

P-2222 Interim Reports (20-08)

An interim report (IR) is automatically generated by ACCESS and is due 6 months after the previous recertification date or approval date. The IR is mailed to the household to complete, and includes information about income, housing, bills, any absentee parents, and child support.

Any income received in the household must be verified through pay stubs, or if self-employed, by taxes or signed statements.

A 202 application can be used as an Interim Report, BUT an Interim Report cannot be a 202 application.

The IR will be mailed on the 15th of the month prior to when it is due and will be due on the 2nd of the following month. An IR reminder notice will be mailed on the 3rd of the month it is due.

IR not returned

If the IR does not come in:

- Close the benefit for end of month by putting a "N" in Non-COOP on STAT C STAT, "Failure to Provide Paystubs"; and
- Remove the TODO.

IR returned after closure is approved

If the IR and all needed verification comes in by the end of the month of closure, reinstate the benefits.

If the IR comes in by the end of the month of closure, but required verification does not, keep the benefit closed. The household will need to reapply.

Interim Report Mandatory Questions

<u>Question/Information</u>	<u>Reach Up</u>
Address	
Phone	
Household	

Composition	
In Home Caretaker Services	
Income	Mandatory
Assets	
Shelter Expense	
Vehicles	
Dependent Care Expense	
Other Change	
Signature	Mandatory (can be electronic)