How to Submit a Change

PROEDURE

How to Submit a Change in the District Direct Mobile App

Overview: Follow the steps below to successfully submit a change in the District Direct Mobile App

STEP-BY-STEP:

1. User clicks on the More Options dashboard.

[IPvone] [Android]
2. User selects “Report a Change.”
3. After the District Direct Mobile App displays the **Report a Change** screen, user clicks the Plus (+) icon to start a new form.

**[iPhone]**

**[Android]**
4. User selects “Change of Circumstance,” the mobile app will guide the user through a series of controlled questions to help capture required changes at once and prevent the user from submitting multiple requests.
5. The Change of Circumstances report will have questions to verify with the user if any changes have occurred through the Change of Circumstances sections.

Please Note: If you are in your recertification period, you will see an alert like in the iPhone screenshot.)

[iPhone]    [Android]

![iPhone screenshot of Change of Circumstances report]

![Android screenshot of Change of Circumstances report]

What Type of Changes Should I Report? As a recipient of program benefits administered and implemented by the Economic Security Administration (ESA), you are required to report household changes based on the program guidelines.

The Majority of SNAP Recipients are under Simplified Reporting: This means, your household is only required to report changes (a) outside of application, (b) Mid-cert and (c) Recertification. Report changes no later than ten (10) days from the end of the month in which the change occurred. Report Changes if:

- Your household's total gross monthly income exceeds 130 percent of the Federal Poverty Level for your household's size; and/or
- An able-bodied adult without dependents (ABAWD) is subject to time limits and their work hours change below 20 hours per week averaged monthly; and/or
- You receive gambling and/or lottery winnings in excess of the resource limit for households in which any member is elderly or disabled. Current SNAP resource limits may be found online at https://www.fns.usda.gov/snap/allotment/COLA under Maximum Allowments

   a. User can review a “Completed” form and “In-Progress” Change of Circumstances report on the **Report a Change** screen.

   ![iPhone](image1.png)  ![Android](image2.png)