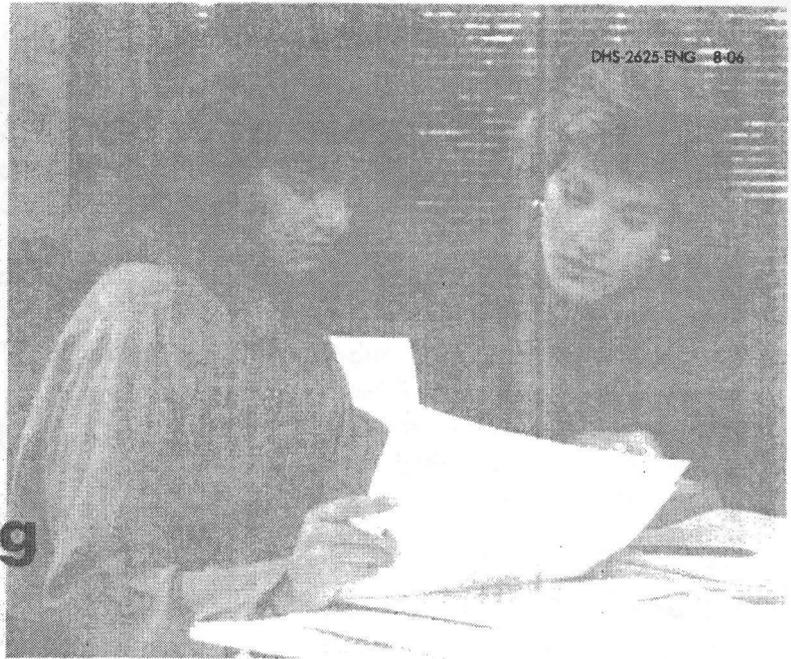


Food Support Monthly Reporting



Monthly reporting

To get food support benefits, you must report your income and expenses to your county worker each month. This brochure tells you how to report your income and expenses using the Household Report Form (DHS-2120). Ask your county worker for more information.

Timely reporting

It is important that you report your income and expenses monthly. Each month your county office or the state will send you a Household Report Form and an unstamped return envelope. You must fill out, sign, date, and return the form to the county office.

Sign and return the form on or after **the last day** of the month you are reporting about. You must tell us about the whole report month. If you sign and return it earlier, it will not have information about the whole month and we will return it to you.

Your county office must get the form by the *eighth day of the month after the month you are reporting about*. If the eighth of the month is on a weekend or holiday, the form is due the first working day after the eighth. You must mail or bring it to the county office on time.

Budgeting your income

There are two types of budgeting used to figure your food support benefits.

The first type of budgeting used is called "Prospective budgeting". "Prospective budgeting" is a way to look at your income to figure your food support benefits for the month you apply and for the next month.

"Retrospective budgeting" is the second type of budgeting used to figure your food support benefits.

"Retrospective budgeting" is a way to look at your past income to figure the amount of food support benefits you will get after the first two months of benefits. Your food support benefits are figured "looking back" at your income two months before. For example, your food support benefits for July are based on the income you got in May.

This means that if you stop working, your income from that job will usually be used to figure your food support benefits two months later, even if you are still not working. For example, you earned \$600 in May but got laid off that month. You have no income in June or July. Your July food support benefits are figured using the \$600 you earned in May. Your August food support benefits are figured using \$0 income from June. If your job ends you will still need to complete the Household Report Form for three months after your earned income has ended.

If you are paid weekly or every two weeks, there will be a few months in the year when you get an "extra" paycheck. For example, if you are paid weekly, you may get five weekly paychecks in a month instead of four. When that happens, your total month's income will be higher than normal. This will reduce or may end your food support benefits for one month.

It is important that you know about these changes in your benefits. We cannot increase your food support benefits right away when your income drops.

Filling out the Household Report Form

There are general instructions on the first page of the form. Each question also has instructions on how to answer it. Please read them with care. The upper left corner of the first page of the form tells you what month to report about.

You must answer each question on the form. Answer the questions for every person in your home who buys, fixes *or* eats food with you. Also answer the questions for parents, children, brothers or sisters who live with you. If you have any questions about who you must include in your report, contact your county worker.

You must send in proof of your income and certain expenses. "Proof" can be pay stubs, employer's statements or receipts. The instructions for each question tell you what types of proof you must send in. These documents will be returned to you only if you write on the document or form that you want it returned.

Reporting new household members

If someone new moves in with you, you must report that change on the Household Report Form for the month he or she moved in.

You may report it to the county office right away and have that person added to the Food Support household. If you do, your food support benefits may be larger.

Mailing the Household Report Form

When you have filled out and signed the form, fold it so the county office address is on the outside. Put the form in the return envelope so the county office address shows through the window of the envelope. Also put your proof documents in the envelope. Remember to put a stamp on the envelope unless you are bringing it to the county office.

Incorrect reporting

- **If you do not send in your Household Report Form,** we will close your case. Your food support benefits will stop.
- **If you send your report form in late,** your food support benefits may be issued late.
- **If you do not fill your report form out correctly,** you will get it back. This may make your food support benefits late. Your report form is not correct if:
 - You sign it before the last day of the month.
 - You do not answer every question.
 - You do not send the required documents of proof.

(agency)

Changing benefits

Your county office will notify you in writing when your food support benefits are going to change. A Notice of Change, based on facts you provide on your Household Report Form, will be mailed or given to you no later than the day you get your food support benefits. If you do not agree with the changes to your benefits, you can file an appeal. Information on how to appeal is on the Notice of Change or you can ask your county worker about appeals.

If you have questions

For questions about filling out the Household Report Form or how your food support benefits are figured, contact the human services office in your county. The county office telephone number is on the first page of the form.

For TTY/TDD service, call the Minnesota Relay at 711 or (800) 627-3529 and ask them to call your county human services office. For the Speech-to-Speech Relay, call (877) 627-3848.

Your right to file a complaint

If you feel the county or the Minnesota Department of Human Services treated you differently in the handling of a public assistance application or payment because of race, color, national origin, political beliefs, religion, creed, sex, sexual orientation, public assistance status, age or disability (including access to buildings or programs), you may file a complaint with one or more of these agencies:

Minnesota Department of Human Services
Office for Equal Opportunity
PO Box 64997
St. Paul, MN 55164-0997
(651) 431-3040 (Voice)
(651) 431-3041 (TTY/TDD)

Minnesota Department of Human Rights
190 East 5th Street, Suite 700
St. Paul, MN 55101
(800) 657-3704 (Voice)
(651) 296-1283 (TTY/TDD)

U.S. Department of Agriculture
Director, Office of Civil Rights
Room 326 - W, Whitten Building
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(202) 720-5964 (Voice or TTY/TDD)

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.