



422 Belgrade Avenue, Suite 102
North Mankato, MN 56003
Telephone: 507-345-1977
FAX: 507-345-5908
Website: www.scommchra.org

Income Change Reporting Form

All income changes must be reported within 30 days of the date that the change occurred.

Head of Household: _____

Address: _____ Telephone Number: _____

Only complete the sections that are necessary to tell the HRA how your income has changed.

Are you reporting an: **INCREASE** **DECREASE**

Check the source of income that has changed:

Wages MFIP/GA/Public Assistance Child Support Unemployment Benefits
 Social Security/SSI Pension/VA/Retirement Asset Income Self Employment
 Gift Money No Income Other/ Explain: _____

PROVIDE COPIES OF DOCUMENTATION TO VERIFY THE CHANGE YOU ARE REPORTING SUCH AS A LETTER OF HIRE OR TERMINATION, PAY STUBS, BENEFIT LETTER, ETC. SEE OTHER SIDE FOR CHECKLIST.

If reporting an **INCREASE** in income

Family member with an increase: _____
Income that is increasing: _____
Date income changed: _____
Employer / Agency Name: _____

If reporting a **DECREASE** in income

Family member with a decrease: _____
Income that is decreasing: _____
Date income changed: _____
Employer / Agency Name: _____

Do you have replacement income: _____

I declare under penalty of perjury under the laws of the United States of America and the State of Minnesota that the information above is true, correct and complete.

Signature of Head of Household

Date



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Checklist of Documents to Submit With Your Income Change

INCOME CHANGES:

No Longer Employed:

- Letter from employer on company letterhead verifying last date of employment
- Current unemployment print-out form from the Unemployment Office
- Any other current documentation you may have available

New Employer:

- Letter from employer on company letterhead verifying hire date, hourly wage, total hours to be worked
- Pay check or pay stubs

Increase or Decrease in Wages:

- Pay check or pay stubs
- Letter from employer on company letterhead verifying new hourly wage and total hours to be worked
- Any other current documentation you may have available

Other Benefit Changes:

- Current notice from the county social service agency
- Current disability benefits print-out
- Current Social Security award letter or computer print-out
- Any other current documentation you may have available

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