

## C Verifying Reported Changes – Simplified Reporting

REVISION 41  
(04/01/16 – 05/31/16)

When the participant reports a change, or the change becomes known to **FAA**, after the benefits have been approved, complete the following:

- Process the change when the participant reports a change in income that exceeds the income standard. (See [Changes that Must Be Reported](#))
- Process all changes that cause the benefits to do one of the following:
  - [Increase Benefits](#)
  - [Decrease Benefits](#)
  - [Unknown Effect](#)

When a change of address is the only change that is reported, complete the following:

- Update the address
- Document the [case file\(g\)](#)
- Send a Change of Address Information (C008) notice to allow the participant to verify any change in expenses

### WARNING

When requested expense verification is not provided determine the benefit level without allowing the unverified expenses.

**NOTE** When the customer reports that they have moved out-of-state, the case must be closed.