

Department of Social and Health Services
Olympia, Washington
EAZ Manual

Revision # 888
Category Change of Circumstances – Reporting Requirements
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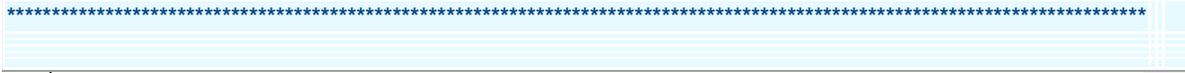
Summary

The Community Services Division (CSD) has amended rules and Clarifying Information under WAC 388-418-0005, “How will I know what changes to report?” effective December 26, 2014, to correct the change of circumstance reporting requirements for Basic Food and Food Assistance Program (FAP) categorically-eligible (CE) and Simplified Reporting households to align with federal regulations.

Before 12/26, rules didn’t require CE households to report income changes during the certification period unless the income increases and exceeds 200 percent of federal poverty (also known as federal poverty level or FPL). Under the new rules the income limit threshold for reporting changes is set at 130 percent FPL.

CSD is also removing references to medical programs in this part of the manual and outdated procedures for elderly/disabled households.

For a summary of the changes see EAZ manual track changes below:



Clarifying Information - [WAC 388-418-0005](#)

~~EXAMPLE A family receives S01 medical, TANF, and Basic Food benefits. Because the S01 medical is not SSI related, they must report based on the cash reporting requirements.~~

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1. **SSI / SSI-related medical benefits:**

- o Reporting requirements for **SSI-related** medical benefits *do not apply* to a person who receives SSI medical (S01). **Changes for SSI recipients are reported to the Social Security Administration.**
- o If someone receives S01 medical and benefits from another program, they must report based on the requirements for the other program.

EXAMPLE: A family receives S01 medical, TANF, and Basic Food benefits. S01 medical does not follow the same reporting requirements as SSI-related medical (i.e., S02). The family must report changes based on the cash reporting requirements.

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2. **Reporting Requirements for ~~Categorically Eligible (CE)~~ Basic Food Simplified Reporting:**

Basic Food households ~~who are categorically eligible under WAC 388-414-0004~~ must report if their income goes over ~~200~~-130% of poverty based on the number of eligible household members in their assistance unit. **Once a CE household reports a change in income and is certified eligible above the 130% FPL, the reporting requirements under simplified reporting have been met and the household doesn't have to report any other changes until:**

1. The mid-certification review (MCR);
2. Eligibility review (ER); or
3. Until the household **income increases to an amount greater than 200% of the FPL**, whichever comes first.

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3. **Reporting Requirements for State Supplemental Payment Program (SSP):**

We decide if someone is eligible for SSP based on information Social Security Administration (SSA) gives us through the State Data Exchange (SDX). A person does not have to report changes for SSP.

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~~4. Medical Coverage Group codes included in "children's/family medical":~~

- ~~F04-TANF Related~~
- ~~F06-Categorically-Needy (CN) for Children~~
- ~~F07-Children's Health Insurance Program (CHIP)~~
- ~~F99-Medically-Needy-Spenddown~~
- ~~F09-Undocumented-Family-and-Children~~

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~~5. Medical Coverage Group codes included in "other medical programs":~~

- ~~F02-TANF Related~~
- ~~F03-TANF Related~~
- ~~F05-Newborns~~
- ~~F10-TANF Related~~
- ~~R03-Refugee-Categorically-Needy~~

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~~6. **Elderly persons / Persons with Disabilities:**~~

~~*Elderly persons and persons with disabilities are people who meet the definition of elderly or disabled for purposes of the Washington Basic Food Program under [WAC 388-400-0040](#).*~~

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7. **4. Taking action on changes:**

When we receive information about someone's circumstances, we must determine the impact on the person's benefits. This may include contacting them, contacting other parties, or asking for proof of their circumstances under [WAC 388-490-0005](#).

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a. Client Reports:

- Take action based on changes the person reports. This includes when someone volunteers information after we contacted them.
- Get proof of a person's circumstances if they report.
 - A decrease in income that increases their benefits; or
 - Expenses that increases benefits **and** the expenses are questionable given their income and other circumstances.

b. Third-Party Reports:

- If we receive information from a third party about someone, follow-up on the information to decide how it impacts the person's eligibility and benefits.
- This may include contacting the person, contacting other parties, or asking for proof of their circumstances under [WAC 388-490-0005](#).

c. Alerts Verified Upon Receipt:

- An interface that automatically updates~~s~~ the ACES case record is "verified upon receipt".
- We **do not** need to take action on alerts the interface **automatically** updates in ACES.

d. Other Alerts:

- We **do** need to take action on alerts *that are not* verified upon receipt.
- Work alerts that are not verified upon receipt to decide how the information impacts the person's eligibility and benefits.
- This may include contacting the person, contacting other parties, or asking for proof of their circumstances under [WAC 388-490-0005](#).

NOTE: EXCEPTION TO THIRD-PARTY REPORTS PROCESS: If a financial worker receives potential change information from a **WCCC child care worker**, the financial worker should: a. Not contact the AU about the change; b. Act on the change only if they have proof of the change from the WCCC eligibility system or child care worker, even if it reduces benefits; and c. Set an alert to get verification of the change at the next recertification if no proof was previously received.

5. ABAWD reporting requirement / Statewide ABAWD waiver:

Currently, Washington has a statewide waiver of ABAWD requirements. When we no longer have this waiver, people must report when a non-exempt ABAWD receives benefits in the AU and the ABAWD's hours of employment drop below 20 hours per week. This includes when the non-exempt ABAWD is the head of household for Basic Food. See [BFE&T Appendix I](#).