

Instructions

Please complete this form when reporting any change in circumstances including but not limited to: employment, income, address, household composition.

You must always provide the following information on the form:

1. Your Name
2. Your Case Number
3. Your Daytime Telephone Number

For a change in employment you must also provide:

1. All Information requested in the Change in Employment Section and
2. **Four pay stubs or letter from employer***

For a change in income you must also provide:

1. All Information requested in the Change in Income Section and
2. **Proof of new weekly or monthly amount***

For a change of address you must also provide:

1. All Information requested in the Change of Address Section and
2. **A copy of the lease, rent receipt, and all pages of PSE&G or Orange & Electric bill***
3. **If you are living with individuals who are not included on your Food Stamps case, you must provide a letter explaining the living and eating arrangements. ***

For a change in household composition you must also provide:

1. All Information requested in the Change in Household Composition Section and
2. **A copy of the birth certificate and Social Security Card, if applicable***

If you are pregnant you must provide a note from a physician or clinic stating that you are pregnant and your anticipated due date.

You may return the form and required documents by:

Fax: 201-368-6599

Mail or in Person: 218 Route 17 North, Rochelle Park, NJ 07662

***You must provide the required documentation to the Board of Social Services at the time you are requesting the change. If you fail to provide the required documentation, the Change Request will not be processed.**

BERGEN COUNTY BOARD OF SOCIAL SERVICES
 218 STATE ROUTE 17 NORTH ROCHELLE PARK, NJ 07662-3300

REPORTING CHANGES IN CIRCUMSTANCES

Use this form to report changes in circumstances for you and your family.

☞ Your Name, Case Number & Daytime Phone

Name	
Case Number	
Daytime Phone No.	

Return by Mail To:

Bergen County Board of Social Services
218 Route 17 North 17
Rochelle Park, NJ 07662

Return by FAX: 201-368-6599

☞ Change in Employment: Provide 4 pay-stubs or a letter from your employer.

<input type="checkbox"/> Start Of New Job / Person Employed	Amt. / Wk.	Date of 1 st Pay	Employer Name
<input type="checkbox"/> Job Ended / Person who Lost Job	Date of Last Pay	Reason for Leaving	

☞ Change in Income: Earned or Unearned (unemployment, child support, Social Security or SSI): Provide proof of weekly or monthly amount.

Income	Name of Person	Amt	Wk	Mo	New	Increase	Decrease
<input type="checkbox"/> Earnings			Wk <input type="checkbox"/>	Mo <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Unemployment			Wk <input type="checkbox"/>	Mo <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Child Support			Wk <input type="checkbox"/>	Mo <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Social Security Disability			Wk <input type="checkbox"/>	Mo <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Social Security SSI			Wk <input type="checkbox"/>	Mo <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pension			Wk <input type="checkbox"/>	Mo <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other/Type:			Wk <input type="checkbox"/>	Mo <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☞ Change of Address: Provide a copy of lease, rent receipt and all pages of utility bill.

NEW ADDRESS: Street	Apt	City / State / Zip
Do you pay for cost of heating? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you pay for the cost of air conditioning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what type of heating?	How much is your monthly rent?	\$ / mo

☞ Change in Household Composition: Baby born or other persons added to or leaving your household. Provide birth certificate or alien resident card and social security card and proof of income.

	Name of Person	DOB	SSN	Income	Type	Amt
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No		\$
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No		\$

☞ Other Changes: Please explain below and provide verification(s).
