

1. Limited Reporting

Once approved, all AGs must report when the total gross earned and unearned income of the AG and all other individuals who reside with the AG exceeds the AG's gross income limit. **If the household contains one or more ABAWDs who are exempt from the ABAWD work requirements, the household must report when an ABAWD loses his exemption or when that person's work hours are reduced to less than 20 hours a week, averaged monthly. These changes** must be reported no later than the 10th calendar day of the month following the month in which the change occurs.

No other changes are made for these AGs unless the information is reported by an AG member, comes from a source which is verified upon receipt, or from a source which is considered reported. See Changes Acted On For SNAP AGs below.

EXAMPLE: A 2-person AG is certified in April. On May 20th, one of the AG members begins working full-time. When the AG calculates the income received in May, it is below the gross limit. In the middle of June the client receives a raise. He receives one pay check in June with his new rate of pay. When the AG calculates the income received in June it is still below the gross limit. No changes are required to be reported at this point. When the AG calculates its income in July, it exceeds the limit. The AG is required to report this by August 10th.

EXAMPLE: An AG consists of a mother and 2 children. In the 3rd month, the children's father moves into the residence. At the end of each month, the AG must consider all income sources. The father's income, when combined with the AG's, exceeds the limit for the original 3-person AG. The AG must report this by the 10th day of the 4th month. The mother calls to report that the household's combined income exceeds the limit. The Worker determines the cause of the income change and must add the children's father since he is required to be included in the AG. See Section 9.1.

Even when the new household member is not required to be included in the AG, the excessive income must still be reported. When there is no required change to the AG, a recording must be made in case comments to explore other possible changes at the next redetermination.

The Case Maintenance Process

EXAMPLE: Using the same situation above, if the man who moved in was not related to any of the AG members, and purchased and prepared his meals separately, the AG is still required to report the income change since the combined income exceeds the AG's limit. Once the Worker determines the cause of the income change, since no change is made to the AG, a recording is made and the situation is explored at the next redetermination.

2. Changes Acted On For SNAP AGs

a. Information Verified Upon Receipt

Action must be taken for all AGs when information is received from a source that is considered verified upon receipt. Verified upon receipt sources are not subject to independent verification and the provider is the primary source of the information. The only sources considered verified upon receipt are:

- BENDEX and SDX from SSA
- COLA Mass Change and reports in Appendix B
- SAVE from INS and 40 Qualifying Quarters information from SSA
- Unemployment Compensation and work registration date from WorkForce West Virginia
- IFM's findings of an investigation
- Notification of application for benefits in another state
- Report from Social Service Worker
- FACTS Provider and FACTS Client Detail Data Exchanges
- Housing and Urban Development (HUD)
- State On-Line Query (SOLQ)
- Notification of ABAWD cooperation/non-cooperation from a SNAP E&T Worker

NOTE: See Chapter 3 for data exchange sources.