

How to Report Changes to the Department of Workforce Services (DWS)

Call DWS Eligibility at 1-866-435-7414

Report changes to DWS if you are on any of the following programs:

Medicaid	Food Stamps	Medicare Cost-Share
CHIP	Financial Assistance	PCN

What and When to Report

- Report any changes in income, marital status, assets, expenses, or living situation, within 10 days, to the Department of Workforce Services.

How to Report

- Log in to myCase at <https://jobs.utah.gov/mycase>
- Mail or fax in pay stubs, bank statements, etc* to:
 - DWS Imaging Operations, PO Box 143245, SLC, UT, 84131-9988, or
 - Fax 801-526-9500 or toll free 1-877-313-4717
 - *Put your case number on every page you send to DWS.
- Print out and complete a Change Report Form from <https://jobs.utah.gov/forms/475.pdf> and send in to DWS Imaging Operations
- Call Eligibility at (866) 435-7414

How to Check the Status of Your Case

- Login to myCase at <https://jobs.utah.gov/mycase>
- Call an Eligibility worker at (866) 435-7414. (For automated case info, press 1)

How to Apply for Benefits

- Apply online through myCase at <https://jobs.utah.gov/mycase>
- Or, call Eligibility at (866) 435-7414 for more information

Local Office Locations

Spanish Fork	Provo	Lehi
1485 N. Chappel Dr. Spanish Fork, UT 84660 (801) 794-6600	1550 N. Freedom Blvd Provo, UT 84601 (866) 435-7414	557 W. State Street Lehi, UT 84043 (801) 753-4500