

13 **Standard Reporting**

REVISION 09
(07/01/09 – 09/30/09)

Standard reporting requirements apply, but are not limited to the following cases when:

- All NA participants are [elderly or have a disability](#) and do not receive earned income
- All CA participants are receiving **TPEP**
- The approval period for a budgetary unit containing an ABAWD participant is three months or less

NOTE When a reported change of circumstances causes a participant's work exemption status to change see [Registered for Work and Referred to SNA E&T](#).

All other participants are subject to [Simplified Reporting](#) requirements.

Policy and procedures regarding standard reporting are outlined as follows:

- [Changes That Must Be Reported](#)
- [FAA Initiated Changes](#)
- [Reporting Time Frames](#)
- [Reporting Methods](#)
- [Reporting Changes for Combination Cases](#)
- [Effecting Changes](#)
- [Documenting Changes](#)
- [Request for Withdrawal](#)
- [Change Notice Requirements](#)

A Changes That Must be Reported - Standard Reporting

REVISION 49
(01/01/21 - 12/31/21)

The PI is required to report certain changes that may affect eligibility. When completing any change, review the participant's [case file\(g\)](#), as

well as the **AZTECS** screens for the case. The following is a listing of the types of changes required to be reported:

	Affected Program	
Changes in Address and any resulting changes in shelter costs	NA	CA
Changes in Dependent Care Expenses		CA
Changes in Deprivation		CA
Changes in Income	NA	CA
Changes in Child Support Expenses	NA	CA
Changes in Marital Status		CA
Changes in Participants	NA	CA
Changes in PI	NA	CA
Changes in Resources	NA	CA
Changes in School Attendance		CA

.01 Changes in Address - Standard Reporting

REVISION 47
(01/01/19 - 12/31/19)

Changes in address must be reported.

When a change in address results in a change in the household's shelter cost, the new shelter cost must be reported.

When a change in address results in a change in CA eligibility to the [A1 standard](#), the change in CA eligibility to the A1 standard must be reported and verified.

When a change of address is reported, update **AZTECS** with the new address as follows:

- By the close of business on the day the change is received.
- For the appropriate benefit month when the move is in the future.

For policy regarding effecting the change of address, see [Change of Address](#).

When changes in shelter costs or eligibility for the A1 standard occur, determine whether the change will result in any of the following:

- [Benefit Increase \(Standard\)](#)
- [Benefit Decrease \(Standard\)](#)
- [No Benefit Change \(Standard\)](#)

The budgetary unit's expenses may exceed their available reported income. When this occurs, investigate how they manage to meet their financial obligations. (See [EEI](#) when the budgetary unit's expenses exceed their income)

.02 Changes in Dependent Care Expense - Standard Reporting

For NA, participants are not required to report changes in dependent care expenses.

For CA, changes in monthly [dependent care expenses](#) must be reported. This includes expenses for the care of an incapacitated adult.

.03 Changes in Deprivation - Standard Reporting

For NA, the deprivation policy does not apply.

For CA, changes in [deprivation](#) must be reported.

.04 Changes in Income - Standard Reporting

REVISION 49
(01/01/21 - 12/31/21)

The budgetary unit must report the following earned or unearned income changes:

- Source of the income, including starting, stopping or changing jobs
- Amount of the gross monthly income
- Lottery or gambling winnings of \$3500 or more

NA participants must report the changes in the amount of gross monthly income when the change meets either of the following:

- More than \$100 in gross monthly unearned income (other than CA)
- More than \$100 in gross monthly earned income

FAA may learn of a change in income from any source, including the [FTI reports](#).

FAA may become aware of a new source of earned or unearned income for a participant for whom there is already known budgeted income. When this occurs, verify the new earned income and any other known earned income that continues for the participant.

When the participant reports a change in income or FAA learns of a change, determine whether a change results in any one of the following:

- [Benefit Increase](#)
- [Benefit Decrease](#)
- [No Change In Benefits](#)
- [Change in Work Registration Requirements](#)

.05 Changes in Child Support Expenses - Standard Reporting

[REVISION 08](#)
(04/01/09 – 06/30/09)

For NA, changes in a participant's legal obligation to pay [child support](#) must be reported. These include, but are not limited to, 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

For CA, child support payments are not required to be court ordered. Changes in child support expenses must be reported for any of the following:

- A nonparticipant parent of a minor parent, when living together. See [Unwed Minor Parent - Living with A Parent or Relative](#), and [Married Minor Parent](#).
- A nonparticipant [stepparent](#).

When a change in child support expenses is reported, see [Effecting Changes](#).

.06 Changes in Marital Status - Standard Reporting

For NA, participants are not required to report changes in marital status

WARNING

Changes in participants living in the home due to changes in [living arrangements](#) must be reported. (See [Participant Maintenance](#))

For CA, changes in [marital status](#) must be reported.

.07 Changes in Participants - Standard Reporting

REVISION 47
(01/01/19 - 12/31/19)

Changes in participants must be reported, such as the birth of a baby, the death of a participant or when a person moves into or out of the home. (See [Participant Maintenance](#) and [Living Arrangements](#))

NOTE When a participant is added to or removed from a case, any changes involving that participant are considered as one change (e.g. income, resources, expenses, etc.).

.08 Changes in Resources - Standard Reporting

For NA, changes in liquid resources must be reported only when the total value equals or exceeds the [resource limit](#). The gain of a licensed vehicle must also be reported.

For CA, any change in resources must be reported.

.09 Changes in School Attendance - Standard Reporting

For NA, changes in school attendance are not required to be reported.

For CA, changes in school attendance for children six and older must be reported. (See [School Attendance](#))

E Time Frames - Standard Reporting

REVISION 47
(01/01/19 - 12/31/19)

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

Changes occurring after the interview must be reported no later than the tenth calendar day of the month, following the month the change occurred.

EXCEPTION

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 extend the due date to the following [workday\(g\)](#).

NOTE The date the change is considered reported is the date the change is received in any FAA office.