

You are responsible for reporting mandatory changes in your household to this office within 10 days. Please use this form to report the changes based on the benefits you receive.

1. TANF and Adult Medicaid households (including those households receiving SNAP food benefits) must report changes in:

- Address
- Source of household earned and unearned income
- Amount of unearned income
- The number of people in your household
- Receipt of a car or other licensed vehicle purchased by your household or received as a gift
- Wage rate or status (full-time to part-time or vice versa as defined by the employer)
- The total amount of your resources, such as money in bank or savings accounts, stocks, bonds, or cash, when the total goes over \$1,000 for TANF and \$2,000 for Adult Medicaid households
- Termination of pregnancy
- Receipt of or change in a resource that may provide payment for medical services. This includes getting or changing health insurance coverage, or getting a settlement payment from an insurance or accident claim.
- Address, job, or other information related to the absent parent

2. Households receiving Children's Medicaid must report changes in:

- Address
- Children moving in or out of the home
- If you receive SNAP food benefits, you must also report when your gross monthly income exceeds the gross monthly income limit for your household size and it is expected to continue. The gross monthly income limit is listed on your eligibility notice.

3. SNAP Streamlined Reporting (SR) households must report changes in:

- Address
- Housing cost (rent, home payment, home tax and insurance, water, sewer, electricity, gas, phone, other). Tell us as soon as you know there will be changes to these costs. Don't wait to get your new bills to tell us.
- Gross monthly income if it exceeds the gross monthly income limit for your household size and it is expected to continue. The gross monthly income limit is listed on your eligibility notice.

Note: If you applied for either TANF or Medicaid in addition to SNAP food benefits, and we later determine you are eligible for that program, you will be required to report changes according to those rules as explained above.

You must respond as directed to all notices and letters from the employment program even if you are employed.

4. SNAP Non-Streamlined Reporting households must report changes in:

- Address
- Housing cost (rent, home payment, home tax and insurance, water, sewer, electricity, gas, phone, other). Tell us as soon as you know there will be changes to these costs. Don't wait to get your new bills to tell us.
- Source of household earned and unearned income
- The legal obligation to pay child support
- The number of people in your household
- Receipt of a car or other licensed vehicle purchased by your household or received as a gift
- Wage rate or status (full-time to part-time or vice versa as defined by the employer)
- Any unearned income greater than \$50 per month
- The total amount of your resources, such as money in bank or savings accounts, stocks, bonds or cash, when the total goes over \$5,000

If you have these or other changes to report, fill out the back of this form and mail or bring it to this office. You may also report changes on the telephone, in person, or by writing a letter. Someone who knows about the change may report it for you if you are unable to do so. A receipt for your report of change is available upon request.

Your advisor can explain what type of proof of the change is required.

Reporting these changes is a way to make sure your household receives all the benefits it is entitled to. If you withhold any information or give false information about changes you are required to report, you will owe us the value of any extra benefits you received as a result, and you may also lose some deductions. You also may be barred from receiving SNAP food benefits for one year to permanently, and be fined \$250,000, imprisoned for 20 years, or both. A member of your household will never be able to get SNAP food benefits again if they are found guilty in a court of law of:

- buying or selling firearms, ammunition, or explosives in exchange for SNAP food benefits, or
- illegally buying, selling, trading, or redeeming \$500 or more in SNAP food benefits.

