

A Standard Reporting



Specific requirements regarding Standard Reporting, including what must be reported and by when it must be reported.

Policy

Budgetary units that include **any** of the following are subject to Standard Reporting requirements:

- NA budgetary units where all participants are elderly or have a disability and do not receive earned income
- CA budgetary units including **all** of the following:
 - All CA participants are receiving NA assigned to Standard Reporting
 - All participants are receiving TPEP

What must be reported for NA for Standard Reporting?

For NA, **any** of the following must be reported when the budgetary unit is subject to Standard Reporting:

- Changes in address and any resulting changes in shelter costs
- Changes in income when the gross monthly amount reduces or increases by more than \$125
- A single lottery or gambling winning equal to or more than the Winnings Reporting Amount (See [Winnings Reporting](#) for the amount)
- Changes in a participant's legal obligation to pay child support which includes, and is not limited to, **one** of the following:
 - Increase or decrease of more than \$50 in the monthly amount of legally obligated child support expense paid
 - Termination of the obligation when the child reaches the age at which child support is no longer legally obligated
- Changes in participants living in the household
- Changes in the Primary Informant (PI)
- **Any** of the following changes in Resources
 - Liquid resources must be reported only when the total value equals or exceeds the maximum NA resource limit (See [NA Resource Limits](#) for the maximum limit amount)
 - A licensed vehicle has been added to the budgetary unit

What must be reported for CA for Standard Reporting?

For CA, **any** of the following must be reported when the budgetary unit is subject to Standard Reporting:

- Changes in address and any resulting changes in shelter costs
- Changes in dependent care expenses
- Changes in deprivation of a dependent child
- Changes in income
- Changes in child support expenses for **any** of the following:

NOTE This includes expenses for the care of an incapacitated adult

A nonparticipant parent of a minor parent, when living together. (See [Minor Parent](#) for additional definitions)

A nonparticipant stepparent.

NOTE For CA, child support payments are not required to be court ordered.

- Changes in marital status
- Changes in participants living in the household
- Changes in the [PI\(g\)](#)
- Changes in resources
- Changes in school attendance for children age six and older

NOTE Children on break are still attending school when they intend to return to school after the break

Change Reporting Time Frame – Standard Reporting

At the interview, the participant must report any changes that have occurred from the application date through the interview date.

After the interview, changes must be reported with **all** of the following guidelines:

- No later than the tenth calendar day of the month following the month the change occurred.
- For Tribal TANF, changes occurring after the approval must be reported within ten calendar days of the date the change becomes known to the budgetary unit.
- When the reporting deadline falls on a weekend or holiday, the reporting due date is extended to the following [workday\(g\)](#).

When verification is needed, the participant must respond to the notice requesting the verification by the due date on the notice. Failure to respond to notices requesting verification may cause benefits to be denied or stopped.

For instructions on how to report a change, see [Reporting Changes - Participant Responsibilities](#).

Procedures

For procedures about working changes, see [When to Effect Changes](#) and [Working ACTS Alerts](#).

Legal Authorities

- 7 CFR 273.2(f)(8)(ii)
- 7 CFR 273.12(a)
- 7 CFR 273.12(a)(1)(i)
- 7 CFR 273.12(a)(1)(i)(A)
- 7 CFR 273.12(a)(1)(i)(B)
- 7 CFR 273.12(a)(1)(i)(C)
- 7 CFR 273.12(a)(1)(ii)
- 7 CFR 273.12(a)(1)(iii)
- 7 CFR 273.12(a)(1)(v)
- 7 CFR 273.12(a)(1)(vii)
- 7 CFR 273.12(a)(1)(viii)
- 7 CFR 273.12(a)(2)
- 7 CFR 273.12(a)(4)(i)

[Prior Policy](#)

last revised 08/30/2021