

## Simplified Reporting for Food Assistance Households

*This information is for the Food Assistance Program only.*

***Did you know that Kansas DCF participates in the Treasury Offset Program to collect unpaid food assistance claims from Federal Income Tax refunds?*** Avoid an overpayment by understanding your reporting requirements.

In addition, if you are found guilty of fraud for intentionally not reporting a change in income, the following penalties apply: you can't get food assistance for 12 months upon the 1<sup>st</sup> finding of fraud; you can't get food assistance for 24 months upon the 2<sup>nd</sup> finding of fraud and you are permanently ineligible for food assistance for the 3<sup>rd</sup> finding of fraud. If eligible, the remaining household members may continue to get benefits. This information is for the Food Assistance Program only. Fraud penalties for TANF cash assistance and child care can result in lifetime disqualification at the first offense

You are required to report the following change ***for food assistance***, within the first 10 days of the month following the month the change occurs.

- You must tell us if your household's TOTAL monthly gross income goes over your reporting limit. **See below for YOUR reporting limit.** This includes income from work AND from other income sources like child support, SSI, Social Security disability or retirement benefits, and unemployment. This also includes the income of any persons who have moved into your home. Gross income means all earned and other income. Gross income is the amount before taxes, garnishments and other deductions.
  - We are currently counting earned income of \$ \_\_\_\_\_
  - We are currently counting other income of + \$ \_\_\_\_\_
  - TOTAL household income = \_\_\_\_\_

**YOUR reporting limit is \$\_\_\_\_\_.**

Complete the following each month to determine if your income goes over the reporting limit. If it does, then you must report the change by the 10<sup>th</sup> day of the following month.

MONTH						
Gross Income from earnings	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other income	+\$ _____	+\$ _____	+\$ _____	+\$ _____	+\$ _____	+\$ _____
TOTAL	= _____	= _____	= _____	= _____	= _____	= _____

**Is the TOTAL more than your reporting limit? If yes, you are required to report to DCF!**

**Call your DCF office at: \_\_\_\_\_**

Please see the back for EXAMPLES that will help you understand your reporting requirements!

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**Example 1:** Mary. Household size of 3.

We are currently counting earned income of \$ 0  
 We are currently counting other income of + \$ 500  
 TOTAL household income = \$ 500

Mary gets a job in late April. Her first paycheck is in May. She is completing the following chart at the first of June.

**Reporting limit is \$2069 for a household of 3.**

MONTH	May
Gross Income from earnings	\$ <u>1,720</u>
Other income	+\$ <u>500</u>
TOTAL	= <u>2200</u>

Since the \$2200 is OVER her reporting limit of \$2069, she is required to report the change to DCF by the 10<sup>th</sup> day of June. DCF will evaluate the change in income to see if Mary will continue to get benefits.

**Example 2:** Using the same situation above, Mary does NOT report her change in income by the 10<sup>th</sup> day of June. She doesn't report the change until the time of her next review in December.

Due to the increase in income, Mary has an overpayment of food assistance benefits. A claim of \$600 is established for the overpaid benefits. The case is referred for an Administrative Disqualification Hearing. Mary is found guilty of first time fraud and cannot get benefits for 12 months.

She does not make monthly payments on the overpayment and the \$600 balance is referred to the Federal Treasury Offset program. She does her taxes in March and is expecting a refund of \$1000. However, since she did not repay the food assistance overpayment, the \$600 was deducted from her Federal tax return and she only gets a refund of \$400. The claim is now repaid, however, her plans on spending the \$1000 refund must change as she will now only get \$400.