

How Food Stamp Customers Report Changes

Missouri is a Simplified Reporting State. This means Food Stamp customers must:

- Report certain changes when they happen
- Complete and return the Mid-Certification Review form

Reporting Changes When They Happen

<p>Changes that you must report</p>	<ul style="list-style-type: none"> • If your household’s gross monthly earned income and your unearned income is higher than the amount allowed. Find that amount on the Action Notice you received when approved or go to: http://dss.mo.gov/fsd/pdf/food-stamp-changes-flyer.pdf • If you have an Able-Bodied Adult without Dependents (ABAWD) in your household and that person is no longer meeting the 80 hours of work and/or training required each month (For more information, go to www.mydss.mo.gov)
<p>When to report</p>	<p>By the 10th day of the next month after the change happens.</p>
<p>Why you must report the change</p>	<p>You must pay back Food Stamp benefits to the FSD if:</p> <ul style="list-style-type: none"> • The change wasn’t reported on time, <u>and</u> • The change would have lowered the amount of Food Stamp benefits
<p>How to report</p>	<ul style="list-style-type: none"> • Call 1-855-FSD-INFO (1-855-373-4636) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Visit any local FSD office. Find one near you at: http://dss.mo.gov/dss_map <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Submit a change report form online through the Missouri Benefits Center at: www.mydss.mo.gov

Mid-Certification Review Form

<p>What is a Certification Period?</p>	<p>The number of months a household is approved for benefits. Most households get either a 12-month or a 24-month certification period.</p>
<p>What is the Mid-Certification Review?</p>	<p>It allows Food Stamp customers like you to confirm or update information on a form FSD mails to you. The form is due halfway through your certification period.</p> <p><i>Example: If a household is approved for 12 months of benefits, their Mid-Certification Review form will be due in month 6.</i></p>

When will FSD mail the form to me?	In the month before the due date.
How do I complete the form?	Update, sign, and return it.
What happens if I don't return the form?	Your household will stop receiving Food Stamp benefits if you do not return the form. You cannot receive benefits again unless you reapply and are approved.
What happens if a change is not reported?	You must pay back Food Stamp benefits to the FSD if: <ul style="list-style-type: none"> • The change wasn't reported on time, <u>and</u> • The change would have lowered the amount of Food Stamp benefits

You can ask for a hearing

If the FSD changes or stops your benefits and you think the change is wrong, you can ask for a hearing. To do this, contact the FSD by phone or in person. See the "How to report" section above for ways to contact FSD.

Note: If your income goes down or your expenses go up, you do not have to report it to the FSD. However, you may want to report these changes, because it may increase the amount of Food Stamp benefits you are getting. If this happens, the FSD will send you a written notice of the change.

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- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442
- (3) Email: program.intake@usda.gov

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