

## **.08 Effecting Benefit Decreases - Standard Reporting**

When enough information is provided with the reported change, effect the decrease or stop benefits **WITHOUT** verification for the first possible month allowing for [NOAA](#).

Changes may be reported more than 20 days before the first calendar day of the following month. When this occurs, the change must be completed and NOAA requested in time to effect the change for the following month.

Enough information may not be provided to effect the change. When this occurs, request the information within one work day after the date the change is received using the following methods:

- Make a telephone call to obtain the information.
- When unable to obtain the information by telephone, send the [C011 notice](#) to the participant. ALWAYS allow the participant ten calendar days to provide the information.

When enough information to effect a decrease cannot be obtained and the participant has not provided necessary information by close of business on the information due date, stop the benefits allowing for NOAA.

When verification is received after the information due date and benefits have been stopped, the following apply:

- When verification is received before the first day of the month the benefits stopped, review the affect of the change on the case.

When the change would cause ineligibility, leave the case closed.

When the case would be eligible after effecting the change, send a [C502 notice](#) to inform the participant that the case is reopened. (See [Administrative Corrections](#))

Reopen the case on **REPT**, effect the change, and send the appropriate change notice. (See [Change Notice Requirements](#))

- When the verification is received on or after the first day of the month the benefits stopped, do not reopen the benefits. The participant must reapply.

Policy and procedures regarding effecting decreases for budgetary units subject to Standard Reporting are outlined as follows:

- [Verifying Decreases](#)
- [Timeliness to Decrease Benefits](#)
- [Benefit Decrease Notices](#)