**ATTACHMENT B1a: CASE RECORD REVIEW**

BURDEN DISCLOSURE STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 2 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

|  |
| --- |
| **Case Record Number (this will include a Tribal-specific code followed by a 4-digit number -0001,-0002, etc.)****Information about the Household**Household size [1-16 persons]Certification status [New, Recertified]  |
| Information on each household member (including HOH)* The head of household (HOH) is defined as the person in the household that has primary responsibility and/or obligation for the financial support of others in the household.
* Relationship to HOH [self, spouse/partner, son, daughter, grandchild, sibling, foster child, etc.]
* DOB [mm/dd/yyyy] [Will be recalculated to indicate Age]

SNAP * Whether currently receiving receive SNAP (Y/N)
* Whether recently applied for SNAP (Y/N)
* Whether HOH or anyone in household has ever been disqualified from SNAP(Y/N)

Income (Earned and unearned) [[1]](#footnote-1) [[2]](#footnote-2)* Income source 1 and amount
* Income source 2 and amount
* Income source 3 and amount
* Income source 4 and amount
* Total of earned income sources

Self-employment income (Y/N)* Number of household members self-employed
* Type of Business
* Occupation
* Primary source of income (Y/N)

Student status (Y/N)* Receipt of educational grants, scholarships, or loans (Y/N)
* Amount
* Time period
* Type (Pell Grant, Student Loan, BIA, Scholarship, Other)
* Amount used for tuition and fees

Resources * Cash
* Checking/savings accounts
* Stocks, bonds, certificate of deposit, other
 |

1. Wages, social security, SSI, TANF, general/public assistance, foster care payments, unemployment or worker’s compensation, child support, alimony, pensions, Veteran’s benefits, per capita payments from gambling enterprises, work/training allowances, etc.). [↑](#footnote-ref-1)
2. Frequently Asked Questions on FDIPR Household Eligibility (Rev. 8/5/2010): Based on treaties and other legal documents (including court judgments), laws have been enacted to specify that certain funds are to be excluded as income and/or a resource in determining eligibility for any Federal or federally assisted means-tested program. This list is posted on the FDPIR website at: <http://www.fns.usda.gov/fdd/programs/fdpir/fdpir_guidance.htm> . [↑](#footnote-ref-2)