



Using the Ohio Benefits Self-Service Portal to Submit an Interim Report

To set up a self-service portal account, visit <https://ssp.benefits.ohio.gov>.

For instructions on how to create an account on the Self-Service Portal and how to link your case to an account, click the navigation menu (Four horizontal lines) in the upper left-hand corner and select “[help](#)” to access a complete guide.



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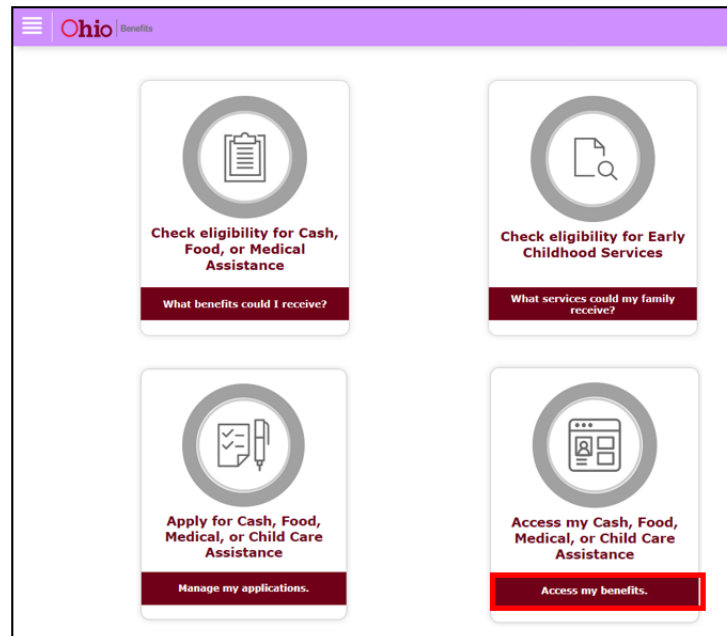
This institution is an equal opportunity provider.

Visit <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>.

Cuyahoga Job and Family Services provides access to an interpreter at no charge to customers who are limited – English proficient and individuals with impaired vision and/or hearing.

Completing an Interim Report Electronically

1. Log in to your Self-Service Portal account at <https://ssp.benefits.ohio.gov>. For instructions on how to set up an account and link it to your case, click the navigation menu in the upper left-hand corner and select “help” to access a complete guide.
2. Once logged into your account, click **Access My Benefits**.



3. **Access my benefits** drop-down menu displays, click **Interim Reporting**.



4. **Select a case to view and answer interim reporting questions** displays.
 - 1) Select the appropriate case. (NOTE: No case will display if an interim report is not due.)
 - 2) Click **Save and Continue**.

Select a case to view and answer interim reporting questions

Click the radio button against the case you wish to answer interim reporting questions for.

** Red asterisk indicates required*

Case Number*	Applicant	Programs
1 <input type="radio"/> 9999999	KAREN	SNAP

2

5. **It's time for your Interim Report** will display, read the instructions (The screenshot does not display the entire page.)

What do you do with this form?

You must:

- Fill out the below questions or the SNAP Assistance Interim Reporting Form which was sent to you by: DEADLINE 06/15/2022
- 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.
- Electronically Sign and Date upon clicking Save and Continue
- 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.

What if you have questions?

Call your county office listed above

6. Answer the required questions.

Has anyone moved into or out of your home since your last reapplication (date above)? *

Yes or I am not sure - Fill in the boxes below

No or I already reported the change to my county contact - Go to the next question

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)? *

Yes or I am not sure - Fill in the boxes below

No or I already reported the change to my county contact - Go to the next question

Has anyone's unearned income changed by more than \$100 since your last reapplication (date above)? *

Yes or I am not sure - Fill in the boxes below

No or I already reported the change to my county contact - Go to the next question

Has your household moved? *

Yes or I am not sure - Fill in the boxes below

No or I already reported the change to my county contact - Go to the next question

Has your child support obligation changed since your last reapplication (date above)? *

Yes or I am not sure - Fill in the boxes below

No or I already reported the change to my county contact - Go to the next question

Have you or anyone in your household won \$3,750 or more (before withholdings) in lottery or gambling winnings? *

Yes or I am not sure - Fill in the boxes below

No

7. Electronically sign the Interim Report:
 - 1) Click **Check to Sign** box.
 - 2) Enter Full Name.
 - 3) Confirm proper **Description** selected.
 - 4) Click **Save and Continue**.

The screenshot shows a form with the following elements:

- A checkbox labeled "1 Check to Sign *" with a red "1" to its left.
- A text input field labeled "2 Name *" with a red "2" to its left.
- A dropdown menu labeled "3 Description" with "Applicant" selected and a red "3" to its left.
- A "Back" button on the bottom left.
- A "Save and Continue" button on the bottom right, with a red "4" above it.

8. If applicable, **Upload Documents**. You may upload documents from a mobile device. Click **Save and Continue**.

The screenshot shows the "Upload Documents" section with the following elements:

- Section title: **Upload Documents**
- Text: *The following document type extensions may be uploaded: .afp, .bmp, .doc, .docx, .gif, .jpg, .jpeg, .pdf, .png, .tif, .tiff, .txt, .xls, .xlsx.*
- Text: *File Size Limit is 10MB.*
- Document Type dropdown menu with "Select one" and a dropdown arrow.
- "Choose File" button and "No file chosen" text.
- IMPORTANT NOTE:** If you have answered "YES" and reported any changes on this report, you **MUST** Upload a Document verifying the change. Failure to do so will mean your report will be considered incomplete.
- "Save and Continue" button.

9. **Interim Reporting Confirmation** displays. Click **Exit**.

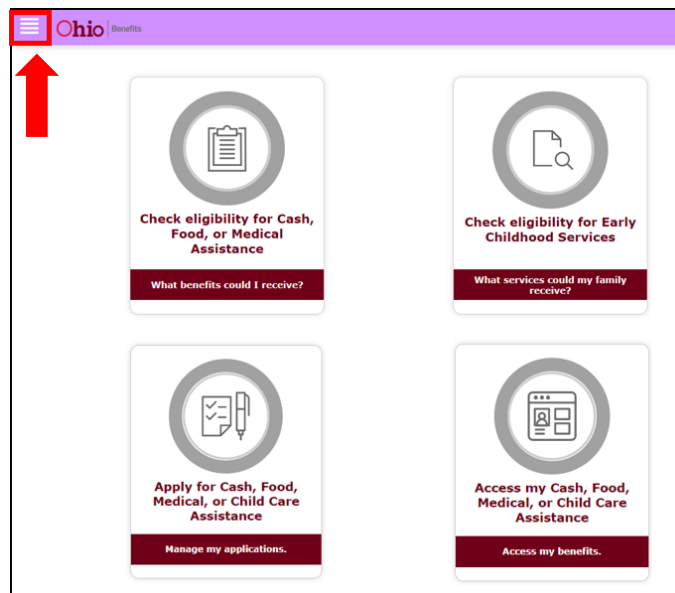
The screenshot shows the "Interim Reporting Confirmation" screen with the following elements:

- Section title: **Interim Reporting Confirmation**
- Text: *Your interim reporting has been successfully submitted.*
- "Exit" button.

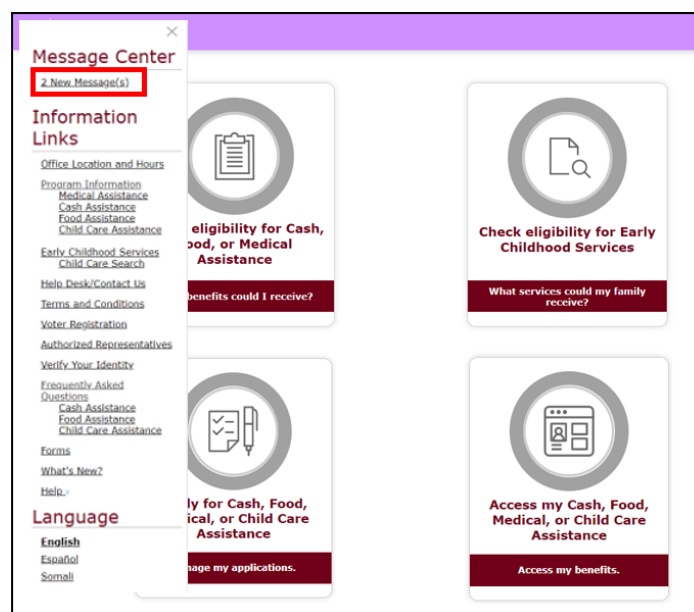
Print an Interim Report From the Message Center

These steps will help you download a copy of the interim report that was mailed to you.

1. Log in to your self-service portal account at <https://ssp.benefits.ohio.gov>. For instructions on how to set up an account and link it to your case, click the navigation menu in the upper left-hand corner and select “help” to access a complete guide.
2. Access Message Center by expanding the **Menu** Icon on the homepage.



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



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

Message Center

Inbox	Sent Items	Archive Folder
<input type="checkbox"/>	From	Subject
<input type="checkbox"/>	Automatic,Processor- 2014	SNAP Interim Reporting
		Received 06/14/2022

5. Message Center will display Interim Reporting correspondence, click **Download**.

Message Center

Inbox	Sent Items	Archive Folder
<p>From: Automatic,Processor- 2014</p> <p>Received: Tue 06/14/2022 12:30 PM</p> <p>Subject: SNAP Interim Reporting</p> <p>Message:</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"> 1. Click on "Home Ohio Benefits" 2. Click the "Access" section to the right of the screen 3. Select "Interim Reporting" and follow the prompts. <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>Attachments 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 Adobe website.</p> <p>SNAP_Interim_Report_1462022.pdf </p>		

IMPORTANT NOTE: If you answer "YES" and report any changes on this report, you **MUST** submit documents verifying the reported change. Failure to do so will mean your report will be considered incomplete.

6. After you download the report, you can print it, fill it out, sign it and submit it to Cuyahoga Job and Family Services. You may submit your report and any additional verification documents, in one of the following ways:
- Email (as an attachment) to:** CJFSDocs@jfs.ohio.gov
 - Mail to:** 1641 Payne Avenue, Cleveland, OH 44114
 - Drop off** at any CJFS Document Drop-off location:

Virgil E. Brown
1641 Payne Ave.
Cleveland, OH 44114

Westshore
9830 Lorain Ave.
Cleveland, OH 44102

Quincy Place
8111 Quincy Ave.
Cleveland, OH 44104

Jane Edna Hunter
3955 Euclid Ave.
Cleveland, OH 44115

Old Brooklyn
4261 Fulton Pkwy
Cleveland, OH 44144
*Drop-off only (No forms on site)

Mt. Pleasant
13815 Kinsman Rd.
Cleveland, OH 44120