

Belit Stockfleth, SNAP and Youth Services
Program Manager

Authorized Signature

Number: SS-IM-09-053

Issue Date: 10/15/2009

Topic: Food Benefits

Subject: Verifying Self-Employment Income for SNAP

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: Some self-employed clients do not keep records for their business. For several years, SNAP policy has allowed these clients to be certified once without income verification. At the time of certification, explain to the client – in writing – that they must begin keeping income records. If they reapply without income verification, they will be denied. Narrate the conversation and notice given.

The SNAP Unit has created a new form, *Notice of Proof Needed for Self-Employment Income (DHS 858)*, to tell clients about this requirement. The form is available on the DHS form server and NOTM,FS. Russian, Spanish and Vietnamese translations have been requested.

Counting Client Assets Worker Guide 1, Identifying and Budgeting Self-Employment Income, will be revised in January to reference this new form.

If you have any questions about this information, contact:

Contact(s):	Sandy Ambrose (503) 945-6092
	Anne Hilgers (503) 945-6105
	Sarah Lambert (503) 945-6220
	Dawn Myers (503) 945-7018
	Rosanne Richard (503) 945-5826
Phone:	Fax: (503) 373-7032
E-mail:	Policy, FS or FS.Policy@state.or.us