## **QR7** Instructions

How to complete your QR7 accurately and timely.

Introduction

## QR7

- •The Quarterly Report (QR7) is how the County determines your eligibility and benefit amounts.
- Answer every question (Yes or No)
- •Provide verification when needed
- •Turn in your QR7 on time
- Sign and date
- •If you have any questions call (559) 600-1377

### Dates to Remember

- •QR7 is due by the 5<sup>th</sup> of the **Submit** month
- **Submit month** is the month QR 7 is due.
- •Report month is the month before the submit month (i.e. submit month is February you report month is January)
- •In the QR7 you report you should report your income and expenses that occurred in the **Report month**

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Submit
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QR7 is due.

# Complete this part **only** if you want to stop your benefits.

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### **PART 1**:

**Report month**: the month before the submit month. (i.e. submit month is **December**, you report income and expenses for the month of **November**).

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