Online Guide Transmittal 2019-27
April 4, 2019

To: **Department of Transitional Assistance Staff**

From: **Paul Sutliff, Assistant Commissioner for Programs and Field Operations**

Re: **SNAP: Simplified Reporting - Elderly Disabled Simplified Application Project (EDSAP Reporting) Online Guide Updates**

Overview

Simplified Reporting is a certification type that allows DTA to more efficiently administer SNAP and for clients to receive stable benefits. In December 2018, Simplified Reporting was expanded to include two new Simplified Reporting certification types: EDSAP Reporting and Simplified Reporting (Former EDSAP). EDSAP provides clients with a Simplified Reporting period of 36-months, limited reporting requirements, and the waiving of the Interim Report (IR) requirement. Simplified Reporting (Former EDSAP) allows households no longer eligible for EDSAP Reporting the opportunity to complete the EDSAP certification period with limited reporting requirements. In response to feedback received from field staff, updates to the Online Guide have been made.

Purpose

The purpose of this Online Guide Transmittal is to advise staff of updates made to the Online Guide. These updates include:

- all households converted to EDSAP in December 2018 or March 2019 will now display the EDSAP certification type in the Updates tab;

Purpose (cont.)
- enhanced certification types reference chart;
- noncountable income clarification; and
- procedures for processing Interim Reports that are no longer required

Implementation   Some cases that were converted to EDSAP in December 2018 did not reflect this change under their certification type. Effective March 29, 2019, a number of cases have been recalculated to ensure that certification dates and certification types are consistent across all applicable BEACON pages.

Households converted to EDSAP Reporting or Simplified Reporting (Former EDSAP) as part of this automatic recalculation and release were sent a non-EBC conversion notice alerting the household to the change in their certification type and new reporting requirements.

Revised Online Guide Pages

Topic: SNAP
Book: Certification Types
Page: Certification Types Overview

Topic: SNAP
Book: Certification Types
Chapter: Simplified Reporting
Page: Simplified Reporting Overview

Topic: SNAP
Book: Certification Types
Chapter: Simplified Reporting
Page: Simplified Reporting During Case Maintenance

Topic: SNAP
Book: Certification Types
Chapter: Simplified Reporting
Page: Simplified Reporting Interim Report

Topic: SNAP
Book: Certification Types
Chapter: Simplified Reporting
Page: Simplified Reporting Recertification

Topic: SNAP
Book: Certification Types
Chapter: Simplified Reporting
Page: Simplified Reporting Examples

Revised Online Guide Pages (cont.)	**Topic:** SNAP **Book:** Expenses and Deductions **Chapter:** Health Insurance / Medical Expenses **Sub-Chapter:** Medical Expenses **Page:** [Medical Expenses Deduction](#)

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Procedural Issues Mailbox.

Systems issues should be directed to the Systems Support Help Desk.