YOU MUST REPORT ANY CHANGES IN YOUR CIRCUMSTANCES
ACCORDING TO THE RULES LISTED BELOW.

DATE: _________________

TO:

ADDRESS:

YOUR RESPONSIBILITY TO REPORT CHANGES

Please read the questions and rules carefully. If you fail to report any changes that you are required to report under the rules, we may have to establish a claim for overpayment of Supplemental Nutrition Assistance Program (SNAP) benefits and collect the amount of the overpayment from you.

The changes that you MUST report are explained below. You may still voluntarily report any change about your SNAP household and, if this change will increase your benefit level and you verify this change, we will increase your benefit.

ARE YOU A “SIMPLIFIED REPORTER” (6 MONTH) OR A “CHANGE REPORTER”? YOU MAY ANSWER THESE QUESTIONS TO FIND OUT WHETHER YOU ARE A “SIMPLIFIED REPORTER” OR A “CHANGE REPORTER”.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes 1</th>
<th>No 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you receive transitional SNAP benefits (TBA)?</td>
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<tr>
<td>2. Do you receive New York State Nutrition Improvement Project (NYSNIP) benefits?</td>
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<td>3. Are you certified for SNAP benefits for three months or less at a time?</td>
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<td>4. Does anyone in your household have earned income that is being counted in your SNAP benefit amount?</td>
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<td>5. Are all of the adults (18 or older) in your household either permanently disabled or 60 or older?</td>
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<td>6. Does your household receive $0 income (including $0 Temporary Assistance)</td>
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<td>7. Are you without shelter (undomiciled) or a migrant/seasonal farmworker?</td>
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<tr>
<td>8. You answered “NO” to all 7 questions above</td>
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</table>

Go To “Simplified Reporting” on page 2 (Skip questions 5 through 8)
**Simplified Reporting Rules:** As a SNAP household under the “Simplified Reporting” rules, you are only required to report changes at the time of your next recertification, except for the following three situations:

1. **If your household’s gross monthly income exceeds 130% of the poverty level, you MUST report this monthly amount to your social services district by telephone, in writing, or in person within 10 days after the end of the calendar month in which you exceed the 130% level.** Gross income is the amount of income before taxes and other deductions are taken out, not the amount you receive when you cash your check. We must use the gross income in figuring your eligibility for SNAP benefits. Your worker will explain what 130% of the poverty level means for a family of your size. Any other kind of income that you receive besides earnings must be added to your gross earned income to know if you are over 130% of the poverty level. Examples of other sources of income that count include child support you receive, Unemployment Insurance, Temporary Assistance (TA) payments, Workers Compensation, Social Security Benefits, Supplemental Security Income (SSI) and private disability payments.

   If you fail to report that your gross income is above 130% of the poverty level in any calendar month, all benefits received after that month may be considered an overpayment. This is true even if your gross income falls below the 130% poverty level in a future month.

2. **If your household’s certification period is longer than 6 months:** At a six-month checkpoint into your certification period, you will receive a report form that you MUST return within ten days after you receive the form. If your household has any of the changes listed below, you MUST report them on the report form that is sent to you at the six-month checkpoint.

   **List of Changes you must report at the six-month checkpoint:**
   - Changes in any source of income for anyone in your household
   - Changes in your household’s total earned income when it goes up or down by more than $100 a month
   - Changes in your household’s total unearned income from a public source such as Social Security Benefits or Unemployment Insurance Benefits when it goes up or down by more than $50 a month
   - Changes in your household’s total unearned income from a private source such as Child Support Payments or Private Disability Insurance when it goes up or down by more than $100 a month
   - Changes in the amount of legally obligated child support you pay to a child outside of your SNAP household
   - Changes in who lives with you
   - If you move, your new address and your new rent or mortgage costs, heat/air-conditioning costs and utility costs
   - A new or different car, or other vehicle
   - Increases in your household’s cash, stocks, bonds, money in the bank or savings institution if the total cash and savings of all household members now amounts to more than $2,250 (more than $3,250 if anyone in your household is disabled or 60 years old or older)
   - Any changes in your household that would result in a penalty as described on page 6

3. **If anyone in your SNAP household is an Able-Bodied Adult Without Dependents (“ABAWD”), you MUST tell us if their work hours go below 80 hours a month within 10 days after the end of that month.

**Change Reporting Rules:**

As a SNAP household under the “Change Reporting” rules, you MUST report the following changes within 10 days after the end of the month in which the change happened:

- Changes in any source of income for anyone in your household
- Changes in your household’s total earned income when it goes up or down by more than $100 a month
- Changes in your household’s total unearned income from a public source such as Social Security Benefits or Unemployment Insurance Benefits when it goes up or down by more than $50 a month
- Changes in your household’s total unearned income from a private source such as Child Support Payments or Private Disability Insurance when it goes up or down by more than $100 a month
- Changes in the amount of legally obligated child support you pay to a child outside of your SNAP household
- Changes in who lives with you
- If you move, your new address and your new rent or mortgage costs, heat/air-conditioning costs and utility costs
- A new or different car, or other vehicle
- Increases in your household’s cash, stocks, bonds, money in the bank or savings institution if the total cash and savings of all household members now amounts to more than $2,250 for a household without an elderly or permanently disabled household member or $3,250 for a household with an elderly or permanently disabled household member.
- If anyone in your SNAP household is an Able-Bodied Adult Without Dependents (“ABAWD”), you must tell us if their work hours go below 80 hours a month within 10 days after the end of that month
- Any changes in your household that would result in a penalty as described on page 6
TBA CHANGE REPORTING for household in receipt of transitional benefits:

- Transitional SNAP benefits can continue for up to five months after your Temporary Assistance case closes.
- You are not required to report changes during the transition period. If you have changes that may increase your benefits you can contact your worker to file an early recertification application at any time during your transitional period to receive the increase. The increase cannot be done until a signed recertification application is filed, and the entire recertification process is completed.
- You must recertify near the end of your transitional period to see if you can continue to receive SNAP benefits after your transitional period ends. We will send you a notice reminding you of this recertification requirement. If you do not recertify, we will not send you any other notice and must close your SNAP case.

NYSNIP CHANGE REPORTING for participants in NYSNIP:

- You will receive a contact letter 24 months after you begin participation in NYSNIP that you must complete and return.
- You are not required to report changes during your certification period other than the 24-month contact letter. You may voluntarily report increases in your medical expenses, rent, heat/air-conditioning costs, or utility costs, or decreases in your income. If you report and verify these changes, you may be eligible for more SNAP benefits. You are not required to, but should report your new address if you move, so that you continue to receive any notices we send to you.

Medical Expenses: You are not required to report changes in your medical expenses during your certification period. However, you may voluntarily report changes in your medical expenses for household members that are:

- 60 years old or older
- disabled spouses or children of a deceased veteran
- getting Supplemental Security Income (SSI)
- getting Social Security Disability payments
- getting veterans’ disability benefits
- getting government disability retirement benefits
- getting Railroad Retirement disability benefits
- getting disability-based medical assistance

If you report and verify an increase in your medical expenses, you may be eligible for more SNAP benefits. Changes in medical expenses must be reported at your next recertification.

Temporary Assistance (TA) Reporting Rules: The rules listed above apply only to SNAP. If you also receive TA, you are still required to report changes for TA within 10 days of the change, on TA Eligibility Questionnaires and at recertification.

When to use this form:

This form may be used to report any required or voluntary changes. You can also use this form to report changes in the cost of caring for children or disabled adults, or changes in shelter costs even if you haven’t moved. If these expenses go up you may be eligible for more SNAP benefits.

If proof of the changes you are reporting is available, please include it with this form. This will help make sure that you get the correct amount of SNAP benefits. If an ABAWD’s hours of work have changed, documentation must be provided to the social services district. Please include this documentation with this form. Reported changes must be verified before we can increase your benefits.

This form should be mailed, faxed or brought to the agency listed above. If for some reason you can’t mail, fax or bring in this form, you can report the changes by calling us at the telephone number listed on Page 1.

If you no longer want to receive SNAP benefits, sign here to withdraw from participation in SNAP. Your SNAP benefits will stop. You have the right to contest this withdrawal if you feel that you were given incorrect or incomplete information about your eligibility for SNAP benefits by requesting a Fair Hearing within 90 days. You may re-apply for SNAP benefits at any time after your withdrawal.

X

IF YOU WITHHOLD INFORMATION ABOUT CHANGES IN YOUR HOUSEHOLD THAT YOU ARE REQUIRED TO REPORT, YOU WILL OWE US THE VALUE OF ANY EXTRA SNAP BENEFITS YOU RECEIVE AS A RESULT. IF YOU INTENTIONALLY WITHHOLD INFORMATION WHEN YOU ARE REQUIRED TO REPORT IT, YOU MAY ALSO BE DISQUALIFIED FROM SNAP AND COULD BE SUBJECT TO CRIMINAL PROSECUTION (SEE ATTACHED “SNAP PENALTY WARNING” ON PAGE 6).
Use the Form Below to Report Changes

**CHANGE IN INCOME OR SOURCE OF INCOME** - If you are a Simplified Reporter, your reporting rules are explained beginning on Page 2. If you are a Change Reporter, your reporting rules are also explained on Page 2.

<table>
<thead>
<tr>
<th>NAME OF PERSON RECEIVING INCOME</th>
<th>SOURCE OF INCOME</th>
<th>NEW AMOUNT</th>
<th>TOTAL NUMBER OF HOURS WORKED PER WEEK, IF WORKING</th>
<th>HOW OFTEN RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
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</tr>
</tbody>
</table>

**CHANGE IN HOUSEHOLD** - List below all new members to your household including newborn children. Also list members who have moved in or out or have died.

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGE</th>
<th>RELATIONSHIP</th>
<th>CHANGE (CHECK ONE)</th>
<th>DATE</th>
<th>INCOME AMOUNT</th>
<th>TOTAL NUMBER OF HOURS WORKED PER WEEK, IF WORKING</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>CAME INTO HOUSEHOLD</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>CAME INTO HOUSEHOLD</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>CAME INTO HOUSEHOLD</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>CAME INTO HOUSEHOLD</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHANGE OF ADDRESS**

<table>
<thead>
<tr>
<th>NEW MAILING ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
</table>

**CHANGE IN HOUSING COSTS** - If you have moved, you must list your new costs below. Even if you have not moved, you can use this section to tell us that your rent, mortgage payment or other costs have changed.

**RENT**

- Do you pay rent? [ ] YES [ ] NO
- If you pay $ [ ] YES, give monthly amount [ ] SAME [ ] MORE [ ] LESS

- Do you pay for the following separately from your rent? [ ] YES [ ] NO
  - Heat and/or air conditioning [ ] YES [ ] NO
  - Utilities (electricity, cooking gas, garbage, etc.) [ ] YES [ ] NO

**MORTGAGE PAYMENT**

- Do you have a mortgage payment? [ ] YES [ ] NO
- If you pay $ [ ] YES, give monthly amount [ ] SAME [ ] MORE [ ] LESS

- Do you pay for the following separately from your mortgage? [ ] YES [ ] NO
  - Property taxes [ ] YES [ ] NO
  - House Insurance [ ] YES [ ] NO
  - Heat and/or air conditioning [ ] YES [ ] NO
  - Utilities (electricity, cooking gas, garbage, etc.) [ ] YES [ ] NO

**CHANGE IN NUMBER OF CARS OR VEHICLES** - Has anyone in your household purchased, sold or traded a car, truck, boat, camper, motorcycle or other vehicle since the last time you told us about vehicles?

<table>
<thead>
<tr>
<th>MAKE</th>
<th>MODEL</th>
<th>YEAR</th>
<th>IF SOLD, AMOUNT RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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</tbody>
</table>
**CHANGE IN SAVINGS** - List the **total** amount of money that the members of your household now have. Include cash, savings accounts, checking accounts, stocks, bonds or other investments. You must tell us if your household savings have **increased** to more than $2,250 (more than $3,250 if anyone in your household is 60 years old or older or been determined to be disabled).

**CHANGE IN CHILD CARE, DEPENDENT CARE COSTS OR THE AMOUNT OF CHILD SUPPORT PAID** - Have your child care or dependent care costs changed? If so, you may be eligible for more SNAP benefits.

<table>
<thead>
<tr>
<th>CHANGE (CHECK ONE)</th>
<th>FOR WHOM?</th>
<th>WHOM DO YOU PAY?</th>
<th>NEW AMOUNT</th>
<th>HOW OFTEN DO YOU PAY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NO LONGER HAVE COST</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2. NO LONGER HAVE COST</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3. NO LONGER HAVE COST</td>
<td></td>
<td></td>
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</table>

**CHANGE IN MEDICAL COSTS (Doctors, Dentists, Hospitals, Prescriptions, etc.)** – You are only required to report changes in your medical expenses at recertification. However, you may voluntarily report changes in your medical expenses at any time for household members who are:
- 60 years old or older
- disabled spouse or children of a deceased veteran
- getting Supplemental Security Income (SSI)
- getting Social Security Disability payments
- getting veterans’ disability benefits
- getting government disability retirement benefits
- getting Railroad Retirement disability benefits
- getting disability-based medical assistance

If you report and verify an increase in your medical expenses, you may be eligible for more SNAP benefits.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TYPE OF COST</th>
<th>AMOUNT</th>
<th>HOW OFTEN IS EACH PAYMENT DUE?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**DO YOU EXPECT THE CHANGES YOU HAVE REPORTED TO CONTINUE NEXT MONTH?**

☐ YES  ☐ NO

If "NO" explain:

**CHECK HERE IF YOU HAVE NO CHANGES TO REPORT ABOUT YOUR SNAP HOUSEHOLD**  ☐ NO CHANGES

**CHANGE OF BENEFITS**

We will use your answers on this form to see if your household’s benefits will change. Before we change your benefits, we will send you a notice explaining what will happen. If you don’t agree with our decision, you have the right to a fair hearing to challenge our decision.

**BE SURE TO READ AND SIGN PAGE 6**
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) PENALTY WARNING

SNAP PENALTY WARNING – Any information you provide in connection with your application for SNAP will be subject to verification by Federal, State and local officials. If any information is incorrect, you may be denied SNAP. Anyone who is violating a condition of probation or parole or anyone who is fleeing to avoid prosecution, custody or confinement for a felony and is actively being pursued by law enforcement is not eligible to receive SNAP benefits.

If a SNAP household member is found to have committed an Intentional Program Violation (IPV), the member will not be able to get SNAP benefits for a period of:
- 12 months for the first SNAP-IPV;
- 24 months for the second SNAP-IPV;
- 24 months for the first SNAP-IPV, that is based on a court finding that the individual used or received SNAP benefits in a transaction involving the sale of a controlled substance (Illegal drugs or certain drugs for which a doctor’s prescription is required);
- 120 months if found guilty of making a false statement about who you are or where you live in order to get multiple SNAP benefits simultaneously, unless permanently disqualified for a third IPV;

Additionally, a court may bar an individual from participation in SNAP for an additional 18 months.

Permanent disqualification of an individual for:
- The first SNAP-IPV based on a court finding of using or receiving SNAP benefits in a transaction involving the sale of firearms, ammunition or explosives;
- The first SNAP-IPV based on a court conviction for trafficking SNAP benefits for a combined amount of $500 or more (Trafficking includes the illegal use, transfer, acquisition, alteration or possession of SNAP authorization cards or access devices);
- The second SNAP-IPV based on a court finding that an individual used or received SNAP benefits in a transaction involving the sale of controlled substances (Illegal drugs or certain drugs for which a doctor’s prescription is required);
- All third SNAP Intentional Program Violations.

Any SNAP recipient who knowingly provides incorrect information now could also be fined up to $250,000, imprisoned up to 20 years or both. The individual may also be subject to prosecution under the applicable Federal and State laws.

You may be found ineligible for SNAP or found guilty of an IPV if:
- You make a false or misleading statement, or misrepresent, conceal or withhold facts in order to qualify for benefits or receive more benefits; or
- Purchase a product with SNAP benefits with the intent of obtaining cash by intentionally discarding the product and returning the container for the deposit amount; or
- Commit any act that constitutes a violation of Federal or State law for the purpose of using, presenting, transferring, acquiring, receiving, possessing or trafficking of SNAP benefits, authorization cards or reusable documents used as part of the Electronic Benefit Transfer (EBT) system.

Additionally the following is not allowed and, you may be disqualified from receiving SNAP Benefits and/or be subject to penalties for actions that include:
- Using or have in your possession EBT cards that do not belong to you, without the card owner’s consent; or
- Using SNAP Benefits to buy nonfood items, such as alcohol or cigarettes, or to pay for food previously purchased on credit; or
- Allowing someone else to use your electronic benefit transfer (EBT) card in exchange for cash, firearms, ammunition or explosives, or drugs or to purchase food for individuals who are not members of the SNAP household.

CERTIFICATION

I understand the penalty for hiding or giving false information. I also understand I will owe the value of any extra SNAP benefits I receive because I don’t fully report changes in my household. I agree to prove any changes reported if necessary. The answers on this form are correct and complete to the best of my knowledge. I understand that my signature authorizes federal, state and local officials to contact other persons or organizations to verify the information I have provided.

SIGNATURE

X

DATE