

## Reporting Requirements if You Just Get SNAP

*If I just get SNAP (Food Stamps) what household changes do I need to report?*

If your household just gets SNAP (Food Stamps), you must tell us if:

- Your household income increases above a certain amount;
- An ABAWD in your household has their work hours fall below 20 hours per week averaged monthly; See BFA Form 216 *Are you an ABAWD?* for more information; or
- A household member wins \$3,500 or more in a single game or lottery.

**! If your household experiences one of the above changes, you must report the change by the 10<sup>th</sup> of the month following the month when the change occurred. If your income decreases, you do not have to report it but doing so might increase your benefits. !**

*What changes in income do I need to report?*

Your last Notice of Decision will tell you what income changes you must report. If you do not have your NOD an explanation of change reporting is below.

You must tell us if your household income goes above 130% of the Federal Poverty Guidelines (FPG) if your income was at or below 130% of FPG at your last application or redetermination. If your household income was above 130% of FPG at your last application or redetermination, you must tell if your household income goes above 185% of FPG. If you do not have your last Notice of Decision you can find out what income changes you must report by doing the following steps

**Step 1:** Determine your household size. \_\_\_\_\_

**Step 2:** Find your gross monthly income at application or your last redetermination. \_\_\_\_\_

**Step 3:** Using the table use your household size from step 1 to determine the correct row to read. If your income from Step 2 is at or lower than the amount in the correct row in Column A, then this amount is your income limit. If your income from Step 3 is higher than the amount in the correct row in Column A, then the amount in the correct row in Column B is your income limit. You must report when your gross monthly income goes above your income limit.

Household Size	Column A (130% FPG)	Column B (185% FPG)
1	\$1,354	\$1,926
2	\$1,832	\$2,607
3	\$2,311	\$3,289
4	\$2,790	\$3,970
5	\$3,269	\$4,652
6	\$3,748	\$5,333
7	\$4,227	\$6,015
8	\$4,705	\$6,696
For each additional household member add:	\$479	\$682

**Example:** Jane Doe is the head of a SNAP household of 3 people. Her household's monthly income was \$2,500 at her last redetermination. Jane looks at the row for a household size of 3. She sees that the amount in column A is lower than her household income. Jane then looks to Column B to see that she must report if her income increases above \$3,289 per month

*See other side for reporting requirements if you get cash, NH Child Care Scholarship, or Medicaid.*

## **If you receive cash, NH Child Care Scholarship, or Medicaid, see below for reporting requirements.**

For any of the programs above **you must report all changes in:**

- source of income;
- hours worked by a household member;
- amount of income of any member in your household;
- assistance group or household composition;
- resources (e.g. cash, stocks, bonds, or money in a bank or savings account);
- receipt of any lump sum payment or settlement;
- residence or shelter costs;
- child care costs, child support payments or medical deductions; or
- other changes that may affect the amount of your household's benefits.

**REPORT WITHIN 10 CALENDAR DAYS AFTER THE CHANGE HAPPENS.**

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027), found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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| (1) mail: U.S. Department of Agriculture<br>Office of the Assistant Secretary for Civil Rights<br>1400 Independence Avenue, SW<br>Washington, D.C. 20250-9410 | (2) fax: (202) 690-7442; or   |
|   | (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a> . |

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at: [SNAP Hotline](#).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

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