

Simplified Reporting System for Able-Bodied Adults Without Dependents (ABAWD)

Keep this for future use. It explains simplified reporting for ABAWDs.

What is simplified reporting for ABAWDs?

You or a member of your household have been identified as an ABAWD. An ABAWD is an individual aged 18 thru 49 who is not disabled and there is nobody under 18 in their filing group for SNAP. The Simplified Reporting System (SRS) is a way for some Supplemental Nutrition Assistance Program (SNAP) clients to report changes. In SRS, you must report changes every six months answering the questions on the *Interim Change Report* (DHS 0852) that is sent to you. You may also need to report other changes during that six month period.

What to report?

Between report periods you must report the changes listed below. You can report these to the Department of Human Services (DHS) in writing, by phone or in person.

- Report when the total gross income for a month is more than the limits to the right. (*Gross income is the amount before deductions, such as taxes.*) This change must be reported by the 10th day of the month after the change happens.
- Report when work hours (*paid or unpaid*) go below 20 hours per week. This change must be reported within 10 days.

You do not need to report any other changes. But you may want to report changes that will give you more benefits. For example, if your income goes down, your rent goes up, someone moves into your home, you have out of pocket dependent care costs or medical expenses for elderly or disabled individuals. You must continue to report changes for other program benefits.

<u>Household size</u>	<u>Amount</u>
1 _____	\$1,307
2 _____	\$1,760
3 _____	\$2,213
4 _____	\$2,665
5 _____	\$3,118
6 _____	\$3,571
7 _____	\$4,024
8 _____	\$4,477
If more than 8, add \$453 for each additional person.	

How do you use the six-month forms?

An Interim Change Report form will be mailed to you in the fifth month after you filed your last application only if your certification period is longer than six months.

- Wait until the reporting month is over to fill out the form. The form shows the reporting month on the top of the front page.
- Answer all questions on the form. Answer them about the reporting month shown on the form.
- Include income for the whole month. Report your gross income (*see item 2 above*). List tips, overtime, bonuses and commissions.
- Report the hours you worked.
- Attach proof of income. The proof must list the gross amount and the date paid.

Examples of kinds of proof include:

For work income and hours — copies of pay stubs. If you do not get pay stubs, attach written proof from your employer. The proof must list the gross amount, the date paid, hours worked, employer's name and phone number.

Other income — award letters from Social Security, veterans' benefits, unemployment benefits, school grants or loans, bank statements showing interest income or copies of child support checks.

How do you file the report form?

After you have answered all the questions, sign and date the form. Do not do this until the first day of the month after you received the form. You must return the form to your branch between the first and the tenth day of the month after the month in which you got the form.

For example, a report form you get in May must be signed, dated and returned to the DHS office between June 1 and June 10. The form will be sent back to you if it gets to DHS before June 1.

Don't wait too long to turn in the report or your benefits could end. For example, if the month on the top of the form is May and you turn it in after June 30, you will need to reapply.

What will your worker do with your report?

- Your worker will review your report. If it is not complete or it does not have the needed proof, it will be sent back to you. This could delay or reduce your benefits.
- If you are still eligible for food benefits, you will get a notice telling the benefit amount and what you can do if you disagree.
- If you are not eligible, you will get a notice telling why and what you can do if you disagree.

How is your income used in simplified reporting?

- Your household income during the month you are sent the Interim Change form will affect the benefits you get for the next six months.
- DHS will use changes on the report form and other changes it finds to figure your benefits.
- Income you get more often than once a month (*daily, weekly, etc.*) will be converted by DHS so it equals a monthly amount.
- Income you get less often than once a month (*every two months, each quarter, etc.*) will also be converted by DHS so it equals a monthly amount.

Things to remember:

- Your six-month form should be returned between the first and the tenth of the month after you get the form. If you send it in early, it will be sent back. If you send it in after the tenth, you may not get your next benefits on time.
- Your report must be complete to be processed. You must answer all questions, sign and date the form and attach proof. Your worker will return the form to you within 10 working days if it is not complete.

The Department of Human Services (DHS) will not discriminate against anyone. This means DHS will help all who qualify. DHS will not deny help to anyone based on age, race, color, national origin, sex, sexual orientation, religion, political beliefs or disability.

You may file a complaint if you believe DHS treated you differently for any of these reasons.

To file a complaint with the state, you can call the Governor's Advocacy Office at: 1-800-442-5238 (TTY 711) or write to their office at: Governor's Advocacy Office
500 Summer Street NE, E17
Salem, OR 97301

Fax: 503-378-6532 or Email: DHS.info@state.or.us **"Equal opportunity is the law!"**

To file a complaint with USDA, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call 202-720-5964 (*voice and TDD*). USDA is an equal opportunity provider and employer.

Branch:	Case number:	Worker ID:
Case name:		

Turn in this page to report a change.

Simplified Change Report For Able-Bodied Adults Without Dependents (ABAWD) Supplemental Nutrition Assistance Program (SNAP)



Keep this form until you have a change to report. If you can't mail this form or bring it to the office, you can report the change by calling us at:

 You may call collect, if needed.

What you must report

- When your gross monthly income is above the amounts under "Household size" to the right, use the figure in the column. (*Gross income is the amount before deductions, such as taxes.*) This change must be reported by the 10th day of the month after the change happens.
- When work hours (*paid or unpaid*) go below 20 hours per week. This change must be reported within 10 days.

<u>Household size</u>	<u>Amount</u>
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1 _____	\$1,307
2 _____	\$1,760
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I want to report:

- My total household gross income last month was more than the amount shown above.
 The income totaled: \$ _____ (*attach proof of income*)
 The income went up because: _____
 The income is expected to be the same this month. Yes No
- Something else happened (*you do not have to fill this in*). You can report changes that could give you more benefits. Some examples are: your shelter costs went up, someone moved into your home, you have out of pocket dependent care costs or medical expenses for elderly or disabled individuals:

- An ABAWD in the household has work hours (*paid or unpaid*) that have gone below 20 hours per week.
 Person: _____ Employer: _____ Hours: _____

By signing this form, I affirm under penalty of perjury I have given true and complete information. I realize that making false statements or hiding information may subject me to state and federal penalties. I have read this form and understand it. This is legally binding.

Full legal signature of primary person

Date

You do the following...	You will lose food benefits...
<ul style="list-style-type: none"> • Hide information or make false statements; • Use Electronic Benefits Transfer (EBT) cards that belong to someone else; • Use food benefits to buy alcohol or tobacco; • Trade or sell benefits or EBT cards; • Dump containers only for the cash redemption value; • Resell food bought with food benefits for cash. 	<ul style="list-style-type: none"> • 12 months for the first offense; • 24 months for the second offense; • Permanently for the third offense.
<ul style="list-style-type: none"> • Trading food benefits for controlled substance such as drugs. 	<ul style="list-style-type: none"> • 24 months for the first offense; • Permanently the second offense.
<ul style="list-style-type: none"> • Trading food benefits for firearms, ammunition or explosives. 	<ul style="list-style-type: none"> • Permanently.
<ul style="list-style-type: none"> • Trading, buying or selling food benefits of \$500 or more. 	<ul style="list-style-type: none"> • Permanently.
<ul style="list-style-type: none"> • Giving false information about who you are or where you live so you can get extra food benefits. 	<ul style="list-style-type: none"> • 10 years for each offense.

You also can be fined up to \$250,000, put in prison for up to 20 years or both. You may go to court under other federal laws.

If you knowingly do the following...	You may be...
<ul style="list-style-type: none"> • Use EBT cards which are not yours; • Transfer your EBT cards to other people; • Acquire or possess EBT cards which are not yours. 	<ul style="list-style-type: none"> • Guilty of a felony or misdemeanor; • Fined; • Put in prison; • Ineligible for food benefits for a period of time.