



Ohio Administrative Code

Rule 5101:4-7-01 Food assistance: reporting requirements during the certification period.

Effective: April 1, 2026

Every assistance group (AG) receiving supplemental nutrition assistance program (SNAP) benefits is to report certain changes that affect eligibility. Reporting requirements ensure AGs receive an accurate SNAP benefit amount and that only AGs who remain eligible continue to receive SNAP benefits.

(A) What are the requirements for reporting changes?

AGs are advised of their reporting requirements during their initial interview, on the notice of approval and/or notice of change at application, recertification, and any time a change in SNAP benefits occur.

(1) During the certification period, an AG is to report the following changes within ten days following the end of the month in which the change first occurred:

(a) When their gross monthly income exceeds the monthly poverty income guideline:

(i) AGs determined eligible with their gross monthly income at or below one hundred thirty per cent of the monthly poverty income guideline for their AG size are to report when their gross income exceeds one hundred thirty per cent of the monthly poverty income guideline for their AG size.

(ii) AGs determined eligible with their gross monthly income above one hundred thirty per cent of the monthly poverty income guideline for their AG size, who are eligible because of notification of the Ohio careline services as outlined in rule 5101:4-2-02 of the Administrative Code, are to report when their gross income exceeds two hundred per cent of the monthly poverty income guidelines for their AG size.

(iii) The AG is to use the monthly gross income limit for the AG size that existed at the time of its most recent certification or recertification, regardless of any changes in the AG size. This includes income from any new AG members that are to be included in the AG as outlined in rule 5101:4-2-03 of the Administrative Code.

(b) When an able-bodied adult (ABA) subject to the work requirements and time limit changes work hours that bring the individual below twenty hours per week or eighty hours per month, as defined in rule 5101:4-3-13 of the Administrative Code; and



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- (c) When any member of the AG wins substantial lottery or gambling winnings as defined in rule 5101:4-1-03 of the Administrative Code.
- (2) The following AGs are subject to the interim reporting requirements as described in paragraph (F) of this rule:
 - (a) AGs certified for twelve months are to submit an interim report prior to the end of the sixth month of the certification period.
 - (b) Elderly or disabled AGs (ED AG) certified for thirty-six months as described in rule 5101:4-5-03 of the Administrative Code do not have to submit an interim report. However, when there is a case change processed and they are no longer an ED AG, the AG is to submit an interim report every six months for the duration of their certification period.
 - (c) AGs certified six months or less, do not have to submit an interim report.
- (B) How does an AG report changes that occur before or after the interim report is due?

The AG may report changes as follows:

- (1) In person, electronically, over the telephone, or via mail.
- (2) By returning a JFS 04196, "Food Assistance Change Reporting," or its electronic equivalent.

The county agency is to provide a JFS 04196 or its electronic equivalent to AGs at application, recertification, upon request, and whenever the AG returns a change report form. The county agency is to pay the postage for return of the form.

- (C) How are changes reported by the AG before or after the interim report is due processed?

- (1) When changes are reported by the AG, the county agency is to:
 - (a) Document the date a change is reported, whether in person, electronically, over the telephone, via mail, or a JFS 04196 or its electronic equivalent.

When the AG submits a JFS 04196 or its electronic equivalent to report a change, the county agency is to provide the AG with another form.

- (b) Process all reported changes within ten days to determine whether the change is to be acted on or held until the AG's next interim report or recertification, whichever occurs first.



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- (c) When the reported change affects the AG's eligibility or SNAP benefit amount, the AG is to receive notification of the adjustment.
 - (2) When the AG reports a change in accordance with paragraph (A)(1) of this rule or a change that is not a change in deductions, the county agency is to:
 - (a) Update the case as necessary and act on the change in accordance with paragraph (J) of this rule, when the reported change is considered verified upon receipt and no additional information is needed.
 - (b) When the reported change is not considered verified upon receipt or additional information is necessary, issue a JFS 07105, "Verification Request Checklist" identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.
 - (i) When the AG responds and provides sufficient information, update the case as necessary and act on the change in accordance with paragraph (J) of this rule.
 - (ii) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, propose termination of SNAP benefits and issue a notice of adverse action in accordance with rule 5101:6-2-04 of the Administrative Code.
- (3) When the AG reports a change in a deduction other than shelter costs, the county agency is to issue a JFS 07202, "Notice About Your SNAP Benefits," identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.
 - (a) When the AG responds and provides sufficient information, update the case as necessary and act on the change in accordance with paragraph (J) of this rule.
 - (b) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, remove the expense and adjust SNAP benefits in accordance with paragraph (J) of this rule.
- (4) When the AG reports a change in shelter costs without a change of address, the county agency is to:



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Issue a JFS 07201, "Courtesy Letter," identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.

- (a) When the AG responds and provides sufficient information, update the case as necessary and act on the change in accordance with paragraph (J) of this rule.
- (b) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, take no action on the change until the AG's next interim report or recertification, whichever occurs first.

When the AG provides verification at a later date, the change is based on the date verification is provided rather than from the date the change is reported.

- (5) When the AG reports a change of address that is not questionable, the county agency is to update the AG's address in the Ohio benefits integrated eligibility system, and:

- (a) When the address provided by the AG is an address within the state:
 - (i) Issue a JFS 07201, identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.
 - (ii) When the AG responds and provides sufficient information, update the case as necessary and act on the change in accordance with paragraph (J) of this rule.
 - (a) Provide the AG with the JFS 07217, "Voter Registration Notice of Rights and Declination" and JFS 07200-VR, "Voter Registration Form" (for requirements and procedures of the National Voter Registration Act of 1993 refer to rule 5101:1-2-15 of the Administrative Code); and
 - (b) Follow the procedures described in rule 5101:4-7-01.1 of the Administrative Code when the AG moved outside the county or county collaboration where it is currently participating.

- (b) When the address provided by the AG is an address outside of the state, propose termination of SNAP benefits. A notice of adverse action is not



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necessary in accordance with of rule 5101:6-2-05 of the Administrative Code and the change is to be made effective no later than the month following the change.

- (6) When the AG reports that an AG member is meeting a general work requirement or an ABA work requirement exemption as described in rule 5101:4-3-11 of the Administrative Code, the county agency is to:
- (a) Apply the new exemption and stop assigning countable months, unless the county agency determines the information is questionable.
 - (b) When the county agency determines the information is questionable, attempt to verify the exemption using information available to the county agency.
 - (c) When the county agency is unable to verify the exemption using available information issue a JFS 07201, identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code and the date in which it is to be returned, and allow the AG ten days to respond.
 - (i) When the AG responds and provides sufficient information, update the case as necessary and act on the information in accordance with paragraph (J) of this rule, when applicable.
 - (ii) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, take no action on the case. The individual remains subject to the work requirement until the exemption is verified.

When the AG provides verification at a later date, the change is based on the date verification is provided rather than from the date the change is reported.

(D) How is unclear information received before or after the interim report is due processed?

During the certification period, the county agency may obtain unclear information from a third party about an AG's circumstances from which the county agency cannot readily determine the effect on the AGs continued eligibility for SNAP, or in certain cases, SNAP benefit amount. Unclear information is information that is not verified, or information that is verified but the county agency needs additional information to act on the change. When unclear information is received, the county agency is to maintain documentation within the Ohio benefits integrated eligibility system capable



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of withstanding a third-party review of the information received and the actions taken to resolve the information.

(1) The county agency is not to act on changes in medical expenses it learns of from a source other than the AG and that, in order to take action, warrants the county agency to contact the AG for verification. The county agency is to only act on changes in medical expenses reported from a source other than the AG when those sources are verified upon receipt and do not necessitate contact with the AG.

(2) When the unclear information received is from a prisoner verification system or a deceased matching system, the county agency is to:

Review the information and compare it to the information on the case, and when the information in the match is unknown:

(a) Resolve the information with the AG; or

(b) When the information cannot be resolved with the AG, issue a JFS 07105, identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.

(i) When the AG responds and provides sufficient information, update the case as necessary and act on the information in accordance with paragraph (J) of this rule, when applicable.

(ii) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, remove the individual subject to the match and their income from the AG, adjust SNAP benefits accordingly, and issue a notice of adverse action in accordance with rule 5101:6-2-04 of the Administrative Code.

(3) When the unclear information indicates the AG failed to report the information at initial SNAP certification or recertification, including but not limited to, information that the AG had knowledge of at the time of SNAP certification or recertification but failed to report, falsified information, or when the unclear information is less than sixty days old relative to the currently month of participation, and if true, were to be reported in accordance with paragraph (A) (1) of this rule, the county agency is to:



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Review the information and compare it to the information on the case, and when the information in the match is unknown:

- (a) Resolve the information with the AG; or
- (b) When the information cannot be resolved with the AG, issue a JFS 07105, identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.
 - (i) When the AG responds and provides sufficient information, update the case as necessary and act on the information in accordance with paragraph (J) of this rule, when applicable.
 - (ii) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, propose termination of SNAP benefits and issue a notice of adverse action in accordance with rule 5101:6-2-04 of the Administrative Code.
- (4) When the unclear information received is from the national accuracy clearinghouse (NAC) data match system indicating an AG member has applied for or is in receipt of SNAP benefits in another state, the county agency is to process these matches in accordance with rule 5101:4-7-10 of the Administrative Code.
- (5) When the county agency receives returned mail, the county agency is to:
 - (a) Review the case file to verify whether the AG reported a new address or a correction to the existing address is necessary.
 - (b) When the county agency determines a new address was previously reported, follow the process outlined in paragraph (C)(5) of this rule.
 - (c) When nothing indicates a new or corrected address is needed in accordance with paragraph (D)(5)(a) of this rule, or the mail sent to the new or corrected address is returned, attempt to contact the AG by telephone to confirm the address.
 - (i) When the county agency confirms the current address is correct and the AG has not moved, clearly document the information in the Ohio benefits integrated eligibility system and resend the returned mail.



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(ii) When the county agency confirms a new address with the AG, follow the process outlined in paragraph (C)(5) of this rule.

(d) When the county agency is unable to reach the AG by telephone and the returned mail contains a United States postal service (USPS) in state forwarding address, the county is to follow the process described in paragraph (C)(5) of this rule.

(e) When the county agency is unable to reach the AG by telephone and the returned mail contains a USPS out of state forwarding address, or no forwarding address, the county agency is to issue a JFS 07105, identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.

The JFS 07105 is to be sent to the address in the Ohio benefits integrated eligibility system, and when available, to the forwarding address provided by the USPS.

(i) When the AG responds and provides sufficient information, update the case as necessary and act on the change in accordance with paragraph (J) of this rule, when applicable.

(ii) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, propose termination of SNAP benefits and issue a notice of adverse action in accordance with rule 5101:6-2-04 of the Administrative Code.

(6) When the unclear information does not indicate that follow up is necessary, the county agency is to take no action on the information until the AG's next interim report or recertification, whichever occurs first.

(E) How is information that was held during the certification period by the county agency processed at the AG's interim report or recertification?

(1) Once the AG has completed the interim report process, the county agency is to resolve any information that was held.

(a) Resolve the information with the AG; or

(b) When the information cannot be resolved with the AG and the information was held in accordance with paragraphs (C)(4) to (C)(5) of this rule, issue a JFS 07202 identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the



Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.

- (i) When the AG responds and provides sufficient information, update the case as necessary and act on the information in accordance with paragraph (J) of this rule, when applicable.
- (ii) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, remove the expense and adjust SNAP benefits in accordance with paragraph (J) of this rule.

When the AG provides verification at a later date, the change is based on the date verification is provided rather than from the date the change is reported.

- (c) When the information cannot be resolved with the AG and the information was held in accordance with paragraph (D)(6) of this rule, issue a JFS 07105, identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.
 - (i) When the AG responds and provides sufficient information, update the case as necessary and act on the information in accordance with paragraph (J) of this rule, when applicable.
 - (ii) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, propose termination of SNAP benefits and issue a notice of adverse action in accordance with rule 5101:6-2-04 of the Administrative Code.
- (2) As part of the recertification process, the county agency is to resolve any information that was held in accordance with paragraph (D)(6) of this rule.
 - (a) Resolve the information with the AG; or
 - (b) When the information cannot be resolved with the AG, issue a JFS 07105, identifying the documentation that is to be provided to clarify the AG's circumstances as described in rule 5101:4-2-09 of the Administrative Code, the date in which it is to be returned, and allow the AG ten days to respond.



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- (i) When the AG responds and provides sufficient information, update the case as necessary and act on the information in accordance with paragraph (J) of this rule, when applicable.
- (ii) When the AG does not respond or responds but fails to provide sufficient information to clarify its circumstances, remove any unverified expense(s) and adjust SNAP benefits in accordance with paragraph (J) of this rule or deny SNAP benefits.

(F) What is the interim report and when is it considered complete?

- (1) The interim report provides the county agency with updated information on the AG's circumstances. AGs subject to the interim reporting requirements as described in paragraph (A)(2) of this rule are to sign and submit a complete JFS 07221, "SNAP Assistance Interim Report" or JFS 07223, "SNAP Interim Report Reminder".
- (2) A JFS 07221 will be sent to the AG during:
 - (a) The fifth month of a twelve month certification period; or
 - (b) Month five, eleven, seventeen, twenty-three, and twenty-nine for AGs that are no longer an ED AG unless there is less than six months in the certification period.
- (3) When the county agency does not receive a completed interim report by the fifteenth day of the month that the interim report was issued, a JFS 07223 is to be sent to the AG.
- (4) For a JFS 07221 or JFS 07223 to be considered complete, the AG is to:
 - (a) Document any changes on the JFS 07221 or JFS 07223 as described in paragraph (G) of this rule;
 - (b) Provide verification of changes reported in accordance with rule 5101:4-2-09 of the Administrative Code; and
 - (c) Sign the JFS 07221 or JFS 07223. The signature may be handwritten or electronic as described in rule 5101:4-2-01 of the Administrative Code.
- (5) When the AG fails to return a completed JFS 07221 or JFS 07223 by the end of the month following the month that the interim report was issued, the county agency is to propose termination of SNAP benefits.



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(G) What changes are to be reported on the interim report?

AGs subject to the interim reporting requirements are to report the following changes on the JFS 07221 or JFS 07223:

- (1) Changes in the AG's composition, including the addition or removal of an AG member;
- (2) Changes in an AG member's rate of pay, employment status, or place of employment;
- (3) When an ABA subject to the work requirement and time limit changes work hours that bring the individual below twenty hours per week or eighty hours per month, as described in rule 5101:4-3-13 of the Administrative Code;
- (4) A change of more than one hundred twenty-five dollars in the AG's total unearned income;
- (5) When any member of an AG wins substantial lottery or gambling winnings as defined in rule 5101:4-1-03 of the Administrative Code.
- (6) When the AG moves and the resulting shelter and utility cost changes due to the change of address; and
- (7) Changes in an AG member's child support obligation.

(H) What are the methods for filing an interim report?

An AG may submit an interim report to the county agency:

- (1) In person;
- (2) Through an authorized representative;
- (3) By fax;
- (4) By electronic transmission; or
- (5) By mail.

(I) How is the interim report processed?

- (1) When the AG returns a complete JFS 07221 or JFS 07223 as described in paragraph (F)(4) of this rule, the county agency is to:



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- (a) Mark the interim report as received in the Ohio benefits integrated eligibility system;
 - (b) Process any changes reported in accordance with paragraph (J) of this rule; and
 - (c) Document the case file.
- (2) When the AG returns an incomplete JFS 07221 or JFS 07223, the county agency is to determine whether the AG failed to sign the interim report, provide verification of a mandatory change, or provide verification of a non-mandatory change.
- (a) When the AG failed to sign the interim report or provide verification of a mandatory change as described in paragraphs (G)(1) to (G)(5) of this rule, the county agency is to document receipt of the incomplete interim report in the case file and allow the Ohio benefits integrated eligibility system to issue the JFS 07223 or auto-discontinue SNAP benefits, when applicable.
 - (b) When the AG failed to provide verification of a non-mandatory change as described in paragraphs (G)(6) to (G)(7) of this rule, the county agency is to:
 - (i) Mark the interim report as received in the Ohio benefits integrated eligibility system;
 - (ii) Process any changes reported and verified in accordance with paragraph (J) of this rule;
 - (iii) Remove the unverified expense and adjust SNAP benefits in accordance with paragraph (J) of this rule; and
 - (iv) Document the case file.
- (J) What are the timeframes in which the county agency is to act on a change that is considered verified upon receipt and no additional information is needed?

(1) Changes that increase SNAP benefits:

For changes that result in an increase in SNAP benefits, the county agency is to make the increase effective no later than the first allotment issued ten days after the date the change was reported to the county agency, unless reported after the twentieth of the month. However, in no event are these increases to take effect any later than the month following the month in which the change is



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reported. Therefore, when the change is reported after the twentieth of a month and it is too late to adjust the following month's benefit amount, the county agency is to authorize supplemental benefits by the tenth calendar day of the following month, or the AG's normal issuance cycle in that month, whichever is later. Restoration of lost SNAP benefits is to be provided to any AG when the county agency fails to take action on a change that increases benefits within the time limits specified in this paragraph.

- (a) For example, an AG reporting a one hundred dollar decrease in income any time during May would have its June allotment increased. When the AG reports the change after the twentieth of May and it is too late for the county agency to adjust the allotment normally issued on June first, the county agency would authorize a supplement for the amount of the increase by June tenth.
- (b) Exception: An AG reporting the theft of income normally received during the month is not entitled to additional SNAP benefits. It is the responsibility of the provider of the income to make whatever restitution that may be appropriate. The loss is not deducted from income to the AG nor is it counted as income when and/or when it is replaced.

(2) Changes that decrease SNAP benefits:

For changes that result in a decrease in SNAP benefits, or the AG becomes ineligible as a result of the change, the county agency is to issue a notice of adverse action within ten days of the date the change was reported. When a notice of adverse action is used, the decrease in SNAP benefits is to be made effective for the month following the month in which the notice of adverse action period has expired, provided a fair hearing and continuation of benefits have not been requested. When a notice of adverse action is not used due to one of the exceptions of rule 5101:6-2-05 of the Administrative Code, the decrease is to be made effective no later than the month following the change.

(K) When should a county agency reinstate benefits without a new application?

The county agency is to reinstate an AG's benefits without a new application when:

- (1) The AG returns requested mandatory verifications or takes a necessary action within thirty days of the effective termination date. SNAP benefits are to be prorated from the date the verifications are returned or the action was taken, following the procedure set forth in rule 5101:4-4-27 of the Administrative Code.



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However, when the eligibility factor is met or the action is taken in the last month of the certification period or outside of a certification period, SNAP benefits are to not be reinstated. The AG is to complete a recertification as described in rule 5101:4-7-07 of the Administrative Code.

- (2) Any AG whose SNAP benefits have been terminated in accordance with paragraph (F)(5) of this rule submits a completed JFS 07221 or JFS 07223 as described in paragraph (F)(4) of this rule within thirty days of the effective termination date. The county agency is to prorate the AG's SNAP benefits beginning the day the completed JFS 07221 or JFS 07223 is returned.

(L) What happens when a county agency discovers an AG failed to report a change?

When the county agency discovers that the AG failed to report a required change and, as a result, received benefits to which it was not entitled, the county agency is to file a claim against the AG as described in rule 5101:4-8-15 of the Administrative Code. When the discovery is made within the certification period, the AG is entitled to a notice of adverse action when its benefits are reduced or terminated. An AG is to not be held liable for a claim because of a change in AG circumstances that it is not required to report.