

How to Report

You can report by:

- Stopping in your local Public Assistance office
- Calling your local Public Assistance office
- Filling out and mailing the Change Report Form

How We Use the Reported Information

We use the information you give us to determine that you are still eligible and the amount of your benefits. Increases in your expenses or decreases in your household's income could mean higher benefits.

When to Report

If you receive **Food Stamps, Denali Care, Denali KidCare, or Adult Public Assistance**, you must report changes within 10 days from when you know about them.

If you get **Alaska Temporary Assistance**, you must report within 5 days if a child moves out of your home. Report all other changes within 10 days

Reporting Changes



State of Alaska
Dept. of Health & Social
Services
Division of Public Assistance
P.O. Box 110640
Juneau, Alaska 99811-0640
www.hss.state.ak.us/dpa/



We promote self-sufficiency and provide basic living expenses to Alaskans in need.

These Changes You MUST Report

Each Public Assistance program has different rules about the kinds of changes you need to report. Please read the information below, and contact your Public Assistance office if you have any questions about what you need to report.

IF YOUR HOUSEHOLD RECEIVES  YOU MUST REPORT 	FOOD STAMPS	ALASKA TEMPORARY ASSISTANCE	DENALI CARE & DENALI KIDCARE	ADULT PUBLIC ASSISTANCE
When your household's total gross monthly income exceeds your Food Stamp limit	X			
New residence or mailing address		X	X	X
Someone moves into or out of your home		X	X	X
Household gets a vehicle		X		X
Cash/bank account is \$2,000 or more		X		X
Change in unearned income by more than \$50		X	X	
Employment changes: Start or stop working Change job Went full-time Went part-time Change in hourly wage or salary		X	X	X
Change in child support you pay		X		X
Change in health insurance coverage			X	X
All changes in employment and income				X
Change in pregnancy status			X	

Refer to the other side of this form for more information on when and how to report changes.