

	Division/Section	Family Support
	Chapter No./Name	4 – Economic Stability (ES)
	Part No./Name	Y – Forms and Forms Instructions
	Section No./Name	Y-1000 ES Forms and Forms Instructions (Forms 1-9)
	Document No./Name	OFS 4SR Ins Simplified Report
	Effective Date	October 15, 2024

CURRENT VERSION OF FORM: * 10/24 REPLACING: 11/23 Issue Obsolete **

STOCKED: System-generated/On-Line Policy Management System

UNIT OF ISSUE: N/A (8 1/2" X 11", 7 pages, 3 pages 2-sided, 1 pages front only)

➤ PURPOSE

Use to report certain household circumstances on an interim basis.

➤ PREPARATION

The form is automatically mailed to the household the month prior to the Simplified Report month.

The form may be issued manually by the local office. When preparing the form for manual issuance:

- The name and address of the head of household, the Case ID number, the date the form is issued, and the due date for returning the form must be written on the form.
- Enter the type case(s) for which the Simplified Report is due.
- Enter the dates the form and all required proofs are due.
- Enter the month after the Simplified Report month to indicate when the client will no longer receive benefits if the completed form is not returned.
- Complete all dates in the 'Commonly asked questions' section. Enter the due date as the received after dates. Enter the last day of the Simplified Report month to indicate when benefits will end.

The form must be signed by the head of household, any other responsible household member, or authorized representative to be considered a complete report.

➤ DISPOSITION

Scan and index the document into OnBase. When indexing, select the Document Type Group – Applications and Document Type – OFS 4SR.