

KAECSSES Tips For Interim Reports

| <u>Households where an IR is NOT Required</u> | <u>Households where an IR IS Required</u> |
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| <ol style="list-style-type: none"> 1. A household certified for 24 months where all household members receive SSI and have no earned income . They will be required to complete a 12 month mid-cert review. (Y/ED) 2. Households where all adults household members are elderly or disabled and have no earned income. (N/NA) | <ol style="list-style-type: none"> 1. Household where all adult household members are elderly or disabled with earned income. (Y/SR) 2. All other households. (Y/SR) |

REHR Screen- Tells the system if the case requires an IR.

The 'FS IR REQ' field must be filled out with a **Y** for yes, or a **N** for no. There are three 'REASON' field codes to use.

FS IR REQ: **N** REASON: **NA** (Not applicable, No IR will be sent, for HH certified for 12 months not required to complete an IR.)

FS IR REQ: **Y** REASON: **SR** (HH that are certified for 12 months requiring an IR.)

FS IR REQ: **Y** REASON: **ED** (HH where all household members receive SSI who have no earnings and are certified for 24 months.)

NOTE: The system will not allow a 24 month review period on **FSAD** unless **REHR** is coded **Y** for 'FS IR REQUIRED' with the IR reason of **ED**.

FSAD Screen

- The 'INTERIM REPORT DUE DATE' field will be automatically completed if a **Y** is in the 'FS IR REQUIRED' field on **REHR**.
- There is an IR due date schedule on the **REHR** code card, however the system will automatically put the correct IR month on FSAD for you based on the review date.
- For Food Assistance/SI case certified for 24 months, the IR Due Date is the 12th month of the review period.

RERE Screen

The 'INTERIM REPORT DUE' field will auto populate after being entered on FSAD.

On the 'INTERIM REPORT REC' field, enter the date the IR is received.

Entering the date on **RERE** does not de-authorize food assistance nor change the IR due date on **FSAD**.

- If the IR is not registered on **RERE** by the IR Close date, same date as the no review close date, the Food Assistance program **will auto close** and **an auto closure notice will be sent**. These dates can be found on your code cards.