

Belit Burke, SNAP and Youth Services Programs
Manager

Authorized Signature

Number: SS-IM-12-019

Issue Date: 05/15/2012

Topic: Food Benefits

Subject: Revision of the DHS 852, *Interim Change Report for Supplemental Nutritional Assistance Program (SNAP) and Employment Related Day Care*

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message:

Clients who are approved for 12 months and placed in the Simplified Reporting System (SRS), except cases coded with NED (No earned income and elderly or disabled), are required to complete a [DHS 852](#) during month 6 of the certification period. In May, a modified [DHS 852](#) will be mailed to clients. The changes are in two areas:

- The instruction page;
- The address.

The instruction page has been modified based on feedback that was received from the advocate community, in an attempt to clarify information for clients.

The address section of the report has been modified to require the client complete the section. On the old form, the address was auto-filled by the computer system. Clients were instructed to make changes if their address had changed. This caused confusion, and incorrect information on some forms. This change was based on a Continuous Improvement (CI) sheet that was submitted to the SNAP policy unit.

Recently, Quality Control has seen an increase in errors based on address changes not being updated on the SNAP computer system (FSMIS). When a client has submitted their [DHS 852](#) during month 6, make sure the system gets updated with any new address information. Also, as a reminder, HZIP can be used to help ensure that addresses are complete and accurate.

If you have any questions about this information, contact:

| | | | |
|--------------------|--|--------------|----------------|
| Contact(s): | SNAP.Policy@state.or.us | | |
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