

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
123 Chalan Kareta
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Simplified Reporting System Handout (Revised)

What is Simplified Reporting and what do I have to do:

The Simplified Reporting System (SRS) is a way for Supplemental Nutrition Assistance Program (SNAP) and Cash Assistance Program (CAP) clients to report changes. You need to report only when your income exceeds the gross income for your household size shown below by the 10th day of the following month in which the change occurred. (Example: A change that occurred in Aug. must be reported by Sept. 10th)

Household Size	Amount	Household Size	Amount
1	\$1,276	6	\$3,529
2	\$1,726	7	\$3,980
3	\$2,177	8	\$4,430
4	\$2,628	Above 8	For each additional person, add \$451 to the 8-household amount
5	\$3,078		

Periodic Change Report (PCR)

When and How do I file a PCR?

Six (6) months after application/renewal date, you must submit a PCR between the 1st and 10th of the month after you receive the form to the SNAP Office that handles your case (Northern-Dededo, Central-Mangilao or Southern-Inarajan). Example: If you receive the form in May, complete form between June 1 to June 10, sign and return to SNAP Office no later than June 10th.

IMPORTANT: If you submit PCR before June 1st, it will be returned to you.

If you submit PCR after June 30th, you will need to re-apply for SNAP.

SNAP & CAP PENALTIES FOR THE FOLLOWING:	
OFFENSE	PENALTY - Loss of Benefits
<ul style="list-style-type: none"> - Hiding information or making false statements - Using EBT cards that belong to someone else - Crediting at a store - Using SNAP and/or CAP benefits to buy alcohol or tobacco - Trading or selling SNAP and/or CAP benefits and EBT cards 	<ul style="list-style-type: none"> - 1st Offense: 12 months - 2nd Offense: 24 months - 3rd Offense: Permanently
<ul style="list-style-type: none"> - Trading SNAP or CAP benefits for controlled substances such as drugs 	<ul style="list-style-type: none"> - 1st Offense: 24 months - 2nd Offense: Permanently
<ul style="list-style-type: none"> - Trading SNAP and/or CAP benefits for firearms, ammunitions or explosives - Trading or buying or selling SNAP and/or CAP benefits of \$500 or more 	<ul style="list-style-type: none"> - Permanently
<ul style="list-style-type: none"> - Giving false information about who you are or where you live so you can get additional SNAP and/or CAP benefits 	<ul style="list-style-type: none"> - 10 years for each offense