STATE BENEFIT CHANGE CHECKLIST

Prepared November 3, 2026 for Example State Recipient. Change: Change of Address / Phone Number. Event date: October 28, 2026. Current state or District: FL. **Facts to report:** I moved to a new apartment on October 28. I have a new lease and my shelter expenses changed.

Use the agency named on the state payment notice and its reporting procedure. Keep its confirmation and the date it received the report. If the same event affects a federal benefit, submit a separate report to SSA for that benefit. For an SSA-administered supplement, follow SSA's reporting procedure. For a separately administered payment, follow the state issuer's procedure. This private worksheet does not transmit either report. Report a payment-account change through the issuer's verified secure process. This state administers supplemental payments for eligible categories. Federal SSI changes go to SSA. Check the state award and the state program's own reporting instructions. Receipt of federal SSI alone does not establish a state payment. For Florida Optional State Supplementation (OSS), tell the Department of Children and Families within 10 days of a change that could affect eligibility. Identify the licensed living arrangement and exact admission, departure or return dates. Leaving the special living arrangement for 30 consecutive days ends continued OSS eligibility and requires reapplication for a determination. Report the change when it happens; do not wait for the 30th day.

You reported at least 30 consecutive days away. Contact DCF about reapplying. Telling SSA about a move does not restart OSS. Florida OSS reporting rule · Florida OSS continued eligibility rule.

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