



Agreement to Report Change

This agreement relates to the following benefits: 3SquaresVT, Fuel Assistance, Reach First, Reach Up, Reach Ahead, Essential Person, and Postsecondary Education (PSE).

If I receive (or have applied for) 3SquaresVT benefits:

I am eligible for Simplified Reporting and must report within 10 days after the month in which any of the following changes occur:

- When my household income reaches 130% of the federal poverty level (see 3SquaresVT Gross Income Chart on the back); or
- When time-limited customer's work hours decrease to below 20 hours per week/80 hours per month.

If I receive (or have applied for) 3SquaresVT benefits ONLY:

I am eligible for Simplified Reporting. See above reporting requirements.

If I receive (or have applied for) any of the benefits listed above (excluding 3SquaresVT):

I must report within 10 days the following changes in my household:

- Living situation: where I live, my address, people who live with me, how my home is heated or who supplies my home heating fuel.
- Income: increases or decreases in income from any source: a new job or loss of a job, new sources of income, child support, social security, pensions, unemployment compensation, lottery or bingo winnings, lump sum payments, inheritances, or insurance settlements.
- Expenses (excludes Reach Ahead and Fuel Assistance): out-of-pocket child or adult dependent care expenses or child support paid.
- Resources (excludes Reach Ahead and Fuel Assistance): savings, property, or vehicles.
- Other changes: when someone in my household has a baby or gets married.

If I receive (or have applied for) Reach First, Reach Up, Reach Ahead, or Postsecondary Education:

I must also report when:

- A parent of my child moves back into my home, or when changes in his or her situation affect my child.
- My rent or other housing costs change (excludes Reach Ahead).
- My household's cash-on-hand, stocks, bonds, and money in the bank totals \$9,000 or more (excludes Reach Ahead).

I understand that:

- By signing the application, I give my word under the penalty of perjury, that the information provided in the application is correct and complete to the best of my knowledge and belief. I have also read and I understand the Rights and Responsibilities in the application and I agree to them.
- I must notify the Department for Children and Families, Economic Services Division (ESD) of changes in my situation within the time frame described above.
- I may report changes by calling the Benefit Service Center at 1-800-479-6151 or mailing a Change Report Form or a written note to the Application and Document Processing Center (address on reverse side).
- I must contact ESD if I have any doubt about the kind of information to report.
- I understand that if I receive Reach First, Reach Up, Reach Ahead, PSE, Fuel, or 3SquaresVT benefits to which I am not entitled, I may be expected to repay them.
- I could be subjected to prosecution for fraud, or other administrative sanctions, if I break these rules.

See the 3SquaresVT Gross Income chart on the back.

Please keep this information for your records.

3SquaresVT Gross Income Chart

In the left-hand column of the chart below, find the number of people on 3SquaresVT in your household. You must report to ESD, as instructed on the front page, if your household income goes over this amount.

Income includes wages, self-employment, social security, unemployment compensation, child support, pensions, lottery or bingo winnings, lump sum payments, inheritances, or insurance settlements. "Gross" means before taxes are taken out.

To report changes, you may either call the Benefits Service Center at 1-800-479-6151, or mail a written note or Change Report form to:

**DCF – Economic Services Division
Application and Document Processing Center
280 State Drive
Waterbury, VT 05671-1500**

You can get a Change Report Form by calling 1-800-479-6151, or by visiting myBenefits.vt.gov to print one.

Household Size	Maximum Gross Monthly Income 130% of the Poverty Level
1	\$1,580.00
2	\$2,137.00
3	\$2,694.00
4	\$3,250.00
5	\$3,807.00
6	\$4,364.00
7	\$4,921.00
8	\$5,478.00
9	\$6,035.00
10	\$6,592.00
Each Additional Member	Add \$557.00