

When to Report

If you are under the **Supplemental Nutrition Assistance Program (SNAP)**, you must report changes by the 10th day of the following month in which the change occurred. (Ex: A change that occurs in Aug must be reported by Sept 10.) For all other changes listed on the chart inside this brochure under SNAP, an **INTERIM CHANGE REPORT** will be required by the sixth month for changes that occur in the fifth month. You must submit the **INTERIM CHANGE REPORT**, even if there are no changes. Otherwise, your benefits may be delayed or your case will be closed.

For **Cash, Medicaid, and MIP programs**, you must report changes within 10 days from when you know about them.

How We Use the Reported Information

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

How to Report

You can report by:

- Stopping by your assigned center
- Calling your assigned Eligibility Specialist
- Filling out and mailing the Change Report Form
- Filling out and faxing the Change Report Form
- Filling out and dropping the Change Report Form in the **DROP BOX** in each center

Department of Public Health and Social Services
Division of Public Welfare / Bureau of Economic Security
123 Chalan Kareta
Mangilao, Guam 96913-6304
Central / Southern Centers
Phone: (671) 735-7245
Northern Center
Phone: (671) 635-7411
Fax: (671) 734-3364



Territory of Guam
Department of Public Health
and Social Services
Division of Public Welfare
Bureau of Economic Security
Supplemental Nutrition Assistance Program (SNAP),
Cash & Medical Assistance

Reporting Changes

Website: www.dphss.guam.gov