

## 01 Changes Overview

**REVISION 02**  
(10/01/07 - 12/31/07)

The Changes chapter explains the change reporting responsibilities of both the participant and **FAA**. This chapter also explains time frames and procedures for effecting changes.

Changes in circumstances may be reported in any of the following ways:

- Directly by the participant
- Discovered through system reports
- Reported by a third party

Budgetary units are subject to Standard Reporting or Simplified Reporting, or a combination of both, depending on the program involvement. The budgetary unit is assigned to reporting requirements for each program based on the following:

- **Standard Reporting:** Budgetary units that include any of the following are subject to Standard Reporting requirements:
  - CA participants receiving FS on Standard Reporting
  - TPEP** participants
  - FS Budgetary Units including the following:
    - All participants are [elderly or disabled](#)
    - All participants are [homeless](#)
    - One or more participants are [ABAWD](#)
    - One or more participants are [migrant-seasonal farm workers](#)
  - All budgetary units receiving MA
- **Simplified Reporting:** Simplified reporting applies when the budgetary unit is not subject to standard reporting.

**MA EXCEPTION**

Simplified Reporting DOES NOT apply to MA.

**NOTE** The assignment to a reporting requirement does not change until the next renewal, including when CA is approved after FS has been assigned.

Policy and procedures regarding changes are outlined as follows:

- [Reporting Methods](#)
- [Reporting Changes for Combination Cases](#)
- [Documenting Changes](#)
- [Request for Withdrawal](#)
- [FAA Initiated Changes](#)
- [Change Notice Requirements](#)
- [Multiple Changes](#)
- [Multiple Case Changes](#)
- [Benefit Increases](#)
- [Benefit Decreases](#)
- [Changes in MA Category or Services](#)
- [Standard Reporting Requirements](#)
- [Simplified Reporting Requirements](#)