



REPORTING CHANGES - SNAP

If you receive SNAP benefits, you must tell your caseworker about changes that happen to you or to any of the persons who live with you.

When a change occurs, you may qualify for a different amount of SNAP benefits. Your caseworker cannot increase your SNAP benefits until you report the change. If you are eligible for less SNAP benefits because you did not report a change, you may have to repay the amount that you received but were not entitled to receive.

If your household is not an EZ REDE Unit, you must report the following changes within 10 days of the date that the change happened. When:

- . the household's total gross earned income changes by more than \$100.00 a month or unearned income changes by more than \$50.00 a month, up or down;
- . someone in your household begins receiving money from a different source;
- . someone moves in or out of your household;
- . you move to another address;
- . your housing costs and utility costs change because you moved;
- . the child support order changes or ends if you receive a deduction for child support payments.

SNAP units in EZ REDE status are only required to report when their income exceeds their Gross Monthly Income Standard.

To report a change, contact your caseworker in person, by telephone, or by mail. If you are mailing in a report of a change, you may use the Change Report Form given to you when you first applied for SNAP benefits. If you no longer have your Change Report Form, you can request an additional copy from your local office.