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Field Operations Memo 2002-25
November 12, 2002

To: Transitional Assistance Office Staff

From:  **Cescia Derderian, Assistant Commissioner for Field Operations**

Re: Food Stamp Program: Semiannual Reporting Mass Mailing

Background

In our continuing effort to simplify Food Stamp Program rules and increase participation, the Department of Transitional Assistance is requiring certain NPA FS AUs with earned or unearned income (or a history of income within the past six months) to be on Universal Semiannual Reporting.

This means NPA FS AUs will be required to report changes every six months. The exception to this is if the household's income during the certification period exceeds the Maximum Gross Monthly Income Standard, the household must report this change no later than the month following the change of income. This process replaces Universal Quarterly Reporting.

Systems changes and instructions for processing these AUs are being finalized and will be sent to TAO Staff as soon as possible.

**Automatic
Certification
Extension and
Mass Mailing**

Attachment A is the notice telling current NPA FS AUs on Universal Quarterly Reporting about the new Semiannual Reporting process and the certification period extension of three months.