



LOWER ELWHA KLALLAM TRIBE

DEPARTMENT OF SOCIAL SERVICES

CHANGE IN CIRCUMSTANCES

Changes in your household composition, resources, address, etc., may affect your benefits. **You must report all changes to your Case Manager within 10 days of the change.** Failure to do so in a timely manner may result in underpayments, overpayments, and/or sanctions.

If there are no changes, keep this from for later use.

You will need your new landlord to complete a Landlord Statement.

Type of housing: Renting _____ Buying _____ Subsidized _____ Homeless _____

Other please explain _____

Number of people has: increased _____ decreased _____ please explain _____

If you are telling us about a new household member, please supply a copy of their birth certificate, social security card, and Certificate of Indian blood, if applicable.

Monthly housing cost has: increased _____ decreased _____ please explain _____

CHANGE IN INCOME: work started or stopped, pay increase, hour increase, addition or reduction of other (i.e. SSI, unemployment, etc.) when? Please explain

CASE CLOSED DATE: _____ WHY: _____

CHANGE IN ADDRESS: Date of move and new address, did your phone number change? Why did you move? Please explain _____

If you are turning in income verification please attach a copy of your original pay stub/or a printed out report from your employer.

If you are turning in a change of housing status please attach a new landlord statement with new rental adjustment.

Head of Household: _____ Date: _____

HoH Phone Number: _____ Case Manager: _____

Lower Elwha Klallam Tribe, Department of Social Services

3080 Lower Elwha Rd, Port Angeles, WA. 98363

Telephone: (360) 452-8471

Fax (360) 457-8429

Revised 12/4/2008