

# FOOD SUPPLEMENT PROGRAM REPORTING GUIDE

**When you receive Food Supplement Program benefits:**

- You are required to report only when your family’s entire gross monthly income is more than the amount listed in the chart for your household size.
- You are not required to report any other changes for your Food Supplement case. (But, if you think a change will increase benefits for your family, you should report it.)
- You should also report an address change so you receive your notices.

**If you receive Temporary Cash Assistance (TCA), Refugee Cash Assistance (RCA), Medical Assistance (MA), Temporary Disability Assistance Program (TDAP) or Public Assistance to Adults (PAA) you must report all changes within 10 days.**

**When you report a change for any program, your case manager will make the change for all programs.**

- ✓ If your household income goes up, you must see if the total gross monthly income is more than the amount allowed for your household size.
- ✓ Gross income means the amount of earned or unearned income before any deductions, such as taxes or insurance premiums, are taken out.
- ✓ You must report this change no later than 10 days from the end of the month in which your income goes up. Add up the gross income that your household got for the month. Be sure to include both earned and unearned income.
- ✓ Call your case manager if your total income is more than the amounts listed below for your household size.

Household Size	Monthly Income Limit	Biweekly Income Limit	Weekly Income Limit
1	\$1,211	606	303
2	1,640	820	410
3	2,069	1035	518
4	2,498	1249	625
5	2,927	1464	732
6	3,356	1678	839
7	3,785	1893	947
8	4,214	2107	1054
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**Reminder: You must report all changes to your case manager at your scheduled redetermination.**