

Date:	January 5, 2004	IM Number (optional):	SPD-IM-04-0002
To:	All Food Stamp Staff		
From:	Arlene Rike		
Subject:	Semi-annual Reporting - DHS 852		

Message: One hundred Food Stamp cases with a July 1, 2003 certification start date were placed into the semi-annual report system (SRS) after implementation on September 1, 2003. For these 100 households, the Interim Change report (DHS 852) was due in December 2003. The form DHS 852 was due to be mailed to these households about November 15, 2003.

There was a problem with the mailing of the DHS 852 in November, 2003. Some of the 100 households received the form and others did not receive the form. It is not possible to identify which households originally received a form and which did not. A new set of forms were mailed to these 100 households this week. Each household will be given until January 10, 2004 to complete and return the form for December. If a household calls who received and completed the earlier form, please explain to them that they do not need to complete this second form. However, if they complete and return the second form, the office must process any changes.

In addition, the computer will not do the automatic suspend action on 12/31/03 for any FS SRS case with a report form due in December 2003. Instead these cases will be suspended on 1/31/04 if the report form is not processed in January 2004.

Questions and answers regarding processing the Interim Change Report and SRS::

Q. How do I process the Interim Change Report?

A. The Interim Change report form is processed using some of the same principles as the 859A used for monthly reporting. However, instead of using the actual income from one month and applying it to the next month, the income is anticipated based on the reported information. If a client is paid weekly and the report month is a five pay check month, they need to report all five checks and this information will be used to arrive at a new anticipated income for future months. Don't forget to convert to 4.3 weeks. If information is missing, an DHS 487 must be

sent to the client to resolve the unanswered questions. When ready to issue the benefits for the balance of the certification period, use the SRS transaction code (don't use ADJ), enter a Y in the Rept flag field (the same as with MRP) and enter the rept exp date (it should be the ending date of the certification period).

Example: a client turns in their DHS 852 on January 5, 2004. The report month on the form was December 2003. The household is to report all requested information and income received in December 2003. In addition, there is a question asking if the income is expected to change and if yes, how it will change. If the answer is no, use the December 2003 income to anticipate the ongoing income for February 2004 benefits.

Q. How do I remove a case from SRS?

A. Use the SRS transaction code and change the report code from S to N. Do not change the report due date, the computer will remove the date.

Q. How do I get the system to accept SRS when I am doing a REC action?

A. Simply use the REC SRS transaction codes, enter S in the Report field and add the report due date. Do not use any other transaction codes. The CHG or ADJ transaction codes are not needed with either the CRT or REC transaction codes. Avoid doing a REC action and later the same day take another action on the computer. When this occurs, the computer fails to send the required notices to the household regarding their approval for benefits. This is because the computer sends a notice at the end of the day based on the most recent action only.

Q. How do I get the computer to stop doing the UI hold on a case in SRS?

A. You don't stop the hold. You need to act on the reported information. The computer has reported to you that someone in this household has started to receive UI benefits. The appropriate action is to check ECLM to verify and then to code the UI income onto FCAS. Remember to send the appropriate reduction notice to the household.

If you have any questions about this information, contact:

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