



State of Illinois  
Department of Human Services  
**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 a Mid-Point Reporting Unit, you must report the following changes within 10 days of the date that the change happened. When:

1. CHANGES IN THE SOURCE OR TOTAL OF EARNED INCOME OF MORE THAN \$125 A MONTH, OR UNEARNED INCOME OF \$125 A MONTH, UP OR DOWN. (You DO NOT have to report changes in your cash benefits paid by DHS);
2. PEOPLE WHO MOVE IN OR OUT OF YOUR HOUSEHOLD, INCLUDING NEWBORNS;
3. IF YOU HAVE MOVED, YOUR NEW ADDRESS, TELEPHONE NUMBER AND CHANGES IN RENT OR MORTGAGE AND UTILITIES; AND/OR
4. IF YOU RECEIVE A DEDUCTION FOR CHILD SUPPORT PAYMENTS, REPORT WHEN THE SUPPORT ORDER CHANGES OR ENDS.

SNAP units in Mid-Point Reporting 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, by mail or online at [abe.illinois.gov](http://abe.illinois.gov). 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) 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.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

- (1) Mail:  
Food and Nutrition Service, USDA  
1320 Braddock Place, Room 334  
Alexandria, VA 22314; or
- (2) fax:  
(833) 256-1665 or (202) 690-7442; or
- (3) email:  
[FNSCIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov)

This institution is an equal opportunity provider  
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., 6th Floor, Chicago, Illinois, 60607 or call the IDHS Helpline Number at 1-800-843-6154 or 866-324-5553 TTY/Nextalk or 711 Relay.

DHS, HHS, and USDA are equal opportunity providers and employers.

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.