

3SquaresVT 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.

What to report:

- If your household gross income was **below** 130% of the federal poverty level when you applied, and then it reaches 130% or more in a calendar month (see chart below), you must report this change within the first ten days of the next month.
- When an able-bodied adult without dependents living in your household loses a job, reduces hours of employment or has any changes in status.
- Also, 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, VPharm, or Essential Person **must** report changes within 10 days.

Household Size	1	2	3	4	5	6	7	8	Each additional member
130% income level (monthly)	\$1,580	\$2,137	\$2,694	\$3,250	\$3,807	\$4,364	\$4,921	\$5,478	add \$557

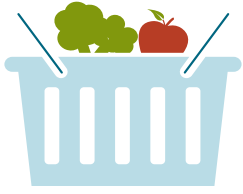
How to report:

Send form and any copies of documentation to:

**DCF/Economic Services Division, Application & Document Processing Center
280 State Drive, Waterbury, VT 05671-1020**

After Economic Services processes your reported changes, they will send you a letter explaining any changes to your benefit amount.

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The Interim Report

- All 3SquaresVT households will need to complete an interim report midway through their certification period.
- Households certified for 12 months will get this report 6 months after receiving benefits.
- Households certified for 24 months will get this report 12 months after receiving benefits.
- Households certified for 36 months *do not need to complete an Interim Report*.
- This short form must be completed, signed, and returned to Economic Services on time, even if there are no changes, or benefits will stop. **There is no interview at this time.**

Recertification

- Most households need to recertify every 12 months to continue getting 3SquaresVT benefits. People 60 and over, and people with disabilities on fixed incomes may get benefits for up to 36 months before recertification is needed.
- Economic Services will notify you by mail when you need to recertify.
- You will need to send in some documentation, but not all of the documentation that was needed at initial application. Read your recertification notes carefully to know what copies to send.
- Fill out all necessary forms and mail them back to the Application & Document Processing Center. **You must provide requested documentation and have a recertification phone interview.**
- **Please note: If you do not return your recertification forms by the 15th of the last month of your certification period, your benefits may be stopped.**

Note: Reporting Responsibilities look different for people enrolled in 3SquaresVT in a SNAP. Visit vermontfoodhelp.com/3squaresvt-in-a-snap for more information.

If you have questions about reporting changes, to report changes over the phone, or to get a form, call Economic Services at **1-800-479-6151**

For a spoken language interpreter, call **1-855-247-3092**

For help with your paperwork, dial 2-1-1 to connect to local assistance. If you are over 60, call the HelpLine for assistance at **1-800-642-5119**.

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