

3SquaresVT

Vermont's Supplemental Nutrition Assistance Program

Reporting Responsibilities

Reporting Changes During Your Certification Period

Did you move? Did your income or housing costs change? Has anyone joined or left your household? Your copy of the "Agreement to Report Changes" form says what you need to do if you get 3SquaresVT benefits.

- ◆ If your income goes down or your expenses go up, report these changes. You may be able to get more benefits.
- ◆ Households that get benefits from Reach Up, Medicaid, Dr. Dynasaur, Essential Person or Vermont Health Access (VHAP) have to report changes within 10 days.
- ◆ For 3SquaresVT you only need to report these two changes:
 - When an able-bodied adult without dependents living in your household loses a job, reduces hours of employment or has any changes in status.
 - If your household gross income was below 130% of the federal poverty level when you applied, when it goes up to 130% or more in a calendar month (*see chart below*), you must report this change within the first ten days of the next month.

Household Size	Income Level
1	\$1,180
2	\$1,594
3	\$2,008
Each additional member	Add \$414

- ◆ After Economic Services processes your report, they will send you a letter describing any changes to your benefit amount.

If you have questions about reporting changes or to get a form, call Economic Services at 1-800-479-6151.

For help with your paperwork, call your nearest Community Action Agency or 211 to find them.

If you are over 60, call the Senior Helpline at 1-800-642-5119.

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The Interim Report

- ◆ All 3SquaresVT households certified for 12 months or more get an interim report periodically for as long as they get benefits.
 - ◆ Most households will get this report every six months after receiving benefits.
 - ◆ Fixed income households made up only of seniors and people with disabilities will get this report every 12 months after receiving benefits.
- ◆ This short form must be returned to Economic Services on time or benefits will stop.

Recertification

Most households need to recertify every 12 months to continue getting 3SquaresVT benefits. Seniors and people with disabilities on fixed incomes may get benefits up to 24 months before recertification is needed.

- ◆ The Economic Services Division will notify you by mail when it is time for you to recertify. You will get this notice and an application for recertification about 6 weeks before your benefits are due to end.
- ◆ Fill out all necessary forms and mail them back to the Application & Document Processing Center. You must have a recertification phone interview.
- ◆ **Please note:** If you do not return your recertification forms by the 15th of the final month of your certification period, your benefits may be stopped.

If you have questions about the interim report or recertification, call Economic Services at 1-800-479-6151.

For help with your paperwork, call your nearest Community Action Agency or 211 to find them.

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