

14 **Simplified Reporting - Overview**

REVISION 45
(01/01/17 - 12/31/17)

Earned or unearned income may be subject to Simplified Reporting.

AZTECS screens for Simplified Reporting eligibility and displays an indicator on **CAP2**. AZTECS assigns approval periods based on certain criteria when the participants are subject to Simplified Reporting.

Participants who meet the guidelines for Simplified Reporting are not subject to [Standard Reporting](#) requirements.

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](#).

Policy and procedures regarding Simplified Reporting are outlined as follows:

- [Changes That Must Be Reported](#)
- [Reporting Time Frames](#)
- [Reporting Methods](#)
- [Reporting Changes for Combination Cases](#)
- [Verifying Changes](#)
- [Effecting Changes](#)
- [Documenting Changes](#)
- [Request for Withdrawal](#)
- [Change Notice Requirements](#)
- [Expenses Exceed Income \(EEI\)](#)

A Changes That Must Be Reported - Simplified Reporting

REVISION 49

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

Participants are required to report changes that may affect their eligibility as follows:

- For CA, the participant must report when the gross monthly income of all participants included in the CA budgetary unit exceeds [36 percent of the 1992 FPL](#) (A1 payment standard). This includes income of participants with a Participation code of DF or DI.
- For NA, the participant must report when the gross monthly income of all participants included in the NA budgetary unit exceeds [130% of the current FPL](#). This also includes income of participants with a Participation code of DE, DF, or DI.
- For NA, participants must report lottery or gambling winnings of \$3500 or more received by any budgetary unit member.

B Reporting Time Frames - Simplified 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.

After the interview, the participant must report changes in income no later than the tenth calendar day of the month, following the month their gross income exceeds either of the following:

- [130% of the current Federal Poverty Level \(FPL\) for NA](#)
- [36% of the 1992 FPL for CA](#)

(See Example [Reporting Income Change – Simplified Reporting](#))

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.

Consider the date a change is received by an FAA office as the reported date for the change.

Other changes occurring after the interview date must be reported no later than the next renewal. (See [Changes that Must Be Reported](#))