

Submitting a Periodic Report Form

A Periodic Report Form (PRF) is important because it allows individuals and families to keep receiving the benefits they need, while also confirming that they still meet the eligibility requirements between renewals.

Follow these steps to complete a periodic review online!

Info



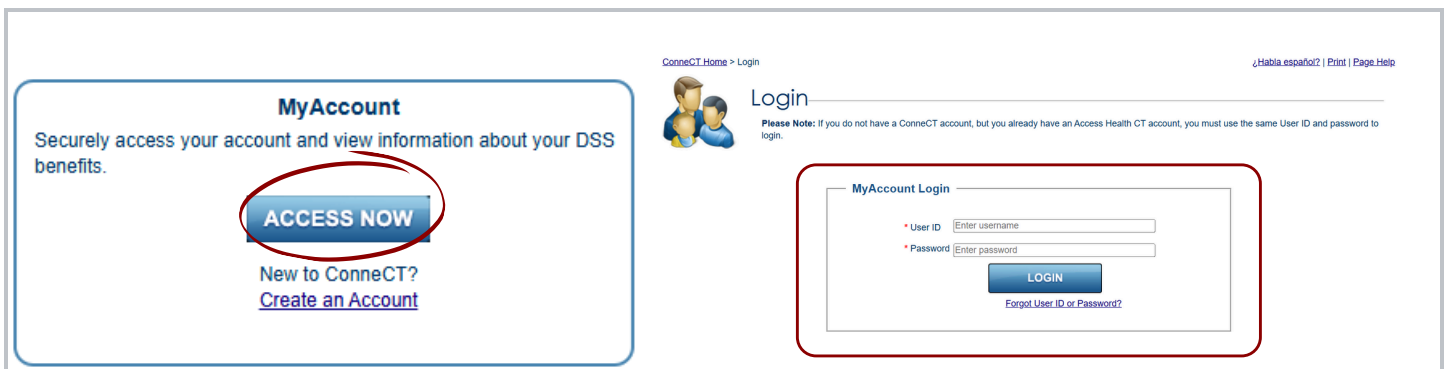
If your MyAccount is linked to your client ID and your periodic report form (PRF) is due in 45 days or less, you will see a link on your MyAccount homepage to complete your periodic report form (PRF) online.

Step 1.

Go to <https://www.connect.ct.gov>

Step 2.


In the "MyAccount" box on the right side of the webpage, click "Access Now" and log in to go to your MyAccount homepage.



The screenshot shows the Connecticut MyAccount login page. On the left, there is a "MyAccount" box with the text "Securely access your account and view information about your DSS benefits." Below this text is a blue button labeled "ACCESS NOW" which is circled in red. Below the button are links for "New to ConneCT?" and "Create an Account". On the right, there is a "Login" section with a "Please Note" message. Below the note is a "MyAccount Login" box containing fields for "User ID" (labeled "Enter username") and "Password" (labeled "Enter password"), both with red asterisks indicating required fields. A blue "LOGIN" button is at the bottom of the login box, with a link "Forgot User ID or Password?" below it. At the top right of the page, there are links for "ConneCT Home > Login", "¿Habla español?", "Print", and "Page Help".

Step 3.

When on the MyAccount homepage, select "click here" in the "Periodic Report Form" section.



MyAccount

Case Information

Case Number : 200323737

Client Name: Rainy Day Client ID: 350132231

Client Address:
Rainy Day
1234 Main St
Hartford, CT 06103-1229
Home Phone:
Cell Phone: 855-626-6632

[PRINT PROOF OF BENEFITS / BUDGET SHEET](#)

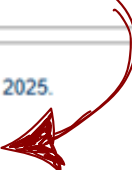
Report Changes

To report a change on this case, [click here](#).

Periodic Report Form

Your Periodic Report Form needs to be submitted by March 31st, 2025.

To submit a Periodic Report Form on this case, [click here](#).



Step 4.

Review the "Periodic Report Form Overview" and click "NEXT, when done."



Note

Notice the completion bar grow as you move through the steps!

Periodic Report Form Overview

You get benefits for the Supplemental Nutrition Assistance Program (SNAP) based on information you gave us on your application, last renewal or when you reported changes. You are now half way through your SNAP certification period. We need to know if you have any changes to report to us.

Periodic Report Form Overview

Before you get started on your periodic report form, there are a few things you should know:

- You can start, save, and log back in to continue your periodic report form.
- The more complete your information is when you submit it, the less information a worker will have to ask you about later.
- We may contact you for proof of the answers you give.
- If you submit your periodic report form after 4:30 p.m. or on a weekend or holiday, we will receive it on the next business day.
- If you have recently done a periodic report form online or in person, please do not submit another one.
- If you have started your Periodic Report Form in MyDSS, please submit it through MyDSS.
- Even if there are no changes, the periodic report form must be completed in order for your benefits to continue.

CANCEL & EXIT **NEXT** >>

Step 5.

Check your periodic report form (PRF) to make sure everything is correct. Click "NEXT" when done.

[ConneCT Home](#) > [MyAccount](#) > Periodic Report Form

[¿Habla español?](#) | [Print](#) | [Page Help](#)

15% Complete

PRF

Finish & Submit



Review Your Information

Please review the information on this page to make sure everything is correct.

Review: Need for Accommodation or Extra Help

Do you need a reasonable accommodation or extra help getting benefits because of a disability or impairment?

Accommodation Information on File: You have not requested an accommodation or extra help.

* Is this still correct?



Yes

No

Review: Preferred Phone Number

Phone Number(s) on File:

Phone Type	Phone Number
Cell	(855) 626-6632

* Is this still correct?

Yes



No

If No, please provide your preferred phone number:

Phone Type < click here to choose >

If something is wrong,
write the correct
answer in the
space given.

You must reply to
all sections
with a red star.

Review: Earned Income

Earned income information on file:

Income Type	Person with Income	Name of Employer	How Often?	Amount
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There is no income for this case.

* Did your household's gross monthly earned income listed in this section go up or down by more than \$100?



Yes

No

Review: Unearned Income

Unearned income information on file:

Income Type	Person with Income	Name of Income Source	How Often?	Amount
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There is no income for this case.

* Did your household's gross monthly unearned income listed in this section go up or down by more than \$100?

Yes

No

Please Answer the Following Questions

* Has the amount you or someone in your household pays in legally obligated child support changed?

Yes

No

* Did an able-bodied adult in your household not work or participate in a work activity for at least 80 hours in any month since your last review?

Yes

No

CANCEL & EXIT



PREVIOUS

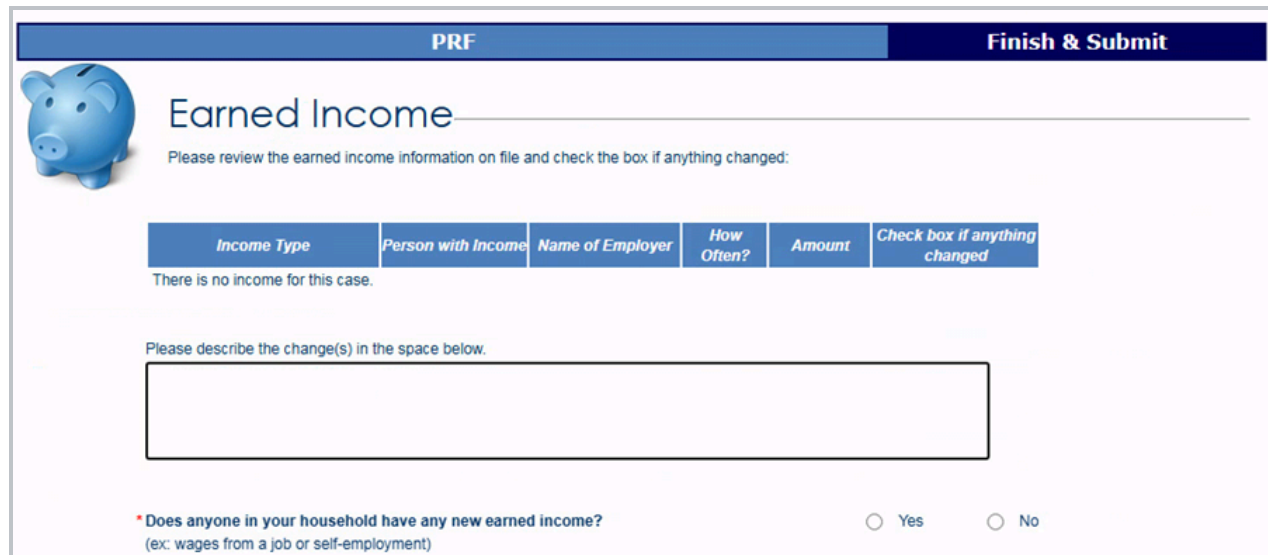
SAVE & EXIT

NEXT



MAKING AN UPDATE

If you see something that is incorrect, enter the correct information in the space provided on the page. For example, if you report a change in earned income of more than \$100, a window will appear to add more details.



The screenshot shows the 'Earned Income' section of the Periodic Report Form (PRF). At the top, there are two tabs: 'PRF' and 'Finish & Submit'. Below the tabs is a blue piggy bank icon and the title 'Earned Income'. A message says: 'Please review the earned income information on file and check the box if anything changed:'. Below this is a table with six columns: 'Income Type', 'Person with Income', 'Name of Employer', 'How Often?', 'Amount', and 'Check box if anything changed'. The table is currently empty, and a message below it says 'There is no income for this case.' Below the table is a text box with the prompt 'Please describe the change(s) in the space below.' At the bottom, there is a question: '* Does anyone in your household have any new earned income? (ex: wages from a job or self-employment)' with two radio buttons, 'Yes' and 'No'.

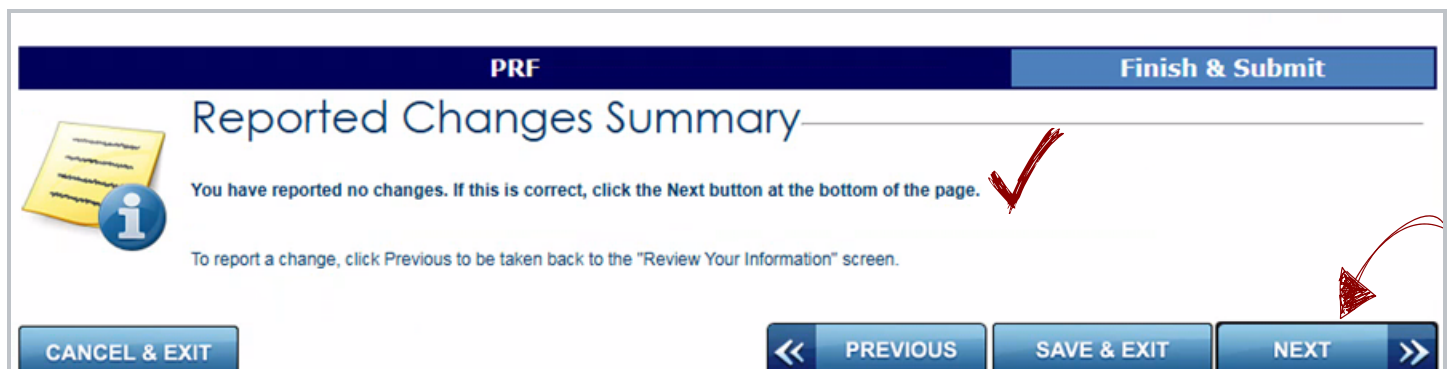
After reviewing all sections of the Periodic Report Form (PRF), the "NEXT" button will bring you to the "Reported Changes Summary."

Step 6.

The summary page is a chance to review what you have reported as a change, if anything.

NO CHANGES

If you reported no changes, click "NEXT" to move on.



The screenshot shows the 'Reported Changes Summary' section of the Periodic Report Form (PRF). At the top, there are two tabs: 'PRF' and 'Finish & Submit'. Below the tabs is a yellow notepad icon with a blue 'i' icon and the title 'Reported Changes Summary'. A message says: 'You have reported no changes. If this is correct, click the Next button at the bottom of the page.' A red checkmark is next to this message. Below this is another message: 'To report a change, click Previous to be taken back to the "Review Your Information" screen.' At the bottom, there are four buttons: 'CANCEL & EXIT', 'PREVIOUS', 'SAVE & EXIT', and 'NEXT'. A red arrow points to the 'NEXT' button.

CHANGES REPORTED


Any changes reported will be listed on the summary page. Take a moment to check the details and make any final changes before moving on.



[ConneCT Home](#) > [MyAccount](#) > Periodic Report Form [¿Habla español?](#) | [Print](#) | [Page Help](#)

90% Complete


PRF	Finish & Submit
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Reported Changes Summary





- Here is a summary of what you have told us.
- If you would like to change an answer, click on the 
- If you would like to delete an answer, click on the 
- Review summary and if the information is correct, click the Next button at the bottom of the page.

Need for Accommodation or Extra Help


Accommodation or Extra Help	Change information
No Change Reported	

Preferred Phone Number




Phone Type	Phone Number	Change information
Cell	(855) 626-6615	

Address

Address	Mailing Address	Utilities	Change information
No Change Reported			

Step 7.

Before you submit the periodic report form (PRF), you need to scroll through and review the "Responsibilities, Rights and Penalties" section. This page also lets you sign up to vote, say you are already registered, or choose not to.



Sign Your Periodic Report Form

You're just a few minutes away from submitting your periodic report form. To do so, you'll need to:

- Read the Rights and Responsibilities we've listed below.
- Check the signature box and type your name below to sign your periodic report form.
- Save & Exit if you are not ready to submit your periodic report form.

Responsibilities, Rights, and Penalties

The following statements apply to all who ask for or receive help from the Department:

For All Programs

- For all programs, except SNAP, I will notify the Department of Social Services (DSS) within 10 days of any change in income, assets or living arrangements.
- I may request a hearing if I disagree with an action taken on my case. Hearing requests must be in writing for all programs, except SNAP. Requests for a SNAP hearing may also be made by telephone. You may represent yourself at a hearing, or you may have a lawyer, relative, friend or someone else represent you.
- All information given on forms is subject to verification by federal, state and local officials. I will cooperate with these officials by providing authorizations, documents and other proof to prove what I have said. I authorize DSS to verify (check) any information given on forms I submit.
- All information given on forms, including Social Security numbers, is confidential, except as permitted or required by court order, state

Do you want to register to vote?

Federal and state laws require DSS to give you the chance to register to vote. If you are not registered to vote where you live now, would you like to apply to register to vote here today?

☒ Yes, I am already registered to vote at my current address, or I am not eligible to register to vote and do not need an application to register to vote.

☐ Yes, I would like to apply to register to vote (please fill out the voter registration application form).

☐ No, I do not want to register to vote

IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

Applying to register to vote or declining to register to vote will **not** affect the assistance or services that you will be provided by this agency.

If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

If you decline to register to vote, this fact will remain confidential. If you do register to vote, the fact that you registered through the Department of Social Services will be kept confidential.

CANCEL & EXIT



PREVIOUS

SAVE & EXIT



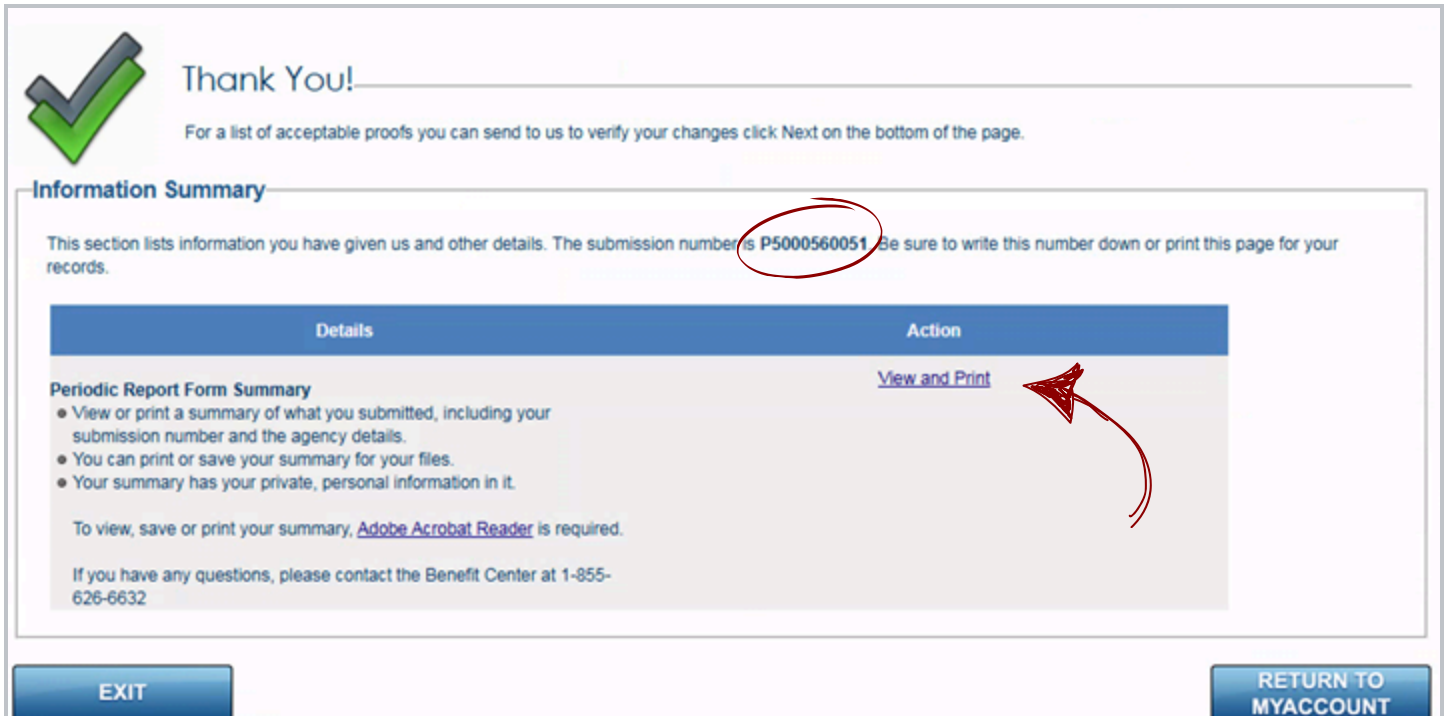
NEXT




Click "NEXT" when you are done.

Step 8.

Once you have submitted the completed Periodic Report Form (PRF), you can select the "View and Print" link to save the file for your records.



 **Thank You!**

For a list of acceptable proofs you can send to us to verify your changes click Next on the bottom of the page.

Information Summary

This section lists information you have given us and other details. The submission number is **P5000560051**. Be sure to write this number down or print this page for your records.

Details	Action
Periodic Report Form Summary <ul style="list-style-type: none">• View or print a summary of what you submitted, including your submission number and the agency details.• You can print or save your summary for your files.• Your summary has your private, personal information in it. <p>To view, save or print your summary, Adobe Acrobat Reader is required.</p> <p>If you have any questions, please contact the Benefit Center at 1-855-626-6632</p>	View and Print

EXIT **RETURN TO MYACCOUNT**



Success

You can view your online submission from your MyAccount homepage too!