

Non-NED cases certified in SRS for more than six months are required to submit a completed [DHS 852](#) in the sixth month. FSMIS issues the [DHS 852](#) in the middle of the fifth month. The client is to report on the [DHS 852](#) after the first of the sixth month.

Workers are expected to process the [DHS 852](#) as soon as possible after receipt. As part of the process, discrepancy lists and mainframe verification screens (BEIN/W204, DPPM, ECLM, HINQ, SMUX, WAGE and The Work Number) need to be checked to ensure all available information is used. Benefits in months 7-12 are based on the [DHS 852](#).

☞ SEE [SNAP-WG#7](#) FOR FSMIS CODING INSTRUCTIONS AT INTERIM REPORT.

Reporting Changes – Overview: [461-170-0010](#)  
Changes that Must be Reported: [461-170-0011](#)

Clients are not entitled to a 10-day notice if benefits go down based on changes on the [DHS 852](#). They have waived this right by signing the [DHS 852](#).

Use income information from the fifth month to project an accurate estimate for the remaining months of the certification period. This does not always mean using actual income. Some examples:

- Income received on a weekly or biweekly basis must be converted to a monthly figure.
- Income received sporadically, such as child support, must be averaged or otherwise anticipated.
- When the client indicates that overtime, bonuses, hours or other aspects of employment income are not expected to continue, use client contact and other information to determine representative income for ongoing months.
- Annualized self-employment income should change only if the client indicates that annual income is expected to change.

The [DHS 852](#) is complete when all questions are answered, the required proof is provided and the form is signed by the primary person ([GPA.43](#)) or authorized representative ([SNAP B.14](#)) has signed. When the [DHS 852](#) has not been processed by the 15<sup>th</sup> day of the sixth month, the system sends the client a notice advising them that they have until the end of the sixth month to submit the report, and if it is not received, benefits will end. When an incomplete [DHS 852](#) is received, the worker sends a *Notice of Incomplete Information* ([DHS 487](#)) notifying the client of the information required.

☞ SEE [SNAP H.14](#) FOR ADDITIONAL INFORMATION ON THE USE OF THE [DHS 487](#).

If a change in circumstance reported on the [DHS 852](#) makes the client ineligible, send a close notice specifying the reason. The suspend-close notice for failure to complete the [DHS 852](#) is not adequate.

If a completed report is not received by the end of the sixth month, the case suspends for the seventh month. If the report is not completed by the end of the seventh month, the

client is no longer entitled to that month's benefits. FSMIS closes the case effective ([SNAP H.8](#)) the end of the seventh month. Clients must reapply to receive SNAP.

Federal regulations require the workers to give clients at least 10 days any time information is requested. Do not pend the [DHS 852](#) to the end of the suspend month. If less than 10 days is remaining to process the [DHS 852](#), let the client know they will need to reapply if you do not receive the information by that date. If it is so close to the end of the month that they cannot reasonably be expected to respond in time, it is good customer service to send an application with the [DHS 487](#). The client must reapply after the case has suspend closed. If the [DHS 852](#) is received after the case has closed, that date becomes the new filing date. Date stamp an application and mail it to the client along with brief instructions.

### Notices

FSMIS sends the following notices automatically for SRS actions:

- Approval notices based on CRT SRS or REC SRS actions. The approval notices state the client's income reporting limit. Notices are tailored to NED and non-NED cases;
- Notification of being moved to SRS, when the reporting system changes during the certification period;
- *An Interim Change Report For Supplemental Nutritional Assistance Program (SNAP) and Employment Related Day Care (ERDC) (DHS 852)* sent out around the 20<sup>th</sup> of the fifth month of the certification period for non-NED cases;
- Reminder notice to submit the [DHS 852](#) if it has not been processed by the 10<sup>th</sup> day of month six;
- Suspend notice at the end of the month six when the [DHS 852](#) has not been processed. This notice informs the client that their case will suspend at the end of the month, then close at the end of month seven if they fail to submit a complete report;
- Benefit notice for months seven-12 when the [DHS 852](#) is processed;
- Suspend notice for month seven when processing the [DHS 852](#) causes noncategorically eligible cases to go over the income limits;
- Notification of being removed from SRS during the certification period.

## 9. Transitional Benefit Alternative

☞ SEE [SNAP-WG #7.3](#) TO SEE TBA AT-A-GLANCE.