






Change Reporting Education



What do you need to report?

See the opposite side for a summary of what you need to report

-  Supplemental Nutrition Assistance Program (SNAP)
-  Transitional Benefit Assistance (TBA)
-  Arizona Simplified Nutritional Assistance (AZ SNAP)
-  Cash Assistance, sometimes known as Temporary Assistance for Needy Families (TANF) (*other than TPEP*)
-  Two Parent Employment Program Cash (TPEP)



What happens if you don't report?

Failure to report changes or providing false information can result in disqualification, loss of benefits, fines and Criminal prosecution.



When do you need to report by?

If a change occurs we need to be notified no later than the 10th calendar day of the month following the change. (*If the 10th falls on a weekend you have until the first workday after the 10th.*)



How can you report a change?

You can report a change in person at one of our offices, on the phone by calling (855) 432-7587 or (855) 777-8590 or online at My Family Benefits (MFB). You can also report by fax or mail.



Reminder

Not all government programs are connected to each other. Information reported to another program may not be shared with FAA. Failure to report changes for your case directly to FAA may result in changes being unreported for these programs.

Scan here to set up an account with my family benefits
and get started reporting changes!



For a household size of _____, your reporting requirements are:

SNAP

income exceeds 130% FPL \$ _____
Able Bodied adults without dependents (ABAWD) report when work hours go below 20 per week or 80 per month.
Lottery Winnings exceeding \$4,250

TBA

A participant from the case moves out
You wish to stop benefits from TBA

AZ SNAP

Lottery Winnings exceeding \$4,250
reporting changes in address and shelter costs can be beneficial

**For CASH
(except TPEP)**

income exceeds A1 standard \$ _____
dependant child moves out or is removed.

TPEP

Changes of income including employment, child support received, gifts from others etc.
Changes in participant (*including removal*)
Changes in primary case holder
Change of address or shelter costs
expenses for care of a child or disabled adult
Child support expenses
Changes in resources
Changes in school attendance for anyone over 6
Changes in parental care of the children, (*parent moving in/out, passing away, changing disability status or verifying the fathers identity*)

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

This institution is an equal opportunity provider.

To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Disponible en español en línea o en la oficina local