

**DATE:** May 21, 2021 – **June 23, 2021**

**OPERATIONS MEMORANDUM #21-05-02**

**SUBJECT:** **Revised** Temporary Waiver of Semi-Annual Reporting (SAR) requirements for the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) programs

**TO:** Executive Directors

**FROM:** Paula Copeland  
Acting Director  
Bureau of Operations

**PURPOSE**

To inform the County Assistance Offices (CAOs) that SNAP and TANF SARs are being waived for households with a SAR due in **July 2021** through **September 2021**.

**BACKGROUND/DISCUSSION**

Usually when a SNAP or TANF household did not complete the SAR/Late Incomplete Notice (LIN) process, the household's budget goes into Termination Status and a close date is system entered for the budget. The Department of Human Services (DHS) has been approved to waive the SAR requirement for any SARs due in **July 2021** through **September 2021**. A data fix will be completed for any households with a SAR due in **July 2021** through **September 2021** to adjust the SAR due date to match the household's next renewal to allow the household to continue to receive benefits.

The CAO should continue to track and process the SAR/LIN if they are received.

For any cases with a SAR that has been waived under this OPS Memo, an auto-narrative will be entered: SAR has been waived as detailed in OPS 21-05-02."

**NEXT STEPS**

1. Share and review this Operations Memorandum with appropriate staff.
2. Direct questions regarding this Operations Memorandum to your Area Manager.
3. This Operations Memorandum is in effect **through September 30**.