

## Interim Reporting via Self Service Portal

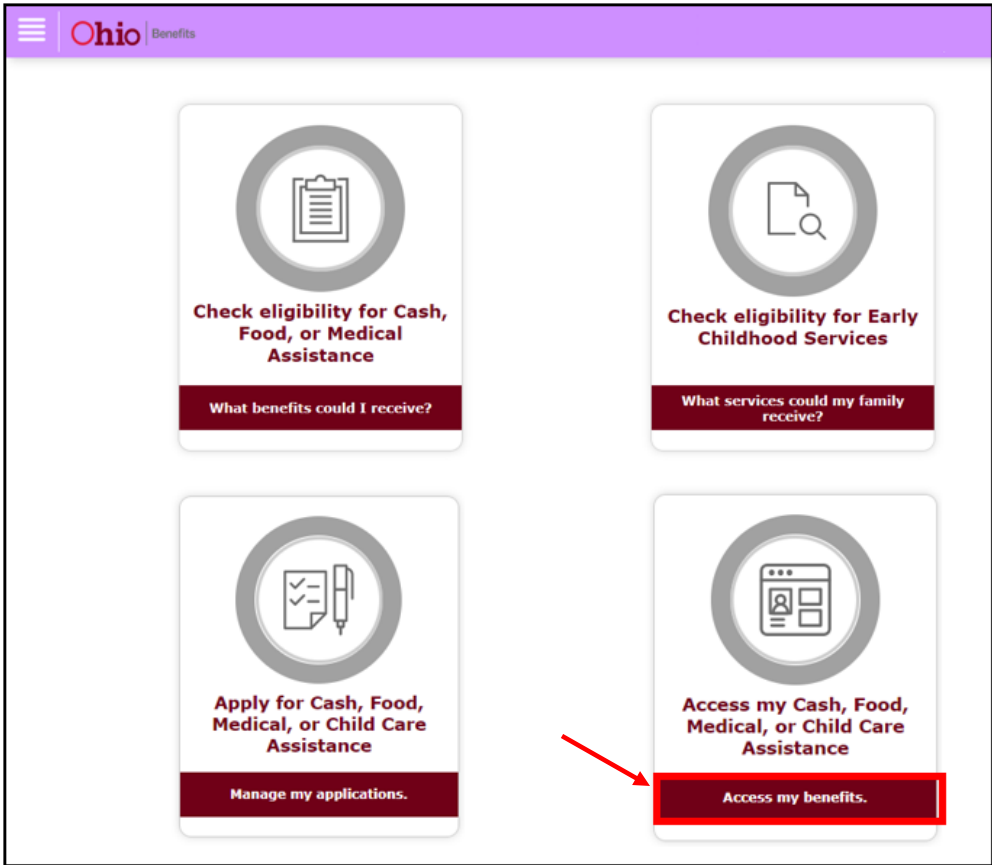
Purpose:

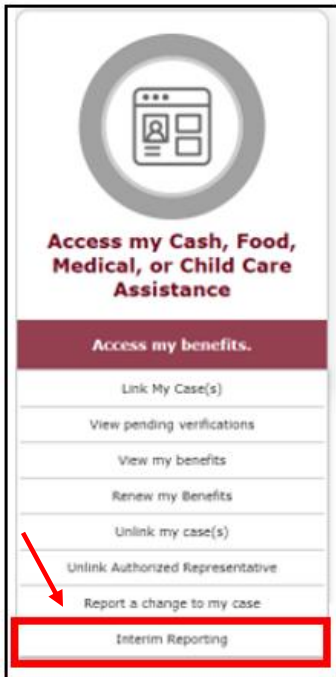
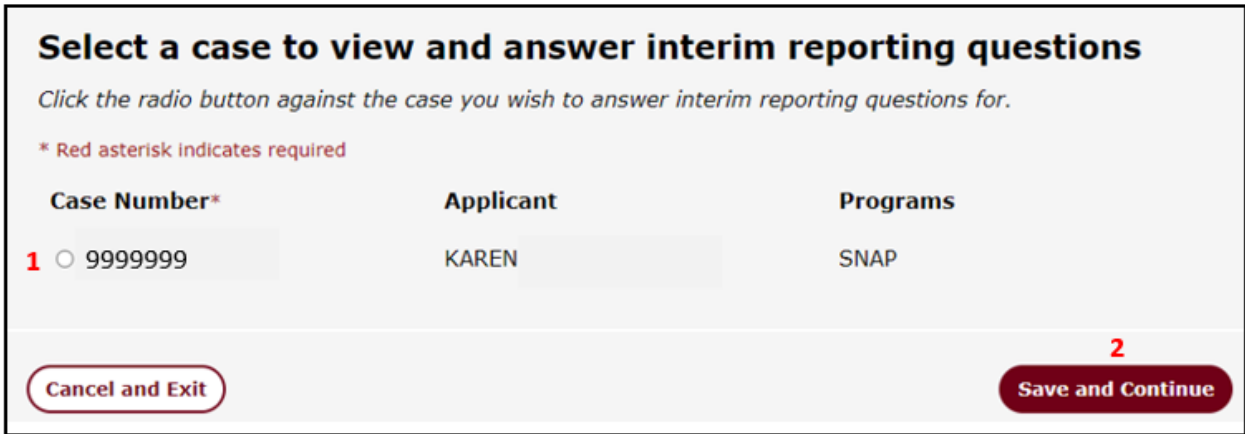
Provide Self Service Portal users with instruction on how to complete an Interim Report electronically or print the Interim Report for completion and submission to the county agency.

Description	Hyperlink to Scenario
Complete Interim Report Electronically	<a href="#">Complete Interim Report Electronically</a>
Print Interim Report from Message Center	<a href="#">Print Interim Report from Message Center</a>

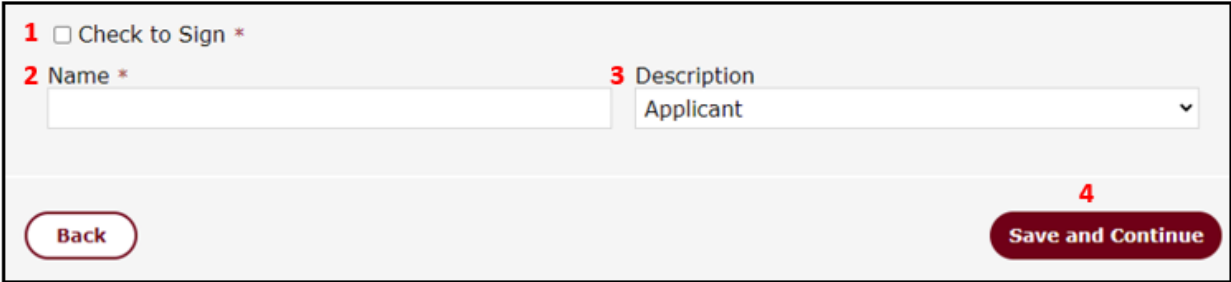

**Complete Interim Report Electronically**

Access and complete the Interim Report on the Self Service Portal.


Step	Description
1	Log-in to your Self Service Portal Account at <a href="https://benefits.ohio.gov">https://benefits.ohio.gov</a>
2	<p>Once logged into your account, click <b>Access my benefits</b>.</p>  <p>The screenshot shows the Ohio Benefits Self Service Portal interface. It features a purple header with the Ohio logo and 'Benefits' text. Below the header are four white cards with icons and text. The cards are: 1. 'Check eligibility for Cash, Food, or Medical Assistance' with a clipboard icon and a red button 'What benefits could I receive?'. 2. 'Check eligibility for Early Childhood Services' with a magnifying glass icon and a red button 'What services could my family receive?'. 3. 'Apply for Cash, Food, Medical, or Child Care Assistance' with a checklist icon and a red button 'Manage my applications.'. 4. 'Access my Cash, Food, Medical, or Child Care Assistance' with a computer monitor icon and a red button 'Access my benefits.'. A red arrow points to the 'Access my benefits.' button, which is also enclosed in a red rectangular box.</p>

Step	Description
3	<p>Access my benefits drop-down menu displays, click <b>Interim Reporting</b>.</p> 
4	<p>Select a case to view and answer interim reporting questions displays:</p> <ol style="list-style-type: none"> <li>1. Select appropriate case</li> <li>2. Click <b>Save and Continue</b></li> </ol> 

Step	Description
5	<p><b>It is time for your Interim Report</b> displays, read instructions (<i>screenshots below do not display the entire page</i>)</p> <div style="border: 1px solid black; padding: 10px;"> <p><b><u>What do you do with this form?</u></b></p> <p><b><u>You must:</u></b></p> <ul style="list-style-type: none"> <li>• Fill out the below questions or the SNAP Assistance Interim Reporting Form which was sent to you by: DEADLINE 06/15/2022</li> <li>• If a question says to Attach Proof, you will be prompted to attach proof once you click Save and Continue. Example: proof of insurance can be check stubs, self-employment records, award letters or other documents showing how much income you get.</li> <li>• Electronically Sign and Date upon clicking Save and Continue</li> <li>• If you need more space for your answers, please call your county office or submit responses via the SNAP Assistance Interim Reporting Form which was sent to you.</li> </ul> <p><b><u>What if you have questions?</u></b></p> <p><i>Call your county office listed above</i></p> </div>
6	<p>Answer required questions.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Has anyone moved into or out of your home since your last reapplication (date above)? *</p> <p><input type="radio"/> Yes or I am not sure - Fill in the boxes below</p> <p><input type="radio"/> No or I already reported the change to my county contact - Go to the next question</p> <p>Has anyone had a change in their hourly rate of pay, salary, employment status (full time/part time) or place of employment since your last reapplication (date above)? *</p> <p><input type="radio"/> Yes or I am not sure - Fill in the boxes below</p> <p><input type="radio"/> No or I already reported the change to my county contact - Go to the next question</p> <p>Has anyone's unearned income changed by more than \$100 since your last reapplication (date above)? *</p> <p><input type="radio"/> Yes or I am not sure - Fill in the boxes below</p> <p><input type="radio"/> No or I already reported the change to my county contact - Go to the next question</p> <p>Has your household moved? *</p> <p><input type="radio"/> Yes or I am not sure - Fill in the boxes below</p> <p><input type="radio"/> No or I already reported the change to my county contact - Go to the next question</p> <p>Has your child support obligation changed since your last reapplication (date above)? *</p> <p><input type="radio"/> Yes or I am not sure - Fill in the boxes below</p> <p><input type="radio"/> No or I already reported the change to my county contact - Go to the next question</p> <p>Have you or anyone in your household won \$3,750 or more (before withholdings) in lottery or gambling winnings? *</p> <p><input type="radio"/> Yes or I am not sure - Fill in the boxes below</p> <p><input type="radio"/> No</p> </div>

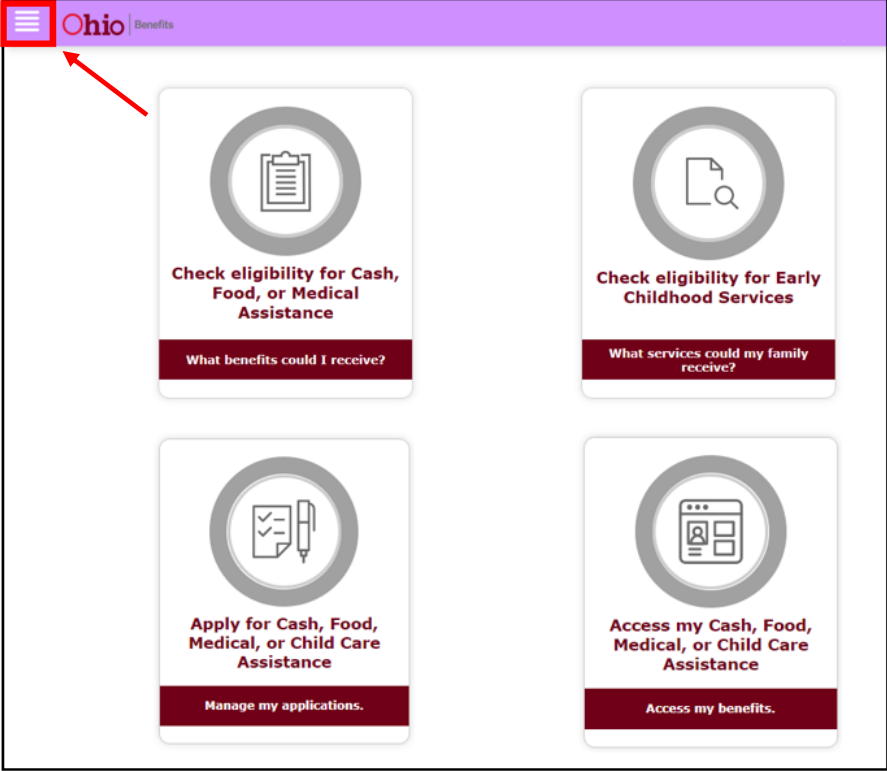
Step	Description
7	<p>Electronically sign Interim Report:</p> <ol style="list-style-type: none"> <li>1. Click <b>Check to Sign</b> box</li> <li>2. Enter full name</li> <li>3. Confirm proper <b>Description</b> selected</li> <li>4. Click <b>Save and Continue</b></li> </ol> 
8	<p>If applicable, <b>Upload Documents</b>. Click <b>Save and Continue</b>.</p>  <p><b>Note:</b> Document may be uploaded from a mobile device.</p>



Step	Description
9	<p data-bbox="235 380 899 415">Interim Reporting Confirmation displays, click <b>Exit</b>.</p> <div data-bbox="272 457 1507 688"><p data-bbox="313 478 870 514"><b>Interim Reporting Confirmation</b></p><p data-bbox="313 531 899 562"><i>Your interim reporting has been successfully submitted.</i></p><p data-bbox="289 598 428 678"> A rectangular button with rounded corners and the text "Exit" inside. A red arrow points to the button from the right.</p></div>

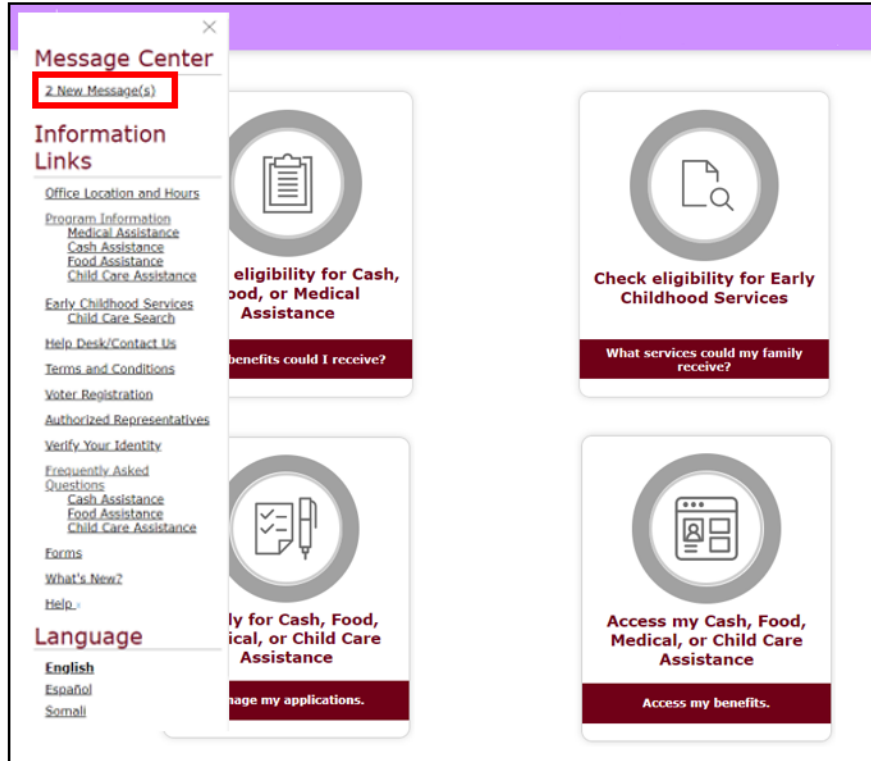
**Print Interim Report from Message Center**

Download and print the Interim Report on the Self Service Portal.

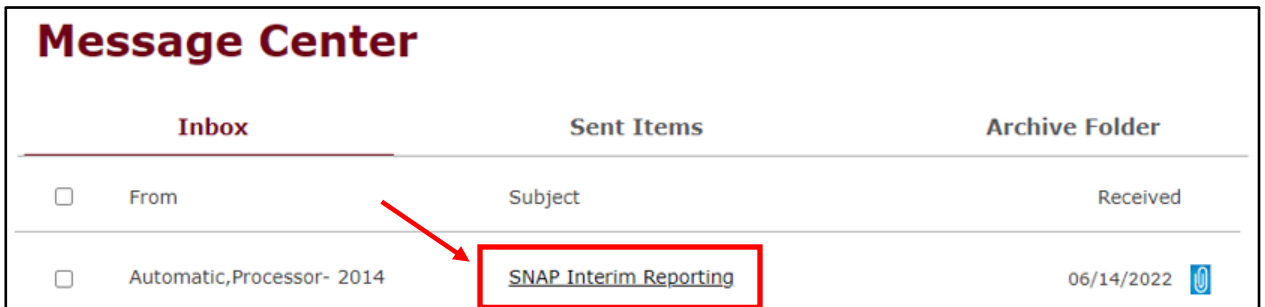
Step	Description
1	Log-in to your Self Service Portal account.
2	<p>Access Message Center by expanding the <b>Menu</b> icon on the home page.</p> 

**Step Description**

**3** Message Center displays, click **New Messages** hyperlink.



Message Center Inbox displays, click **SNAP Interim Reporting** hyperlink.





Step	Description						
5	<p>Message Center displays Interim Reporting correspondence, click <b>Download</b>.</p> <div data-bbox="483 514 1295 1291" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Message Center</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">Inbox</th> <th style="width: 33%; text-align: center;">Sent Items</th> <th style="width: 33%; text-align: center;">Archive Folder</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="padding: 10px;"> <p><b>From:</b> Automatic, Processor- 2014</p> <p><b>Received:</b> Tue 06/14/2022 12:30 PM</p> <p><b>Subject:</b> SNAP Interim Reporting</p> <p><b>Message:</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p>It is time for us to review your case, 9999999. Please complete, sign, and return the form attached to this message to the address listed within the form or complete the process online.</p> <p>To complete this process online:</p> <ol style="list-style-type: none"> <li>1. Click on "Home Ohio Benefits"</li> <li>2. Click the "Access" section to the right of the screen</li> <li>3. Select "Interim Reporting" and follow the prompts.</li> </ol> <p>We will use the information you provide to make sure that you are still eligible and that you are receiving the correct amount of benefits. Reported changes may result in the reduction or termination of benefits.</p> <p>If you do not return this form or complete the process online by the deadline 06/15/2022, we will stop your SNAP benefits.</p> </div> <p><b>Attachments</b> You can download the attachment by clicking on the Download button below. Once downloaded, please ensure it is opened using Adobe. If you do not have Adobe installed on your system, you can get it from <a href="#">Adobe</a> website.</p> <p style="text-align: center;">SNAP_Interim_Report_1462022.pdf <span style="border: 2px solid red; padding: 2px 5px; font-weight: bold; color: white;">Download</span></p> </td> </tr> </tbody> </table> </div>	Inbox	Sent Items	Archive Folder	<p><b>From:</b> Automatic, Processor- 2014</p> <p><b>Received:</b> Tue 06/14/2022 12:30 PM</p> <p><b>Subject:</b> SNAP Interim Reporting</p> <p><b>Message:</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p>It is time for us to review your case, 9999999. Please complete, sign, and return the form attached to this message to the address listed within the form or complete the process online.</p> <p>To complete this process online:</p> <ol style="list-style-type: none"> <li>1. Click on "Home Ohio Benefits"</li> <li>2. Click the "Access" section to the right of the screen</li> <li>3. Select "Interim Reporting" and follow the prompts.</li> </ol> <p>We will use the information you provide to make sure that you are still eligible and that you are receiving the correct amount of benefits. Reported changes may result in the reduction or termination of benefits.</p> <p>If you do not return this form or complete the process online by the deadline 06/15/2022, we will stop your SNAP benefits.</p> </div> <p><b>Attachments</b> You can download the attachment by clicking on the Download button below. Once downloaded, please ensure it is opened using Adobe. If you do not have Adobe installed on your system, you can get it from <a href="#">Adobe</a> website.</p> <p style="text-align: center;">SNAP_Interim_Report_1462022.pdf <span style="border: 2px solid red; padding: 2px 5px; font-weight: bold; color: white;">Download</span></p>		
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6	<p>Upon downloading, you may print the Interim Report for completion and submission to your county Department of Job and Family Services.</p>						