01   *Changes Overview*

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 budgetary units including the following:

    All CA participants are receiving NA assigned to Standard Reporting

    All participants are receiving TPEP

  - NA budgetary units including the following:

    All participants are elderly or disabled and do not receive earned income

    ABAWD participants with a certification period of three months or less (See ABAWD – Reporting Requirements)

  NOTE   For cases that have multiple programs attached, the MA participants are always subject to Standard Reporting. The CA and NA budgetary units are subject to either Simplified Reporting or Standard Reporting as stated in policy.

- Simplified Reporting: Simplified Reporting applies when the budgetary unit is not subject to Standard Reporting.

  NOTE   Reporting requirements do not change until the next renewal, including when CA is approved after NA has been assigned.

> ### WARNING
>
> Reportable changes in income must be reported within 10 days of receiving the first actual payment causing the need to report a change.
>
> To ensure the budgetary unit receives all information and notices that may affect their eligibility, the PI or Representative should be encouraged to report changes in their address to FAA and the U.S Postal Service when assigned to Simplified Reporting.

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
- FAA Responsibilities
- Multiple Changes
- Multiple Case Changes
- Effecting Changes
- Standard Reporting Requirements
- Simplified Reporting Requirements