

**Notice of Changed Financial Circumstances &  
Request for Benefit Adjustment**

**Date:** \_\_\_\_\_

**To: DHS Processing Center:** \_\_\_\_\_

**DHS Address:** \_\_\_\_\_

**From: Name:** \_\_\_\_\_

**RE: DHS Case Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Current Issues: (Please check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> Termination of Employment                | <input type="checkbox"/> Laid Off Until Further Notice |
| <input type="checkbox"/> Reduction in Work Hours                  | <input type="checkbox"/> Furloughed                    |
| <input type="checkbox"/> Loss of Employment Due to School Closure | <input type="checkbox"/> Other (Please Explain Below)  |

\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

Please note that I am experiencing a change in financial circumstances (see above) due to the coronavirus pandemic, and as a result, I am requesting a benefit adjustment. I do not have any further information as to when my circumstances will change. I can provide copies of paystubs if needed as soon as they become available to me. Please note this information on my account so that the proper benefit amount can be calculated as soon as possible.

Sincerely,

\_\_\_\_\_  
Signature