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: MA. **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 the Massachusetts SSP-only record you identified, notify Massachusetts SSP of a change affecting eligibility or the grant within 10 calendar days of the change. Use its own process for a designated payee or bank update. A state payee appointment does not confer federal payee status.

Massachusetts state reporting authority · Massachusetts representative and payee instructions.

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