

Date:  
Name:  
Address:  
Address 2:  
City, State,  
and ZIP Code:

Case Number:  
Last 4 Digits of SSN:  
DOB:

## Ten-Day Report of Change

You must tell us when something changes. You will need to tell us within ten days of the change. If you have applied for FIP, but we have not made a decision on your application yet, you must tell us about your changes within five days of the change.

If you don't tell us when changes happen, we may give you too much or not enough FIP or give you benefits you should not have gotten. If so, you will have to pay back what you got in error.

### Instructions

You can report your change by phone, in person, by mail, fax, or email.

To report by phone, please call 1-877-347-5678 between the hours of 7 am and 6 pm Monday through Friday.

To report by mail, fax or email, check the box next to your change. If you have more than one change to tell us about, check all the boxes that apply. Tell us about the change on the last page of this form. Send the form to:

DHS, Income Maintenance Customer Service Center  
Imaging Center 1  
417 E Kanesville Blvd.  
Council Bluffs, IA, 51503  
Fax: 877-238-0015  
IMCustomerSC@dhs.state.ia.us

You must also report changes in address, work or your ability to work to your PROMISE JOBS worker. You will need to send proof of the change you reported.

### Where You Live or Who You Live With

I have:

- ☐ A new mailing or living address.
- ☐ Someone moving into my home. This includes the birth of a child or the return of a parent or spouse to the home.
- ☐ Someone moving out of my home.

## Money Your Household Gets

Someone in my home:

- ☐ Will start or stop a job.
- ☐ Will start or stop getting unemployment benefits, social security income, pensions, child support or alimony, gifts, loans, school loans or grants, etc.
- ☐ Will get a one-time payment such as back child support, an inheritance or an insurance settlement.

## Household Expenses

Someone in my home:

- ☐ Is being billed for school expenses or conservator fees.
- ☐ Pays court-ordered child support.
- ☐ Pays alimony.

## Assets or Resources

Someone in my home:

- ☐ Got a car, truck, boat, or motorcycle or got rid of one.
- ☐ Bought or sold a house or land.
- ☐ Opened or closed a bank account or a retirement account.
- ☐ Got an insurance policy or got rid of one.

## Other Changes

Someone in my home:

- ☐ Got a Social Security Number.
- ☐ Who is a child, has enrolled in school or dropped out of school.
- ☐ Changed immigration status.
- ☐ Any other change not listed above.

## Explain Your Change

Use this space to explain the changes that you checked.

|                                  |                |
|----------------------------------|----------------|
| Signature                        | Phone Number   |
| Address, if different than above |                |
| State ID or Case Number          | Date Completed |