
THE SKILL MAINTENANCE CHALLENGE

Strengthening Knowledge in 15 Minutes

FS Program Unit

May 2009

Interim Change Report FS F 8

Processing the *Interim Change Report* (DHS 852) is an important step in keeping Food Stamp SRS cases open and accurate. Sometimes, workers struggle with just how thorough to be. Take this month's skill challenge to find out what is and isn't required when dealing with the 852.

SCORE

- _____ 1. Charity is in low-income housing, receiving FS and medical. At cert she had a part-time job. When processing the 852, the worker pends for an explanation of how Charity is paying her utilities now that she is unemployed. Was this necessary? 15 points
- _____ 2. At cert, Gabe said he planned to attend college in fall. His 852 comes in September 5. Should you pend to ask about student status? 15 points
- _____ 3. Alexa is self-employed as a hairstylist. Her annualized income is \$950 per month. The income verification with her 852 shows earnings of \$1,200 and she says this is not expected to continue. What should you do with Alexa's income? 10 points
- _____ 4. Ellen's 852 is received on April 12 (month 6). You won't be able to process it for at least a week. You know she'll call when she gets the mid-month reminder notice. Can you do anything about it? 10 points
- _____ 5. Tobey's case went into SU status in month 7. You processed his 852 with a ROP ISS transaction to give him benefits. What problem will you run into next month? 10 points
- _____ 6. Leon's 852 was due by April 10: the branch received it on May 5. Leon did not include income verification. What should be the pending due date on the 487? 10 points
- _____ 7. What would you do if Leon had not turned in the 852 until May 26? 10 points
- _____ 8. The branch received Tammy's 852 on October 28 (month 6), but did not process it until November 23. Tammy returns all the pended info on December 2, but her case has already closed. What do you do? 10 points
- _____ 9. Joel's 852 is due in May, but he doesn't return it. When he doesn't get June's benefits, he comes into the branch and fills out an application. Can you use the app to process his benefits? 10 points

_____ TOTAL

ANSWERS

1. No. Although Charity's income picture has changed, she is not required to account for how she pays her bills at interim report.
2. No. In fact, we can't ask. FNS recently reminded states that the *Interim Change Report* cannot include any questions other than the federally required ones. No reporting system requires mid-cert information on student status, so this question was removed from the 852.
3. Do nothing. Unless Alexa indicated that her self-employment earnings had changed drastically, we continue to use the annualized amount.
4. Use an ADJ Trans to enter H in the Form field on FSMIS. This prevents the mid-month reminder notice (FS) from going out. (SS-PT-09-003)
5. When processing the 852, you must use an SRS code and enter Y in the Rept field. This is the only way to advance the Rpt Exp date and keep the case from suspending every single month.
6. May 15. Use the standard 10-day pending timeline unless Leon has stated that he needs more time. If he doesn't return proof of income, the case will auto close.
7. Send an application along with the 487, date stamped with a filing date of May 26. Include a note telling Leon that he will need to reapply if he does not return all the required information in time to be processed by May 31.
8. In this case, the branch delay in processing benefits caused the closure. Reopen benefits using an REC code for November 1. Keep the cert end date of April 30. Narrate that this was not a recert, but that REC was the only code that allowed reopening Tammy's benefits to November 1.
9. The application has all the information you need, plus some. However, you need to send Joel an 852 for signature only. The client's signature on the form is what allows us to change month 7 benefits without 10-day notice.

SCORING

100-85	You know just what to do.
80-70	You're keeping busy work to a minimum.
Under 70	Maybe a policy review is in order.
