

## Food Stamp Shelter Changes Chart

Time of Action	Verification/Action
<p><u>Application/Review (1322.2(5) and 9333)</u></p> <ul style="list-style-type: none"> <li>Verification of shelter expense is mandatory. For reviews, this is true even if the client reports no change in address or shelter costs.</li> </ul>	<p>Allow zero shelter expenses if verification is not provided.</p>
<p><u>IR (9122.6)</u></p> <ul style="list-style-type: none"> <li>Same Address/New address - client reports change in shelter that would decrease or not change benefits.</li> <li>Same Address/New Address - Client reports change in shelter that would increase benefits.</li> </ul> <p>NOTE: If the client has no address/shelter changes at the time of the IR, a Landlord Letter should not be sent unless shelter costs or household composition is questionable and documented as such.</p>	<p>No verification required.<sup>1</sup> Allow new shelter amount as reported.</p> <p>Verification required to increase benefits. Allow zero shelter if verification is not provided.</p>
<p><u>Change Reported (Other than at IR or Review) 9121.2, 1322.2(5)</u></p> <ul style="list-style-type: none"> <li>Same Address/New Address - client report change in shelter that would decrease or not change benefits.</li> <li>Same Address/New Address - client reports change in shelter that would increase benefits.</li> </ul>	<p>No verification required.<sup>1</sup> Allow new shelter amount as reported.</p> <p>Verification is required to increase benefits. Allow previously verified amount (i.e., do not change shelter amount) if verification is not provided.<sup>2</sup></p>

<sup>1</sup> Verification of rent amount is not required, however verification can be required if rent amount or household composition is questionable and documented as such.

<sup>2</sup> Example: Change of address and shelter expenses reported. (Not at IR or review). Previously client had been paying \$560 a month rent which includes utilities. Now paying \$355 a month plus all utilities (mandatory for the SUA). Total shelter costs are now \$689. Since this change will result in an increase in benefits, the rent amount of \$355 must be verified. Entitlement to the SUA only has to be verified if questionable. If the household fails to provide verification of the new rent amount, shelter expenses would not be changed, thus the \$560 would still be allowed.