification of Treatment Center

Terminate benefits of residents of a drug or alcoholic treatment center or a group living arrangement if the facility either loses its certification from the appropriate agency or has its status as an authorized representative suspended due to being disqualified as a retailer by Food and Nutrition Services. However, residents of group living arrangements may apply on their own behalf and be eligible to participate.

J. Voluntary Request for Termination or Reductions of Benefits

When a household requests in writing that its benefits be reduced or terminated, refer to 635.06.

K. Last Month of Certification Period

**635.05 CANCELING OR VOIDING THE NOTICE OF ADVERSE ACTION**

Void Notices of Adverse Action only when:

- A. Benefits are being reduced or terminated due to failure to comply with a work requirement and the non-compliance is cured prior to the sanction being invoked. (Once the sanction is imposed, it cannot be stopped.)

**EXAMPLE:** A Notice of Adverse Action is issued on January 5 to decrease benefits effective January 31. The FSU cures the sanction on January 28. The notice is voided.

- B. The FSU requests a hearing with continued benefits. If the FSU wins the appeal, the notice is voided by the appeal decision. If county action is affirmed, the adverse action is only delayed.
- C. The notice was issued in error.
- D. **A case is sent to Transitional Food Stamp Benefits.**

**635.06 CONFIRMATION OF VOLUNTARY TERMINATION OF BENEFITS (DSS-8632)**

Use the Confirmation of Voluntary Termination of Benefits, DSS-8632, to notify a FSU of a proposed reduction or termination of benefits within a certification period when a Notice of Adverse Action is not required.

- A. Move from a County or State

When the food stamp caseworker receives notification that the FSU has moved from the county or State, send a DSS-8632, Notice of Termination, no later than the next scheduled issuance date. If the new address is unknown, send the notice to the last known address with a request to "please forward" on the outside of the envelope.

- B. Voluntary Request for Termination or Reduction

When the FSU requests in writing that its benefits be reduced or terminated, send a DSS-8632. Advise a FSU who telephones the office requesting termination that the request must be in writing. The FSU can mail or bring a written request to the food stamp office. Verbal requests still require a DSS-8553, Notice of Adverse Action.

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**635.07            CHANGE REPORT FORM (DSS-8550)**

Give a FSU subject to Standard Recertification or Simplified Recertification a DSS-8550 at application, recertification, and anytime that a DSS-8550 is received by the agency. If the category of recertification changes during the certification period, mail the FSU the appropriate change report form (DSS-8550 or DSS-8550SR).

For example, a FSU in the Standard Recertification category begins receiving income and becomes eligible for the Semi-Annual Recertification (SR) Category. The new change reporting requirements are effective the month the food stamp benefit amount changes or the month after the change is keyed if there is no allotment change. Mail the FSU a DSS-8550SR prior to the month the change in category is effective.

**635.08            CHANGE REPORT FORM FOR SEMI-ANNUAL REPORTING HOUSEHOLDS  
(DSS-8550SR)**

Give a FSU subject to SR a DSS-8550SR at application, recertification, and anytime that a DSS-8550SR is received by the agency. If the category of recertification changes during the certification period, mail the FSU the appropriate change report form (DSS-8550 or DSS-8550SR).

For example, a FSU in the SR category stops receiving wages (the only source of income) and becomes eligible for the Standard Recertification Category. The new change reporting requirements are effective the month the food stamp benefit amount changes or the month after the change is keyed if there is no allotment change. Mail the FSU a DSS-8550 prior to the month the change in category is effective.