



Alaska Department of Health  
Division of Public Assistance

## INTERIM REPORT

### What is changing?

- **Starting June 1, 2023**, the State of Alaska Division of Public Assistance (DPA) will be instituting Interim Reports for families that receive food assistance through the Supplemental Nutrition Assistance Program (SNAP).

### What is an Interim Report?

- The State of Alaska requires all active SNAP recipients to complete an Interim Report halfway through their certification period to confirm they are still eligible for SNAP. That means if your household is certified to receive SNAP for 12 months, your Interim Report will be due in the 6<sup>th</sup> month, and if you're certified for 24 months, your Interim Report will be due the 12<sup>th</sup> month.
- The completed Interim Report form must be returned to DPA by the last working day of the month in which it is due, or your household's SNAP benefits will be terminated.

### What changes do I need to include in an Interim Report?

- SNAP household composition (all people in the household)
- Earned income (e.g., change in pay rate, salary or employment status)
- Unearned income of more than \$50
- Address and resulting changes in shelter and utility expenses
- Child support obligation
- Substantial lottery or gambling winnings of \$3,500 or more

### What is considered a "complete" Interim Report?

- All questions are answered
- Contains a valid signature
- Verification documents such as a paystub copy are included

### How will I receive my Interim Report?

- Interim reports are mailed out by the Division of Public Assistance (DPA) the month prior to the month they are due to the mailing address listed on your case.
  - If you've recently moved, make sure you have updated your address with DPA.
  - If you have an Authorized Representative for your case, a report will also be mailed to them.



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**How do I return my Interim Report?**

- Interim Reports may be returned to the Division of Public Assistance (DPA) by email, fax, in person or mail.

<p><b>ANCHORAGE</b> University Center 3901 Old Seward Highway, Suite 131 Anchorage, AK 99503 Phone: 1-800-478-7778 Fax: (907) 269-6520 or 1-888-269-6520 hss.dpa.offices@alaska.gov</p>	<p><b>BETHEL</b> 460 Ridgecrest Drive, Suite 121 Mailing: P.O. Box 365  Bethel, AK 99559 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>	<p><b>FAIRBANKS</b> 675 7<sup>th</sup> Ave, Station E Fairbanks, AK 99701  Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>
<p><b>HOMER</b> 3670 Lake Street, Suite 200 Homer, AK 99603 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>	<p><b>JUNEAU</b> 10002 Glacier Highway, Suite 201 Mailing: P.O. Box 110642 Juneau, AK 99811-0642 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>	<p><b>KENAI</b> 11312 Kenai Spur Highway, Suite 2 Kenai, AK 99611 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>
<p><b>KETCHIKAN</b> 2030 Sea Level Drive, Suite 301 Mailing: P.O. Box 5560 Ketchikan, AK 99901 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>	<p><b>KODIAK</b> 211 Mission Road, Suite 101 Kodiak, AK 99615 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>	<p><b>LONG TERM CARE</b> University Center 3901 Old Seward Highway, Suite 131 Anchorage, AK 99503 Phone: 1-800-478-7778 Fax: (907) 269-6520 or 1-888-269-6520 hss.dpa.offices@alaska.gov</p>
<p><b>NOME</b> 214 E. Front Street Nome, AK 99762 Mailing: 675 7<sup>th</sup> Ave, Station E Fairbanks, AK 99701 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>	<p><b>SITKA</b> 304 Lake Street, Suite 101 Sitka, AK 99835 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>	<p><b>WASILLA</b> 855 W. Commercial Drive Wasilla, AK 99654 Phone: 1-800-478-7778 Fax: 1-888-269-6520 hss.dpa.offices@alaska.gov</p>

**If you need a language interpreter, call 1-800-478-7778 and we will provide one at no cost to you. If you are deaf, hard of hearing, or have a speech disability, dial 711 to reach an Alaska Relay Communications Assistant.**



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### **What if I return an incorrect or incomplete Interim Report?**

- Division of Public Assistance will send the household notice that verification is required for:
  - The information that is missing
  - And a date to return the information

### **What If I fail to return my Interim Report or turn it in late?**

- Failure to return your Interim Report by the last working day of the month in which it is due will result in termination of your household's SNAP benefits. Once SNAP benefits have been terminated, your household will be required to complete a new SNAP application to potentially receive SNAP benefits again.