
FOOD AND NUTRITION SERVICES CERTIFICATION
SIMPLIFIED REPORTING (SR) HOUSEHOLDS
FNS 500 SR CATEGORY & REPORTING REQUIREMENTS

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Change #02-2024
October 01, 2024

500.01 SIMPLIFIED REPORTING CATEGORY

Simplified Reporting (SR) reduces the information that is required to be reported by the Food and Nutrition Services (FNS) unit during their certification period. The Simplified Reporting Category applies to all FNS units except for:

- A. Simplified Nutritional Assistance Program units.
- B. Transitional FNS units.

500.02 CERTIFICATION PERIODS

Certification periods are determined by the household's situation and are automatically assigned by North Carolina Families Accessing Services through Technology (NC FAST). Certification periods are assigned by:

- A. FNS households that contain only specified individuals (as defined in FNS 212 Household Composition Special Arrangements) who are without earned income are certified for 12 months.
- B. All other households are certified for six (6) months.

500.03 SR HOUSEHOLD'S 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 Able-Bodied Adult Without Dependents (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.
 - a. Do not consider ineligible or disqualified persons in determining the FNS unit size.
 - b. This reporting limit will not change during the certification period regardless of changes in household size that may occur.
 - c. At the time a household's income exceeds their 130% maximum allowable gross income limit for reporting requirements the household is no longer required to report changes in income.

FOOD AND NUTRITION SERVICES CERTIFICATION
SIMPLIFIED REPORTING (SR) HOUSEHOLDS
FNS 500 SR CATEGORY & REPORTING REQUIREMENTS

3. Households are required to report if any member of the FNS unit receives lottery/gambling winnings of \$4,500 or more.
 - a. The receipt of lottery/gambling winnings of \$4,500 or more results in loss of eligibility for the entire FNS unit.
 - b. The household remains ineligible until they reapply for benefits and meet all non-categorical eligible financial resources and income eligibility requirements.

B. **Do not** require or request the FNS unit to report any changes other than those listed in FNS 500.03 A.

500.04 SR HOUSEHOLD’S REPORTING TIMEFRAMES

The SR household is required to report only those changes listed in 500.03 A. using the following timeframes:

A. Applications and recertification:

FNS units are required to report changes that occur prior to disposition of the application/recertification by the 10th of the month, following the month in which the DSS-8551 Notice of Eligibility is received by the FNS unit.

Example: Application filed on June 30th. Disposed on July 30th. The DSS-8551 is mailed on July 31st. Notice would be received August 2nd after adding two mailing days. FNS unit has until September 10th to report changes listed in 500.03.

June							Aug						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7						1	2 Notice Received
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30 Application Filed						24	25	26	27	28	29	30
							31						
July							Sept						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5							
6	7	8	9	10	11	12	7	8	9	10 Reporting Deadline	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30 Application Disposed	31 Notice Mailed			28	29	30				

B. Ongoing FNS case:

FNS units are required to report the changes by the 10th of the month, following the month of change.

FOOD AND NUTRITION SERVICES CERTIFICATION
SIMPLIFIED REPORTING (SR) HOUSEHOLDS
FNS 500 SR CATEGORY & REPORTING REQUIREMENTS

Example: FNS unit's income goes over the 130% income level for their household on June 2nd. The FNS unit has until July 10th to report the change.

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Income over 130%	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 Reporting Deadline	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

500.05 COUNTY RESPONSIBILITIES FOR SIMPLIFIED REPORTING HOUSEHOLDS

- A. The county agency must react to **all** reported changes per policy in FNS 515 Simplified Reporting Changes during the Certification Period.
 - 1. 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 Form.
 - 2. The FNS unit is not required to confirm a verbal report in writing.
 - 3. If multiple changes are reported on the same day, determine the cumulative effect and act accordingly.
- B. DSS-8550 requirements:
 - 1. NC FAST will generate and mail the DSS-8550 at certification and recertification disposition.
 - 2. If NC FAST fails to generate the DSS-8550, the worker must generate and mail/give the form to the FNS unit at certification and recertification disposition.
 - 3. Provide the FNS unit with a new DSS-8550 if the FNS unit returns a DSS-8550 during the certification period.
 - 4. The DSS-8550 provides the following information to the FNS unit:
 - a. Explains the income reporting requirement for the appropriate FNS unit size and identify the maximum income amount on the DSS-8550. During the certification period the maximum allowable gross income

FOOD AND NUTRITION SERVICES CERTIFICATION
SIMPLIFIED REPORTING (SR) HOUSEHOLDS
FNS 500 SR CATEGORY & REPORTING REQUIREMENTS

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.

- b. Indicates 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.
 - c. Instructs the household to add the gross amount of all sources of income to get the total amount of monthly income (wages, Work First, 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.
 - d. Explains that the agency will react to all changes that become known to the FNS worker from any other DSS programs/units.
5. 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.

500.06 DETERMINING THE DATE OF CHANGE

Changes are considered reported on:

- A. The date the Change Report is received; **or**
- B. 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**
- C. The date of the office visit to report the change; **or**
- D. The date the change is reported to WFFA; **or**
- E. The date the changed information is entered into NC FAST and a task is generated to the FNS worker; **or**
- F. The date the change is reported from a third party.