



# Iowa Department of Human Services

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## GENERAL LETTER NO. 7-G-63

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 7, Chapter G, **CASE MAINTENANCE**, pages 1 and 2, revised.

### Summary

Chapter 7-G is revised to:

- ◆ Update the reporting requirements to include the additional requirement for households with able-bodied adults without dependents (ABAWDs). These households are required to report when the ABAWD stops working at least 80 hours per month.
- ◆ Update all links due to the Department's new website.

### Effective Date

Upon receipt.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 7, Chapter H:

<u>Page</u>	<u>Date</u>
1, 2	March 26, 2010

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.

## **Overview**

This chapter is divided into four sections:

- ◆ [Household reporting policies](#)
- ◆ [General policies for acting on changes](#)
- ◆ [Policies for responding to specific types of changes](#)
- ◆ [Recertification:](#)
  - What a household must do to keep getting Food Assistance, and
  - What the worker must do to determine the household's eligibility.

## **Reporting Requirements**

**Legal reference:** 7 CFR 273.12, 441 IAC 65.5(234)

### **Policy:**

There are two changes a household must report while certified. These changes must be reported by the 10th day of the month after the month in which they occur. A household must report when:

- ◆ Its total gross income goes over the gross income limit for the household's size, or
- ◆ An able-bodied adult without dependents (ABAWD) stops working 80 hours.

A household must report when its total monthly gross income exceeds the maximum gross income limit for its household size. The household must report this by the 10th day of the next month.

No other changes are required to be reported. However, households are allowed to report other changes. Sources other than the household may report any type of change.

Some households will remain eligible after exceeding their gross income limit. They must report each month that they are over their gross income limit, even though they are still eligible for benefits. EXCEPTION: A household does not have to keep reporting this if:

- ◆ All adults are elderly or disabled and they have no earned income; or
- ◆ It is categorically eligible.

**Procedure:**

Give the household a copy of *Reporting Food Assistance Changes* (form 470-2960 or 470-2960(S)) at each certification. The form tells the household what to report and when to report.

Go over the form with the household's representative when conducting an interview. Make sure that the household understands:

- ◆ How to determine when it goes over its gross income limit,
- ◆ Which household members are ABAWDs working 80 hours monthly, and
- ◆ When the report is due.

**Comment:**

The household's gross income limit remains in effect until it is certified for a new benefit period. The reporting limit given at certification does not change during a certification period even if the household size changes.

See [Interview](#) for how to explain the reporting requirement to the household.

**Household Fails to Report a Change**

**Legal reference:** 7 CFR 273.12(a) and (d)

**Policy:**

If a household fails to report that it went over its gross income limit:

- ◆ Calculate a claim, starting with the second month after the month in which the household first exceeded the limit. See [7-H, Claims](#).
- ◆ If the household intentionally did not report exceeding the limit, see [7-H, Claims](#), and 7-J, [INTENTIONAL PROGRAM VIOLATION](#).

**Comment:**

If you learn about a change that the household was not required to report:

- ◆ Do not establish a claim,
- ◆ Do not issue lost benefits.