

**CHANGES YOU MUST REPORT**

**PURPOSE:** Provides a written explanation of the changes in circumstances that an applicant/participant must report and the time frame for reporting. It advises the applicant that failure to report or reporting false information may result in prosecution for fraud. An IM-3 signed by the applicant certifies that s/he understands the reporting requirements and the consequences for failure to report.

**NUMBER OF COPIES AND DISPOSITION:** This form is on NCR paper and has an original and one copy. Give or mail the copy to the participant, the participant's authorized representative or legal guardian. File the original in the case record as a permanent part of the record.

The FS-1 and IM-2, Eligibility Statements, provide the notice of fraud provisions but do not list the reporting requirements. Thus, the IM-3 is mandatory for a Temporary Assistance application, reapplication and reinvestigation. The IM-3 must be completed for every food stamp application and reapplication **not** subject to the earned income household reporting requirements and/or any combination food stamp and IM program application.

**NOTE:** *The IM-3 is not required for MC+, Medicaid, or adult cash assistance applications.*

If an IM-2 is used for a reinvestigation, give the participant an IM-3 as notice of the reporting requirements. The Modified IM-2 and IM-2D provide both the notice of fraud provisions and the reporting requirements. An IM-3 is not necessary when the Modified IM-2 or IM-2D is used for a reinvestigation.

Only one IM-3 is necessary for the record when an application and/or reinvestigation for multiple categories are initiated on the same date. The same IM-3 may be used in spouse cases where both are applicants or both receive public assistance.

**MANUAL REFERENCE:** Temporary Assistance  
0200.000.00 - 0230.035.00  
Food Stamp 1100.000.00 -1150.040.00  
Hard copy manual, Chapter X

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**INSTRUCTIONS FOR COMPLETION:** Complete the form according to the type of interview conducted. Give the IM-3 to households who are not subject to the earned income household reporting requirements and earned income households making application for food stamps in combination with another program.

**IN-PERSON INTERVIEW:** At in-person interviews, the applicant reads the front and back of the form, as applicable. Discuss the change reporting requirements with the applicant during the interview. The worker ensures the applicant understands change reporting requirements and the Change Report form (IM-145). After discussing the reporting requirements, the applicant, authorized representative or legal guardian signs and dates the form on the applicant's signature line. The worker signs the form and enters his/her telephone number.

**TELEPHONE INTERVIEW:** During a telephone interview, the worker discusses the information shown on the IM-3 form. The worker ensures the applicant understands change reporting requirements and the Change Report form (IM-145). After the telephone interview and discussion, the worker checks the box indicating the IM-3 was discussed with the applicant and enters the date of the telephone interview. The worker signs the IM-3 and enters his/her telephone number. When the case is approved, the worker sends a copy of the IM-3 to the participant. The worker checks the box indicating the IM-3 was sent to the participant and the date it was sent.