

- Monthly income exceeding the SNAP countable income limit ([SNAP-F.2](#)).
- Loss of employment.
- A parent of a child or unborn or the spouse of the caretaker moves into the residence.

Effective April 1, 2010, SNAP and ERDC clients in SRS will no longer be required to report a change in their mailing address.

For SNAP: The only reporting requirement for SNAP cases will be when the countable income for the filing group exceeds the SNAP countable income limit.

Although there will be no requirement for SNAP clients to report a change in mailing address, if the client does report a change in mailing address, change the mail address field on FCAS. Update the residence field only if new shelter costs are reported. A change in the mail address field allows the client to receive department mail. In addition, FSMIS puts the residence address on the Interim Change Report and asks the client to provide new shelter costs only if they have moved. Placing a new address in the residence field without new shelter costs will result in incorrect reporting of shelter costs. Remember to check for companion cases also needing update.

For ERDC: Clients are only required to report a change in child care providers, monthly income exceeding the SNAP countable income limit, a loss of employment, or if a parent of a child or unborn or the spouse of the caretaker moves into the residence.

For ERDC, follow the normal returned mail policy.

SNAP History: Oregon has a waiver with Food and Nutrition Services (FNS) which allows the imposition of an additional reporting requirement to cases in Simplified Reporting (SRS). This additional reporting requirement is the change in the mailing address. This waiver will end March 31, 2010, and will not be renewed.

Oregon has a Returned Mail (RM) waiver that allows staff to close cases with returned mail, and reopen without an application if the client contacts us in the next month. As with most waivers, this waiver must be renewed periodically. Oregon submitted a request to renew this waiver; FNS determined the RM waiver was not in alignment with the current SRS waiver. FNS gave a partial renewal of the RM waiver for cases in CRS only. Approximately 96 percent of the caseload is in SRS. The partial renewal would not help the majority of our caseload, and would cause a major workload increase for staff.

In order for Oregon to have a full approval of the RM waiver, Oregon must end the waiver to keep the extra reporting requirement for SRS households. The department has chosen to end this waiver to keep staff workloads down and ease reporting requirements for clients.

The rules and manual for both SNAP and ERDC will reflect these changes effective April 1, 2010.

Implementation/Transition Instructions:

Local offices to review this transmittal with upfront staff and SNAP/ERDC workers to ensure they are aware of the change in reporting requirements.

Training/Communication Plan: Managers to review this Transmittal with upfront staff and SNAP workers.

Local/Branch Action Required: Review this PT in a unit meeting.

Central Office Action Required: Respond to questions from local offices regarding this policy. Update rule and manual.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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