

Don't Take a Chance...Report a Change!

You may report a change online at any time:

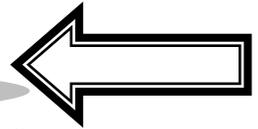
www.azdes.gov/MyFamilyBenefits

OR – if you have an online account: www.healthearizonaplus.gov

OR – report a change to your **local office**: in writing, in person, by telephone, **OR** faxing your information to Centralized Fax Server; If faxing from area codes (480, 602, 623) fax to 602-257-7031 or if faxing from any other area codes, toll free number 1-844-680-9840. Include your printed name and case/application ID number on each document.

OR – you may report changes to the **Change Center**: in writing P.O. Box 19009, Phoenix, AZ 85005

OR – calling the **Customer Service Support**: 1-855-432-7587



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 www.azdes.gov/MyFamilyBenefits
- ✓ Call Customer Service 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)

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

Nutrition Assistance (NA) Income Changes

You **MUST** report the changes in your monthly income when the change is more than **\$50** in unearned income (Social Security income, child support, etc)

OR more than **\$100** in earned income (work wages, self-employment)

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

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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 www.azdes.gov/MyFamilyBenefits
- ✓ Call Customer Service Support at: 1-855-432-7587

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

Type of Change to Report	CA	NA	MA
Income: 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 day 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 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 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

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