



## DON'T TAKE A CHANCE...Report a Change!

You may report a change online at any time:

<https://myfamilybenefits.azdes.gov>

OR – [www.healthearizonaplus.gov](http://www.healthearizonaplus.gov)

- OR –**
1. You may report a change by calling the Customer Support Center at 1-855-432-7587.
  2. By faxing your information to the Centralized Fax Server: if faxing from area codes 480, 602, 623, fax to 602-257-7031 or if faxing from any other area codes, use Toll Free number 1-844-680-9840. Please include your printed name and case or application ID number on each document you send by fax.
  3. By mailing your information to Department of Economic Security at the address: P. O. Box, 19009, Phoenix, AZ 85005-9009
  4. In person, by taking your information to the Department of Economic Security, Family Assistance Administration local office.

### STANDARD REPORTING

**How can you find out what your change reporting requirements are for Standard Reporting?**

- ✓ Save your approval notices. This tells you your change reporting requirements!
- ✓ Visit <https://myfamilybenefits.azdes.gov>
- ✓ Call Customer Support at: 1-855-432-7587

**What types of changes MUST be reported for Standard Reporting requirements for each program you receive?**  
*(The chart below shows you what to report for each type of assistance you may be receiving)*

TYPES OF CHANGES TO REPORT	CA	NA	MA
<b>Address Change</b> Moved or relocated to another address	YES	YES	YES
<b>Changes in Household Member(s)</b> Moving in or out the home	YES	YES	YES
<b>Changes in Marital Status</b> Any member of your household	YES	NO	YES
<b>School Attendance</b>	YES	NO	NO
<b>School Attendance (16 years and older)</b>	NO	NO	YES
<b>Dependent Care Expense (Childcare)</b>	YES	NO	NO
<b>Housing Expense</b> When you have reported a change of address	YES	YES	NO
<b>Income</b> Earned income: Self-employment/work wages, etc. Unearned income: Child support, SSI, etc.	YES	YES	YES
<b>Resources</b> Examples of resource types, but not limited to: Savings, retirement account, 401K	YES	YES	NO
<b>Medical Expenses</b> *For Nutrition Assistance – only required for a person with disabilities or elderly members	NO	YES*	NO

**What are your deadlines for reporting changes for Standard Reporting?**

- **Cash Assistance (CA) & Nutrition Assistance (NA)** – You **MUST** report changes by 10th of the month following the change.

**Example:**

- On June 2nd you were offered a new job to begin on June 5th
- You **MUST** report the new job to DES no later than July 10th

- **AHCCCS Health Insurance/Medical Assistance (MA) and Tribal (TANF)** – You **MUST** report all changes within **10 days**

**Example:**

- On June 2nd you were offered a new job to begin on June 5th
- You **MUST** report the new job to DES no later than June 12th

**Failure to report the changes that you are required to for Standard Reporting can result in the following:**

- **An Underpayment** – you received **less benefits** than you were eligible for
- **An Overpayment** – you received **more benefits** than you were eligible for that you **MUST** pay back
- **An Intentional Program Violation** – you are disqualified from receiving benefits

**Nutrition Assistance (NA) Income Changes**

You **MUST** report the changes in your monthly income when the change is more than **\$100** in unearned income (Social Security income, child support, etc)  
**OR** more than **\$100** in earned income (work wages, self-employment)



# DON'T TAKE A CHANCE...Report a Change!

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OR – [www.healtharizonaplus.gov](http://www.healtharizonaplus.gov)

- OR –
1. You may report a change by calling the Customer Support Center at 1-855-432-7587.
  2. By faxing your information to the Centralized Fax Server: if faxing from area codes 480, 602, 623, fax to 602-257-7031 or if faxing from any other area codes, use Toll Free number 1-844-680-9840. Please include your printed name and case or application ID number on each document you send by fax.
  3. By mailing your information to Department of Economic Security at the address: P. O. Box, 19009, Phoenix, AZ 85005-9009
  4. In person, by taking your information to the Department of Economic Security, Family Assistance Administration local office.

## SIMPLIFIED REPORTING

How can you find out what your change reporting requirements are for **Simplified Reporting**?

- ✓ Save your approval notices. This tells you the 130% Federal Poverty Level for your household!
- ✓ Visit <https://myfamilybenefits.azdes.gov>
- ✓ Call Customer Support at: 1-855-432-7587

What types of changes **MUST** be reported for **Simplified Reporting** requirements for each program you receive?

TYPES OF CHANGES TO REPORT	CA	NA	MA
<b>Income</b> Earned income: Self-employment/work wages, etc. Unearned income: Child support, SSI, etc.	YES	YES	***

**Cash Assistance (CA)**  
You **ONLY** need to report changes when your income exceeds 36% of the 1992 Federal Poverty Level, which is anything over the CA payment that you are eligible for

**Nutrition Assistance (NA) Income Changes**  
You **ONLY** need to report changes when your income exceeds 130% of the current Federal Poverty Level

**\*\*\*Medical Assistance (MA)**  
**Simplified Reporting** does not apply to MA however, if you are receiving MA, income changes **MUST** be reported. *(For MA, See Standard Reporting Requirements on reverse side)*

What are your deadlines for reporting changes for **Simplified Reporting**?

- **Cash Assistance (CA) & Nutrition Assistance (NA)** – You **MUST** report changes by 10th of the month following the change.

**Example:**

- On June 2nd you were offered a new job to begin on June 5th
- You **MUST** report the new job to DES no later than July 10th

- **AHCCCS Health Insurance/Medical Assistance (MA) and Tribal (TANF)** – You **MUST** report all changes within **10 days**

**Example:**

- On June 2nd you were offered a new job to begin on June 5th
- You **MUST** report the new job to DES no later than June 12th

**Failure to report the changes that you are required to when your gross monthly income exceeds 130% of the current Federal Poverty Level for **Simplified Reporting** can result in the following:**

- **An Underpayment** – you received **less benefits** than you were eligible for
- **An Overpayment** – you received **more benefits** than you were eligible for that you **MUST** pay back
- **An Intentional Program Violation** – you are disqualified from receiving benefits