



CHANGE REPORT

Name	Mailing Address
Phone	Physical Address
Email	Head of Household Name

CHECK ALL THAT MAY APPLY

I am reporting:

- A decrease in income
- An increase in income

List your income sources: (Employer, DHHS, Social Security, etc.)

Explain the **income** change:

- A decrease in household composition
- An increase in household composition

List the name, date of birth, and social security numbers of the people you are reporting the changes on:

Explain the **household** change:

- A change of address
- A change of phone number
- Additional contact information
- OTHER CHANGE NOT LISTED

Explain the change:

*****ADDITIONAL VERIFICATION MAY BE REQUIRED*****

If a job has ended supply verification from the employer when your last day was.
 If you began a new job we will need paystubs showing gross income, and pay period. If you do not have paystubs yet, supply a letter from the employer indicating hours per week, hourly rate of pay, and frequency paid.
 If you are adding a member to your household you will need to complete an ADD MEMBER PACKET.
 If you are reporting an increase in rent supply us with a copy of the rent increase from your landlord.
 TANF/SS Income supply letters from the source of your income.

Signature

Date