PAYMENT ACCURACY TIP
HOUSEHOLD COMPOSITION

- Compare the information on page 3 of the CAF (DHS-5223) listing household members with the information on the STAT/MEMB and STAT/MEMI panels.

- The question: “Does everyone in your household buy, fix or eat food with you?” on the CAF is VITAL. This must be answered in order to determine the Food Support Unit.

- Mandatory members include spouses, children under age of 22, and people who buy and prepare together even if not related.

- Some people may be excluded, see CM §0014.06 (Who Must Be Excluded From Assistance Unit).

- Some people may have multiple residences, see CM §0014.12 (Units For People With Multiple Residences).

- Compare the shelter form to CAF. If there are other HH members, purchasing and preparing must be addressed. Document in MAXIS CASE/NOTE and on the CAF.

- Document Household Composition in MAXIS CASE/NOTE, both the initial household composition facts and any changes to the household composition.

- When creating the STAT/EATS and STAT/PARE panels determine which household members are in the FS Assistance unit.

- For non-applicant members in HH and their income, see CM §0016.42 (Income Of Non-Applicants).