

Change Reporting

If there are the following changes, you must submit a Change Report to Access Nebraska:

1. Changes in household, such as when a person moves in or out of your household
2. Changes in residence and the resulting changes in shelter costs (rent amount changes, etc.)
3. Change or receipt of a resource which includes cash, stocks, bonds, money in a checking or savings account, or a licensed motor vehicle
4. Report if you have a new job, a change in the wage rate or if you have a change your hours from part-time or full-time employment status (full time is considered 30 hours per week).
5. An increase or decrease of at least \$50 in income received from something other than employment, alimony, child support or gifts.
6. Changes in the legal obligation to pay child support (for example, you now have a court order to pay child support and you have started making payments).

Note: Income changes need to be reported within 10 days of the receipt of the first payment.

Follow the applicable link below to Access Nebraska's Change Reporting page:

English: <https://dhhs-access-neb-menu.ne.gov/start/?tl=en> – click on “Report Changes”

Español: <https://dhhs-access-neb-menu.ne.gov/start/?tl=es> – hacer clic en “Reportar Cambios”

Change Reporting general guidance:

Be sure you are using Internet Explorer, Firefox or Chrome as your web browser when completing the change report or you will be unable to successfully submit the change when it is completed.

Changes for all programs need to be reported within 10 days following the change. If a change does not get reported, you may have to repay benefits to which you were not entitled. Different programs have different rules as to what information needs to be reported. If you are only receiving Supplemental Nutritional Assistance Program (SNAP) benefits, please read the information at the bottom, as your reporting category makes a difference as to what information needs to be reported. Most changes will require some proof. The Department of Health and Human Services will contact you if this is needed.

Your address, phone number, or email has changed: Report this for all programs. Your benefits for any program may stop if we can't locate you. Report if the address where you live or mailing address has changed. If you don't have a telephone, and you provide a message number, please indicate in the comment that this is a message number only.

Your household's housing bills have changed (rent, mortgage, lot rent, taxes, etc.): Report this for all programs.

Your household started or stopped paying utility bills (gas, electricity, garbage, telephone, etc.): Report this for all programs. We don't need to know the amount you pay for the utility bill. We do

need to know if you will start or stop paying a utility bill. For example, you move and you now have to pay a utility bill and you did not have to pay one at your previous address.

Someone moved into your household: Report this for all programs. If the person who moved into the household has income or resources, be sure to report those changes also.

Someone moved out of your household: Report this for all programs.

Someone in your household is pregnant: Report this for all programs.

Someone in your household's marital status changed (report divorces and marriages): Report this for all programs. If you have recently married, your new spouse's income and resources should also be reported. If you have recently divorced, any income and resources that you were awarded in the divorce should also be reported.

Legal Relationship: For the SNAP Program, update any changes to legal relationship, such as power of attorney, guardian/conservator, or authorized representative.

Birth/Death: Report this for all programs. Someone in your household was born or died.

Someone in your household became disabled, blind or unable to work due to illness or injury: Report this for all programs.

Someone in your household started or stopped a job, had a change in job status or income from a job changed (report if the source, hours or income changed): Report this for all programs.

Someone in your household started or stopped or had a change in self-employment (report if the source, hours or income changed): Report this for all programs. In most cases, it is not necessary to report changes in self-employment income if you are completing a self-employment ledger or if you are submitting your tax returns on a yearly basis. It is important to report if you are no longer self-employed. It is also important to report if you recently started a new self-employment business or if you had a change which greatly affected the income you receive from your self-employment business.

Someone in your household started, stopped, or had a change in another type of income (other than a job or self-employment such as Social Security, Unemployment Compensation, Child Support, etc.): Report this for all programs.

Someone in your household started, stopped or changed the amount of child support they are paying: Report this if you are receiving SNAP benefits or Low Income Energy Assistance.

Someone in your household changed Personal Assistance Services (PAS), your household's child care costs have changed or your reason for using a service has changed: Report this for all programs.

Someone in your household had a change in school attendance: Report this for ADC, Supplemental Nutritional Assistance Program benefits or Child Care. You only need to report if a child who was attending school, drops out or significantly reduces their attendance. Also report if a child who had dropped out or reduced their attendance has returned to school. Also report when adults stop or start attending school. It is not necessary to report school breaks or when school is out for the summer.

Someone in your household has a new resource, or has sold or transferred a resource (resources are things like bank accounts, vehicles, etc.): Report this for all programs.

Someone in your household has a new health insurance policy, coverage has stopped, or your current coverage has changed: Report this for all programs.

Nursing Facility: This selection is for nursing facilities to report resident changes.

Other: Report any other changes.

Supplemental Nutritional Assistance Program Only

If you are only receiving Supplemental Nutritional Assistance Program (SNAP) benefits from the Department of Health and Human Services and do not receive help from ADC, AABD, Medicaid, Child Care or LIHEAP, please use the following reporting rules. Your reporting category is on the notice that you were mailed when your benefits were approved or last changed. What you need to report, depends on your reporting category.

Simplified Reporting

Households assigned to the Simplified Reporting category are required to report only when the monthly income (before deductions) exceeds the monthly income limit for the household size. This amount is listed on the last notice that you received. This must be reported within ten days. Households assigned to this reporting category are not required to report any other changes during the certification period. If your household's income goes down, someone moves into your household or your shelter costs change, you may want to report the change as it could increase your benefits.

Transitional Benefit Reporting

Households assigned to the Transitional Benefit Reporting category are not required to report any changes during the five months they are in this reporting category.