

Department of Social and Health Services

Olympia, Washington

EAZ Manual

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Summary

WAC 388-418-0007 – “When do I have to report changes in my circumstances?”

The Community Services Division, Basic Food (BF) program policy unit has added a reference in the EA-Z Manual under **Change of Circumstances**, WAC 388-418-0007, *When do I have to report changes in my circumstances?* A bullet was added to Sub-paragraph (4.), “Changes someone reports on an application or eligibility review:” to reference the new Clarifying Information added under WAC 388-406-0010 which provides uniform procedures for handling multiple applications from the same household during the same application processing period.

The addition of the text to the EA-Z Manual in this section did not change any rule or policy.

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WAC 388-418-0007 When do I have to report changes in my circumstances?

***** Placeholder Only – No changes to WAC in this posting *****

CLARIFYING INFORMATION

4. **Changes someone reports on an application or eligibility review:**

People may report a change in their circumstances on an eligibility review form or an application for benefits. If you receive an application or eligibility review form:

- a. **Before** the fifteenth day of the second to last month of their certification period, treat this form as a change of circumstances.
- b. **On or after** the fifteenth day of the second to last month of their certification period, treat this form as a request for review or recertification. See [ELIGIBILITY REVIEWS AND RECERTIFICATIONS](#) for procedures.
- c. **In the month before the mid-certification review is due**, use the information on the application / review form to complete the MCR for any related programs.
- d. **For medical**, you may use an application or review at any time to update the medical certification period.
- e. **For handling additional applications** received in the same month before initial application is processed see Clarifying Information #4 under WAC 388-406-0010, *How do I apply for benefits?*

5. **Temporary absence of an AU member:**

If an AU member is temporarily out of the home:

- For cash and medical assistance, follow the rules in [WAC 388-454-0015](#) to determine if the person is still eligible for benefits.
- For Basic Food, follow the rules in [WAC 388-408-0035](#) to determine if the person is still eligible for benefits.

6. **AU member moves out of Washington:**

People must be residents of the state in order to be eligible for most programs. If an AU member or the entire AU leaves the state, follow the rules in [WAC 388-468-0005](#) to determine if the person is still eligible for benefits.