STATE BENEFIT CHANGE CHECKLIST

Prepared November 5, 2026 for Jamie Example. Change: Change of Address / Phone Number. Event date: November 2, 2026. Current state or District: NC. **Facts to report:** My North Carolina Special Assistance In-Home case needs a report of the event on November 2, 2026. I will use the reporting channel on that case notice.

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.

North Carolina Special Assistance reporting

North Carolina Special Assistance: report the actual event and date to the county DSS handling the case, using its verified reporting channel. Keep confirmation of receipt. This worksheet does not submit a report or determine eligibility, payment amount or effective date. A report to SSA does not replace this state/county step; report federal-benefit changes separately when required. An applicant or beneficiary, including the authorized representative, must report a change that may affect Special Assistance eligibility within five calendar days. Do not wait for the federal SSI month-end reporting deadline. Report a payment you know is erroneous, such as a duplicate month or wrong amount, to county DSS within five business days of receipt. This business-day rule is distinct from the calendar-day rule for eligibility changes.

Relaying facts does not confer access to the case or authority to sign, change payments or manage benefits. Ask county DSS what recognized authority or written designation is required; an SSA appointment alone does not establish state-case authority. For ordinary Special Assistance In-Home, a move to another North Carolina county requires reapplication in the second county; the first county terminates its SAIH case. Coordinate with both counties and the case manager before treating any payment as transferred. Medicaid transfer is a separate agency process. Confirm whether the documented TCL exception applies. North Carolina Special Assistance reporting and authority manual. In-Home and TCL case procedures.

Address Social Security Change in Information | Document.com | SSA V18 CORE