

# Reporting Someone Has Left Your Household

You must report the change in your household within 10 days.

**Step 1.** Tell us who you are:

Your Name: \_\_\_\_\_

Your Social Security Number: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

**Important Note:** Reports turned in after the 20th of the month, will be delayed an additional 30 days.

**Step 2.** Tell us who moved:

Name of Family Member who moved: \_\_\_\_\_

What date did they move out? \_\_\_\_\_

Where did they move to? \_\_\_\_\_

Street Address

City

State

Zip code

Phone Number

Will they be gone  Temporarily or  Permanently?

If temporarily absent, when will they return? \_\_\_\_\_

**Step 3.** Certification

I do hereby swear and attest that all of the information on this form about my family and me is true and correct.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date