Summary of QC Household Composition Errors for FFY 2016 (10/2015 – 9/2016)

- 10 household composition SNAP errors
- 7 agency errors; 3 client errors

Client Errors:

- Person left household and entered a facility ineligible to receive SNAP.
- Client failed to report son moving into the household on CSR (Six Month Report).
- Client failed to report they got married. (Spouse should have been added to the household).

Agency Errors:

- Client moved to an institutional residence where more than 50% of meals are provided. Agency did not follow up on inconsistent information.
- Person left the household. Agency failed to act on reported information. CM 14.03.06; 8.06.09; 25; 25.03
- Baby born and was reported. Agency failed to act when baby was reported. This error occurred in two of the seven agency errors.
- Mandatory unit members not included in the household. This occurred in two of the error cases: two adopted grandchildren were not added; a student should have been eligible due to receipt of federal work study. CM 0022.24; 0014.03.06
- ABAWD exemption was met by a household member but was not given and/or entered on MAXIS STAT/WREG panel. This person would have been eligible to receive SNAP benefits. CM 0028.06.12

TIPS to reduce errors:

- Make sure all people living in the home are entered on MAXIS, not just entered in CASE/NOTE.
- Review submitted information in Person Search on MAXIS.
- Determine if each person listed on the application is a mandatory unit member. CM 0014.03.06
- Review STAT panels on MAXIS before approving results.
- Make sure STAT/WREG panels are coded correctly and STAT/EATS panel when applicable.
- Remember that adding or removing a household member can result in other types of errors. Make sure you look at the effect it can have on income, shelter costs, etc.
- Enter complete and accurate household information in MAXIS CASE/NOTE.

Training:

- WBT TES 212 – Household Composition for SNAP
- Review policy.
- Check the SNAP Resource Page out on County Link under DHS Programs Resources, SNAP regularly.