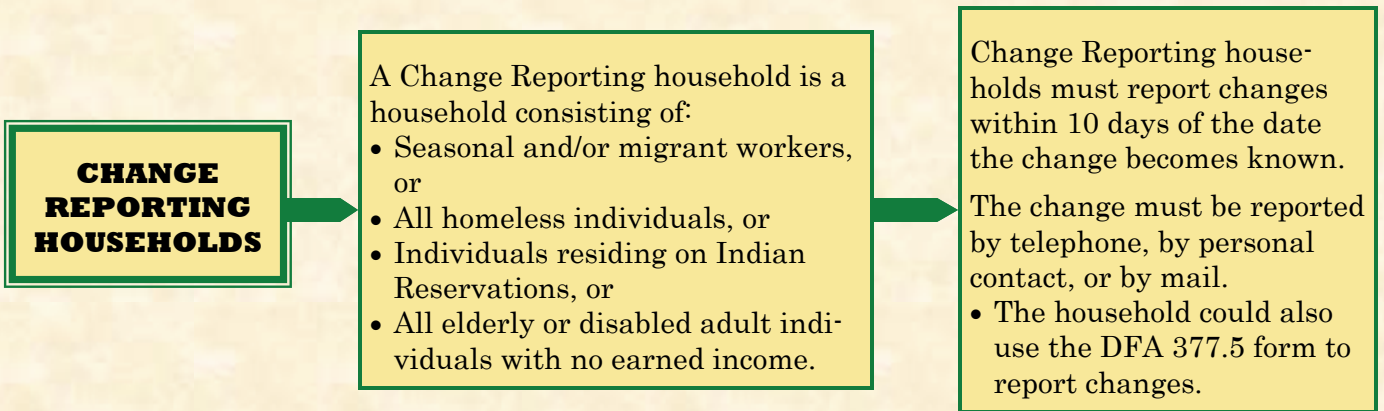


Food Stamps Quarterly Reporting Timelines

All households receiving food stamps benefits must report changes in household composition, income and resources.

- Quarterly Reporting (QR) households must report these changes on the periodic report QR 7.
- Change Reporting households, which are not required to submit a periodic QR 7 report, are required to report changes within 10 days of the occurrence.



QUARTERLY REPORTING HOUSEHOLDS

Eligibility and benefit amounts are re-determined on a quarterly basis from information reported by the recipient on the Quarterly Eligibility/Status Report (QR 7), using Prospective Budgeting regulations.

The QR 7 is required to be submitted once per quarter (in the third month of the quarter).

- QR recipients must provide information and answer all questions and items on the QR 7 and attest, under penalty of perjury, that they have truthfully reported all required information.

Recipients are required to report all income received for the QR Data Month, any changes in household composition or property since the last Data Month, and any changes in income the recipient anticipates will occur in the upcoming QR payment quarter.

The QR 7 is due by the 5th of the Submit Month and is considered timely if it is received by the 11th calendar day of the QR Submit Month but not before the first calendar day of the QR Submit Month.

- The QR 7 is late if it is received after the 11th day of the QR Submit Month.

The household will be terminated from receipt of food stamp benefits if a complete QR 7 is not submitted by the 1st working day of the new Payment Quarter.



In addition, QR recipients have **Mandatory Reporting Requirements** during the quarter, also known as mid-quarter changes. Mandatory Reports are required to be made within 10 days of the occurrence.

For Public Assistance Food Stamp (PAFS) households:

- Changes of address.

For Non-Assistance Food stamp (NAFS) households:

- Changes of address
- Work hours for ABAWD individuals

QR households can voluntarily report any changes outside of the QR 7 process that could result in an increase of benefits. These are called Voluntary Mid-Quarter reports.

Workers will take action to change benefits based on voluntary mid-quarter reports, only when benefits increase as a result of the reported change. No action will be taken to decrease benefits based on a voluntary mid-quarter report.

The QR cycle is comprised of three consecutive months. The three months constitute a QR Payment Quarter. The terminology to describe the months and the quarter of an individual QR cycle are:

QR Data Month

The month for which the recipient reports all information necessary to determine eligibility. The QR Data Month is the second month of each quarter.

Submit Month

The month in which the QR 7 is required to be submitted to the worker. This month immediately follows the QR Data Month and is the third month of each quarter.

QR Payment Quarter

The quarter in which benefits are paid/issued for the three-month period immediately following the QR Submit Month.

			2 nd Quarter		
Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1 st Month of the Quarter	QR Data Month	QR Submit Month	QR Payment Quarter		

There are 3 reporting cycles: Cycle 1, Cycle 2, and Cycle 3. New applications are assigned one of the three cycles, based on the positive action month (application month).

If the approval month is **January, April, July or October**, the reporting cycle is Cycle 1.

Cycle 1		
Approval Month	QR Data Month	QR Submit Month
January	February	March
April	May	June
July	August	September
October	November	December

If the approval month is **February, May, August or November** the reporting cycle is Cycle 2.

Cycle 2		
Approval Month	QR Data Month	QR Submit Month
February	March	April
May	June	July
August	September	October
November	December	January

If the approval month is **March, June, September or December** the reporting cycle is Cycle 3.

Cycle 3		
Approval Month	QR Data Month	QR Submit Month
March	April	May
June	July	August
September	October	November
December	January	February