



## 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.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State of Illinois Department of Human Services) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, [complete the USDA Program Discrimination Complaint Form, \(AD-3027\)](#) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

This is an equal opportunity employer.

### **Additional Illinois Nondiscrimination Information**

You may also write the Department of Human Services (IDHS) at Department of Human Services, Bureau of Civil Affairs, 401 South Clinton St., 6<sup>th</sup> Floor, Chicago, Illinois, 60607 or call the IDHS Helpline Number at 1-800-843-6154 or 866-324-5553 TTY/Nextalk or 711 Relay.

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The State of Illinois provides reasonable accommodations according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.