



**WORKFORCE  
SERVICES  
ELIGIBILITY**

 **myCase**

**Community Partner  
3<sup>rd</sup> Party Access**



**Welcome.**

# Table of Contents:

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- General Information about Third Party Access
- How to create a Third Party myCase account
- How to link your Third Party myCase account to a customer account
- How to access and view a customer's account





## **Third Parties have access to:**

Current benefits

Notices

Verifications required

Documents received

Forms

## **Third Party Access**





- **Easy to Use**
- **Each person must create their own unique myCase account**
- **Only one account is needed to access multiple customers**
- **Access lasts for up to 12 months**

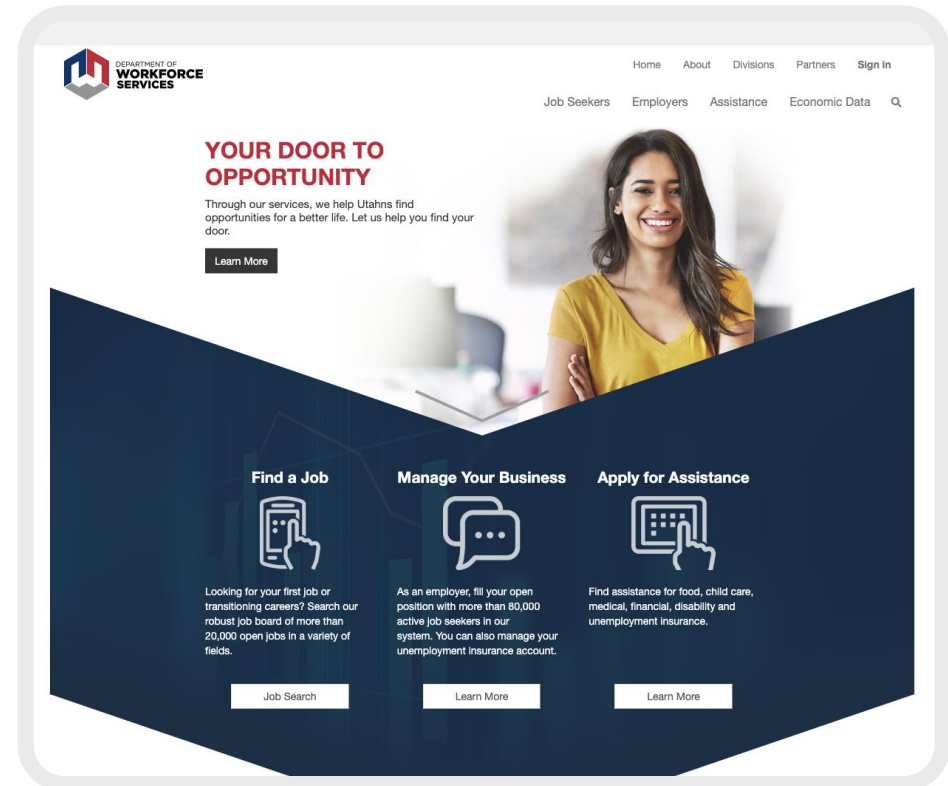
*Customer can revoke access at anytime*

# Third Party Access



# Creating a 3<sup>rd</sup> Party Account

- To begin, you need to create a myCase account
- Go to: [jobs.utah.gov/myCase](https://jobs.utah.gov/myCase)



# Creating a 3<sup>rd</sup> Party Account

The screenshot shows the myCase website home page. On the left is a dark blue sidebar with the myCase logo and navigation links for Home and Resources. The main content area has a white background with a 'Home' link and a 'Sign in' button. Three main sections are visible: 'New to myCase?' with an 'Apply for Benefits' button, 'Already have a case number?' with 'Login with UtahID' and 'Create Account/Forgot Password' buttons, and '3rd Party / Authorized Rep?' with an 'Auth Rep Login' button. A green arrow points to the 'Auth Rep Login' button. Below these sections is a white box with the text 'Equal Opportunity Employer/Program' and a paragraph of accessibility information. At the bottom left, there is a 'Chat' button and a note about disabling pop-up blockers. At the bottom right, there is a logo consisting of a stylized 'M' in blue and red.

**myCase**

Home Resources

Home Sign in

**New to myCase?**  
If you don't have a case number, apply for benefits.  
[Apply for Benefits](#)

**Already have a case number?**  
Login into your account via UtahID.  
[Login with UtahID](#)  
[Create Account/Forgot Password](#)

**3rd Party / Authorized Rep?**  
If you have been given access to another person's case or wanting to become an authorized rep.  
[Auth Rep Login](#)

**Equal Opportunity Employer/Program**  
Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

Chat You may need to disable your pop-up blocker on your device

# Creating a 3<sup>rd</sup> Party Account

Resources >

Chat

You may need to disable your pop-up blocker on your device

Login here if you are a 3rd party representative on a case, or create an account if you have not already. Once an account is created you will get an account number that you need to give to the customer.

**IMPORTANT CHANGE:** ALL USERS are required to create a UtahID to access our system.

If you already created a UtahID account, you won't need to do anything (as long as your email is the same for both systems - we will automatically migrate you to use the new login for UtahID).

If you don't have a UtahID, please create one ([here](#)) using the same email address as your current email for a Third Party/Authorized Rep. account. If you do not know your UtahID email or password, or need assistance with your UtahID, please go to <https://idhelp.utah.gov> or call 1-800-678-3440 or 801-538-3440.

Create Account

Auth Rep Login







Home

Resources

### Create 3rd Party Account

Sign In

#### Personal Info

First Name \*

Last Name \*

Address

Street 1 \*

Street 2

City \*

State \*

Zip Code \*

#### Account Information

Please use the same email for UtahID

Email \*

Phone \*

#### Provider Information

Are you part of an organization?

Organization Name

Are you a Medical Provider? \*

Yes  No

Are you a Child Care Provider? \*

Yes  No

- I understand that each Customer chooses who they allow access to, and the level of access they give to a third party.
- I understand that a Customer may grant me access to his/her case information. I understand I may have been given the right to view, alter, update, or otherwise make changes to the Customer's information.
- I agree that I will not view, alter, update or otherwise use the Customer's information for unauthorized purposes or in a manner not consistent with the Customer's best interests.
- I also agree that I will not release the Customer's information for unauthorized purposes or engage in malicious conduct intended to harm the Customer or jeopardize the benefits or services received by the Customer.
- I understand the Customer may withdraw his/her authorization at any time.
- I understand that DWS reserves the right to disable my access to a Customer's myCase information at any time.

I have read & agree to the terms

Back

Continue

Chat

You may need to disable your pop-up blocker on your device

All required fields (\*) must be completed.





# 3<sup>rd</sup> Party Account Created

**myCase**

Home Resources

3rd Party Account Created Sign in

### Congratulations!

You have successfully created an account as a 3rd Party/Authorized Representative.

Your account number is listed below. You will need to give this account number to the customer so they can allow you access to their case information.

You will need to create a UtahID account to login into your Third Party account. Click [here](#) to create a UtahID account.

**\*\*Note:** Please create a UtahID with the same email address that you used to create your Third Party Account in myCase.

Your account number is MC540791

[Back to Login Page](#)

**This number will be given to your customers so they can add you as a representative.**

**If you have not created a Utah ID you will need to create one using the same email address that was used to create your Third Party Account in myCase.**

Chat You may need to disable your pop-up blocker on your device

# Linking 3<sup>rd</sup> Party Access to Customer Accounts.

## Option A

- Customers must complete and sign the form 114MC.
- Third party must sign and provide MC number on the form 114MC.
- Form must be faxed to 1-877-313-4717 OR 801-526-9500.
- Must allow imaging team proper time to allow access.

## Option B

- Customer can add the third party's MC number in myCase.
- Faster option.

Until either Option A or B is completed, the 3<sup>rd</sup> Party will not be able to access the customer's account information in myCase.



# Option A: Faxing 114MC

Customers can choose all programs or choose specific programs for 3<sup>rd</sup> party to have access to.



This form must be signed by the customer AND the Third Party requesting access. The Third Party's MC number should also be provided.

DWS-ESD/WDD 114MC  
Rev. 09/2019

State of Utah  
Department of Workforce Services  
**myCase AUTHORIZATION TO RELEASE  
INFORMATION TO A THIRD PARTY**

Name: Customer's name Case Number: Case Number

I authorize the Department of Workforce Services and/or the Department of Health, Division of Medicaid and Health Financing to Release the information contained in the myCase database to the following third party: \_\_\_\_\_

LIST THE NAME OF THE PERSON/ORGANIZATION BEING ALLOWED ACCESS: \_\_\_\_\_

1.  **I am granting the above-named Third Party access to my myCase information as follows: (CHECK ALL THAT APPLY)**

**"View:"** I am granting access to view my case information only. The third party may view my information relating to the following assistance programs:

All Programs     Child Care     Financial Assistance     SNAP     Medical Assistance

**"Full Access:"** I am granting access to update, alter, or otherwise make changes to my information, as well as view all case information. This also includes completing and signing my case review.

**"Notices:"** I am granting access to view any notice that was sent to me by the Department, regardless of the type of benefits I will, or have received.

**"Verifications:"** I am granting access to view any request for verification that the Department has asked me to provide, regardless of the type of benefits that I will, or have received.

2. The third party may have access to my information for the following purpose: \_\_\_\_\_

3. I understand that I am not required to grant access to any third party. I also understand that the Department of Workforce Services and/or the Division of Medicaid and Health Financing cannot deny eligibility if I refuse to grant access to a third party.

4. I understand that I will be responsible for any overpayments that may occur as a result of incorrect information being provided by an individual that I authorized to update, alter or make changes to myCase information.

5. I understand that I can choose to grant view only or full access to members of my household.

6. I understand I can choose to grant view only or full access to individuals who are not members of my household, such as my primary care physician or other healthcare providers.

7. By granting access to myCase, I specifically authorize the Department of Workforce Services to share all information regarding my case, including my medical applications, medical cases, and any medical application or case which was denied or closed to the above-named third party. I understand that if there is anything in my case that I do not want shared, I must not grant access to my case.

8. The Department may share limited information with my child care provider(s) through the provider website. If I choose to grant my child care provider access to view my case information, I specifically authorize access to information as it pertains to child care benefits to be paid to them for services provided. I understand if I grant my child care provider access to notices and/or verifications, the provider will be able to view any notice and/or verification regarding all benefits I receive, or have received.

9. I understand that once information is shared because of this authorization, it is possible that it will no longer be protected by privacy laws and could be re-disclosed by the person or agency that receives it.

10. I understand that the Department of Workforce Services and the Department of Health cannot control the information once it has been released to the above-named third party. As such, I specifically release the Department of Workforce Services and the Department of Health or any other state agency from any liability that may accrue as a result of the release or sharing of my information with those parties I have authorized to view, alter, or amend my information.

11. I understand that I may revoke this authorization at any time by removing authorization through my "myCase" account or by sending written notification to my Department caseworker. I also understand that a revocation will not change the fact that information may have already been shared before I revoked my consent. I also understand that the Department or another state agency may have relied on and acted on such information and that revocation may not affect the results of such action.

12. I understand that this authorization is effective from the date authorization is granted, until 12 months from the date granted, or until I revoke access in myCase or provide written notification to my Department caseworker, whichever is sooner.  
Access will be granted within one (1) business day.

Customer Signature: Customer signs here Date: \_\_\_\_\_

Signature of Third Party: You sign here MC#: Your MC# goes here Date: \_\_\_\_\_

Printed Name of Third Party: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Third Party: \_\_\_\_\_ MC#: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Third Party: \_\_\_\_\_ Phone: \_\_\_\_\_

006620901850101

# Option B: Customer adding an authorized representative as a contact to their myCase account.

**myCase**

Home  
Case Summary  
Benefits  
Services  
Documents  
Resources  
Settings  
Paperless Options  
**3rd Party Contacts**

3rd Party Contacts JS

Setting Up Who Can Access Your Case Information

- Below are the people that can access your information.
- If a worker added the person, you must also add them in myCase if you want them to access your information in myCase.
- You can delete people you no longer want to have access.
- You can edit people that YOU have added in myCase.
- To add someone, they need to register in myCase and give you their account number.

Currently, there are no contacts

Helpful Actions

**Add Contact**

Chat You may need to disable your pop-up blocker on your device



# Option B: Customer adding an authorized representative as a contact to their myCase account.

The screenshot shows the 'myCase' web application interface. On the left is a dark blue sidebar with navigation links: Home, Case Summary, Benefits, Services, Documents, Resources, Settings, Paperless Options, 3rd Party Contacts (highlighted), and Webmaster. The main content area is titled '3rd Party Contacts' and contains a sub-header 'Setting Up Who Can Access Your Case Information'. Below this is a list of instructions for adding contacts. A 'Helpful Actions' section contains an 'Add Contact' button. An 'Add Contact' modal is open in the center, asking for the contact's account number and providing 'YES' and 'NO' instructions. At the bottom of the sidebar, it says 'Proxying as Padrina Case #4017930' and includes a 'Chat' button with a note about disabling pop-up blockers. A small red mascot icon is in the top right corner of the page.

**myCase**

3rd Party Contacts

Setting Up Who Can Access Your Case Information

- Below are the people that can access your information.
- If a worker added the person, you must also add them in myCase if you want them to access your information in myCase.
- You can delete people you no longer want to have access.
- You can edit people that YOU have added in myCase.
- To add someone, they need to register in myCase and give you their account number.

Currently, there are no contacts

Helpful Actions

[Add Contact](#)

**Add Contact**

Do you have your contact's account number?


**YES** - If you have your contact's account number (example - MC123456) then continue by clicking on "I have an account #"

**NO** - The person that you want to add needs to go to [jobs.utah.gov/mycase](http://jobs.utah.gov/mycase) to create an account. This person will receive an account number that they will need to provide to you.

[No thanks](#) [I have an account #](#)

Proxying as Padrina  
Case #4017930

[Chat](#) You may need to disable your pop-up blocker on your device



# Option B: Customer adding an authorized representative as a contact to their myCase account.

The screenshot shows the 'myCase' web application interface. On the left is a dark blue navigation sidebar with the 'myCase' logo and menu items: Home, Case Summary, Benefits, Services, Documents, Resources, Settings, Paperless Options, 3rd Party Contacts (highlighted), and Webmaster. The main content area is titled '3rd Party Contacts' and contains a sub-header 'Setting Up Who Can Access Your Case Information' with a list of instructions. Below this is an information icon and the text 'Currently, there are no contacts'. A 'Helpful Actions' section contains an 'Add Contact' button. A modal window titled 'Add Contact' is open in the center, prompting the user to 'Enter the account number that your contact gave you.' It provides an example 'MC123456' and a text input field containing 'MC'. At the bottom of the modal are 'Back' and 'Continue' buttons. The bottom of the page features a status bar with 'Proxying as Padrina', 'Case #4017930', and a 'Chat' button. A small red and white icon is visible in the top right corner of the page.

myCase

3rd Party Contacts

Setting Up Who Can Access Your Case Information

- Below are the people that can access your information.
- If a worker added the person, you must also add them in myCase if you want them to access your information in myCase.
- You can delete people you no longer want to have access.
- You can edit people that YOU have added in myCase.
- To add someone, they need to register in myCase and give you their account number.

Currently, there are no contacts

Helpful Actions

Add Contact

Enter the account number that your contact gave you.

It should look like this: *MC123456*.

Account Number

MC

Back Continue

Proxying as Padrina  
Case #4017930

Chat

You may need to disable your pop-up blocker on your device.





# Option B: Customer adding an authorized representative as a contact to their myCase account.

The screenshot shows the 'myCase' web application interface. A modal window titled 'Add Contact' is open, displaying the following content:

- 3rd Party Contacts** (Page Header)
- myCase** (Logo)
- Home**, **Case Summary**, **Benefits**, **Services**, **Documents**, **Resources**, **Settings**, **Paperless Options**, **3rd Party Contacts** (Selected), **Webmaster** (Left Navigation Menu)
- 3rd Party Contacts** (Page Title)
- Below are the people that can a
  - If a worker added the person, ye
  - You can delete people you no lo
  - You can edit people that YOU h
  - To add someone, they need to r
- Currently, there are no contacts** (Information Icon)
- Helpful Actions**
  - Add Contact** (Button)
- Add Contact** (Modal Title)
- What type is this contact?** (Section Header)
  - Authorized Representative
  - Representative from an Organization
  - Attorney
- What type of access do you want to give this person?** (Section Header)
- Last date allowed access:** (Section Header)
- Terms and conditions** (Section Header)
- Back** (Button)
- Continue** (Button)

At the bottom left of the page, it says: "Proxying as Padrina Case #4017930" and "You may need to disable your pop-up blocker on your device".





# Option B: Customer adding an authorized representative as a contact to their myCase account.

The screenshot shows the 'myCase' web application interface. On the left is a dark blue navigation sidebar with the 'myCase' logo and menu items: Home, Case Summary, Benefits, Services, Documents, Resources, Settings, Paperless Options, 3rd Party Contacts (highlighted), and Webmaster. The main content area is titled '3rd Party Contacts' and contains an 'Add Contact' button. A modal window titled 'Add Contact' is open, displaying the following sections:

- What type is this contact?** (expandable section)
- What type of access do you want to give this person?** (expandable section)
  - Full access - View and report info
  - View pending verifications
  - View Notices
  - View ALL programs
  - View Child Care
  - View Financial
  - View Food Stamps
  - View Medical
  - View Special Payments
- Last date allowed access:** (expandable section)
- Terms and conditions** (expandable section)

At the bottom of the modal are 'Back' and 'Continue' buttons. The background shows a message: 'Currently, there are no contacts' and a 'Helpful Actions' section with an 'Add Contact' button. The bottom of the page includes a chat widget and a proxy notice: 'Proxying as Padrina Case #4017930'.



# Option B: Customer adding an authorized representative as a contact to their myCase account.

The screenshot shows the 'myCase' web application interface. On the left is a dark blue navigation sidebar with the 'myCase' logo and menu items: Home, Case Summary, Benefits, Services, Documents, Resources, Settings, Paperless Options, 3rd Party Contacts (highlighted), and Webmaster. At the bottom of the sidebar, it says 'Proxying as Padrina Case #4017930' and has a 'Chat' button with a note: 'You may need to disable your pop-up blocker on your device'. The main content area is titled '3rd Party Contacts' and contains a list of instructions, an information icon with the text 'Currently, there are no contacts', and a blue 'Add Contact' button. A white modal window titled 'Add Contact' is open in the center, containing the following fields: 'What type is this contact?' (dropdown), 'What type of access do you want to give this person?' (dropdown), 'Last date allowed access:' (dropdown with '02/06/2024' selected), and 'Terms and conditions' (checkbox). At the bottom of the modal are 'Back' and 'Continue' buttons. A small red bear icon is visible in the top right corner of the main content area.



# Option B: Customer adding an authorized representative as a contact to their myCase account.

The screenshot displays the 'myCase' web interface. On the left is a dark blue navigation sidebar with the 'myCase' logo and menu items: Home, Case Summary, Benefits, Services, Documents, Resources, Settings, Paperless Options, 3rd Party Contacts (highlighted in orange), and Webmaster. The main content area is titled '3rd Party Contacts' and shows a message: 'Currently, there are no contacts'. Below this is a 'Helpful Actions' section with an 'Add Contact' button. A large white modal window is open, containing a consent form with the following text:

type of benefits I will, or have received.

- "Verifications" means I am granting access to view any request for verification that the Department has asked me to provide, regardless of the type of benefits that I will, or have received.

3. I understand that I am responsible for any overpayments that may occur as a result of incorrect information being provided by an individual that I authorized to update, alter or make changes to my case information.

4. I understand that I can choose to grant view only or full access to members of my household.

5. I understand I can choose to grant view only or full access to individuals who are not members of my household, such as my primary care physician or other healthcare providers.

6. If I choose to grant access to medical program information, I specifically authorize Medicaid, CHIP, UPP, or PCN to share all information regarding my case, including my medical applications, medical cases, and any medical application or case which was denied or closed. I understand that if there is anything in my case that I do not want shared, I must not grant access to my case.

7. The Department may share limited information with my child care provider(s) through the provider website. If I choose to grant my child care provider access to view my case information, I specifically authorize access to information as it pertains to child care benefits to be paid to them for services provided. I understand if I grant my child care provider access to notices and/or verifications, the provider will be able to view any notice and/or verification regarding all benefits I receive, or have received.

8. I understand that once information is shared because of this authorization, it is possible that it will no longer be protected by privacy laws and could be re-disclosed by the person or agency that receives it. I also understand that the Department will not disclose controlled documents without the consent of the Department's Legal Department.

9. I understand that the Department or other state agencies cannot control the information once it has been released for purposes related to my case. As such, I specifically release the Department or any other state agency from any liability that may accrue as a result of the release or sharing of my information with those parties I have authorized to view, alter, or amend my information.

10. I understand that I may revoke this authorization at any time by removing authorization through my "myCase" account or by sending written notification to my Department caseworker. I also understand that a revocation will not change the fact that information may have already been shared before I revoked my consent. I also understand that the Department or another state agency may have relied on and acted on such information and that revocation may not affect the results of such action.

11. I understand that this authorization is effective from the date authorization is granted, until 12 months from the date granted, or until I revoke access in myCase or provide written notification to my Department caseworker, whichever is sooner.

I agree

At the bottom of the modal are 'Back' and 'Continue' buttons. In the bottom left corner of the page, there is a 'Chat' button and a notice: 'Proxying as Padrina Case #4017930 You may need to disable your pop-up blocker on your device.'



# Viewing Customer Accounts

The screenshot shows the myCase website home page. On the left is a dark blue sidebar with the myCase logo and navigation links for Home and Resources. The main content area has a 'Home' breadcrumb and a 'Sign in' link. It features three columns: 'New to myCase?' with an 'Apply for Benefits' button, 'Already have a case number?' with 'Login with UtahID' and 'Create Account/Forgot Password' buttons, and '3rd Party / Authorized Rep?' with an 'Auth Rep Login' button. A blue mouse cursor points to the 'Auth Rep Login' button. Below these columns is an 'Equal Opportunity Employer/Program' notice. At the bottom left is a 'Chat' button with a note about disabling pop-up blockers. At the bottom right is a logo consisting of a stylized 'M' in blue and red.

**myCase**

Home Resources

Home Sign in

**New to myCase?**  
If you don't have a case number, apply for benefits.  
[Apply for Benefits](#)

**Already have a case number?**  
Login into your account via UtahID.  
[Login with UtahID](#)  
[Create Account/Forgot Password](#)

**3rd Party / Authorized Rep?**  
If you have been given access to another person's case or wanting to become an authorized rep.  
[Auth Rep Login](#)

**Equal Opportunity Employer/Program**  
Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

[Chat](#) You may need to disable your pop-up blocker on your device.



Home

Resources

### 3rd Party/Auth Rep Sign-On

Login here if you are a 3rd party representative on a case, or create an account if you have not already. Once an account is created you will get an account number that you need to give to the customer.

**IMPORTANT CHANGE:** ALL USERS are required to create a UtahID to access our system.

If you already created a UtahID account, you won't need to do anything (as long as your email is the same for both systems - we will automatically migrate you to use the new login for UtahID).

If you don't have a UtahID, please create one ([here](#)) using the same email address as your current email for a Third Party/Authorized Rep. account. If you do not know your UtahID email or password, or need assistance with your UtahID, please go to <https://idhelp.utah.gov> or call 1-800-678-3440 or 801-538-3440.

Create Account

Auth Rep Login



Chat

You may need to disable your pop-up blocker on your device



Public Notice Date Posted: 01/10/2023

February 2023 will be the last SNAP issuance to households eligible for the COVID-related Emergency Allotments. Beginning in March, SNAP households will return to their regular eligible issuance. Answers to frequent video explaining the end of pandemic programs can be viewed [here](#).

Helpful Links

Shortcuts to apply for benefits, report changes, complete your review, download your benefit report, and opt-in to paperless. Note: Some items may not be visible (or available) based on your case info or status.

Apply for Benefits

Report Changes

24 Month Benefit Report

Opt-in to paperless

Review Items

Item	Status
Unread Notices	<a href="#">Review</a>
Verifications Needed	<a href="#">Review</a>

No Action Needed

Item	Status
Benefits stopping this month	<a href="#">None</a>
Benefits stopped within 30 days	<a href="#">None</a>
Payment Due	<a href="#">None</a>
Review due	<a href="#">None</a>
Interview Due	<a href="#">None</a>

JT  
Jimmy ThirdParty  
Proxying as Padrina Ethele Messinground  
Case number 4017930

English

Dark Mode

Log Out



Case Summary

Case Number	4017930
Primary Person	PADRINA ETHELE MESSINGROUND DOB: 01/01/1950
Case Members	SAMANTHA MESSINROUND DOB: 02/03/1994 Gender: Female Relationship: Daughter
	TEST R MESSINAROUND DOB: 05/25/1998 Gender: Male Relationship: Other Non Relative (Female)
	BUBBA MESSINGROUND DOB: 01/01/2008 Gender: Male Relationship: Son
	JOHNNY MESSINGROUND DOB: 05/23/2011 Gender: Male Relationship: Son
	MELISSA MESSINGROUND DOB: 08/15/2019 Gender: Female Relationship: Daughter
Upcoming Reviews	None
Open Programs	None
Pending Programs	None
Home Address	140 E BROADWAY RM 629 SALT LAKE CITY, UT 84111
Mailing Address	140 E 300 S FL 6

Chat You may need to disable your pop-up blocker on your device





# BENEFITS TAB

This page displays:

- Current benefits
- Stopped Benefits
- Application Status



- Home
- Case Summary
- Benefits**
- Services >
- Documents >
- Resources >
- Settings >
- Webmaster >

## Benefits Info

### Current Month Benefits - February

Program	Names	Amount
MEDICAL - Children - Age 6-18		
MEDICAL - Children - Age 0-5		
MEDICAL - Children - Age 6-18		
Child Care		\$2,059.00
MEDICAL - Adult Expansion Medicaid - Adult Expansion Medicaid With Children		
SNAP		\$1,691.00

### Important Program Information

Pending Programs None

Open Programs Child, Child, Child, Child Care, Adult Expansion Medicaid, SNAP

Upcoming Reviews None

### Helpful Links

[View EBT Balance](#)

[24 Month Benefit Report](#)



# Services Tab

This page displays:

- Pending Programs
- Open/Closed Programs
- Applications Submitted
- Reviews Submitted



- Home
- Case Summary
- Benefits
- Services**
- Change Report
- Online Application
- Case Review
- Documents
- Resources

## Services

### Important Program Information

Quick summary of your pending and open programs, along with upcoming reviews. You can also view your past applications and reviews that you have submitted online.

Pending Programs None

Open Programs None

Upcoming Reviews None

### Online Applications (6)

Submitted By	Programs Applying For	Application Date
myCase	Medical	02/03/2023
myCase	SNAP	02/02/2023
myCase	SNAP Medical	01/31/2023
myCase	Child Care Financial SNAP Medical	01/29/2023
myCase	Medical	01/09/2023
myCase	SNAP Medical	09/11/2021

### Case Reviews (2)

Program Name	Date Submitted
SNAP	01/31/2023
SNAP	01/30/2023





- Home
- Case Summary
- Benefits
- Services >
- Documents ▾
- Notices**
- Forms
- Verifications
- Resources >

Documents

Notices that we have sent to you in the last 90 days.

Status	Subject	Date Created	Date Viewed
	Telephone Interview for SNAP	02-02-2023	
	myCase	02-02-2023	
	Telephone Interview Missed	01-18-2023	

## NOTICES PAGE

This page displays:  
-Notices sent to the customer.

*Viewing these notices does not impact the customer.*

*These notices can be viewed regardless if the customer is paperless or not.*





Forms

Here's a list of forms you can print and send to us.

- Fax - 877-313-4717
- Mail - PO Box 143245, SLC, UT 84114-3245
- Drop off at an [office near you](#)

Form Name

Search

630EN - Employment Information

631EN - Employment Termination

1062EN - Shelter/Landlord Statement

611CEN - Affidavit of Identity of Minor Child/Children

702EN - Statement of Contribution/Living Arrangements

476EN - Changes You Must Report

126EN - Verification of School Attendance/ Enrollment

980EN - Child Care Subsidy Worksheet

1049EN - Statement of Medical Need

19EN - Third Party and Insurance Information

61CEN - Application for Additional Persons

17EN - Statement of Head of Household

634EN - Tip Ledger

452EN - Self-Employment Information Sheet

619DEN - Child Support Enforcement

PRO1EN - License Exempt Provider Registration

## FORMS PAGE

This page displays:  
-Commonly requested  
3D barcoded forms.

Customers can print  
requested forms from this  
page.

*3D Barcodes should ONLY be  
used for the customer they are  
requested for.*





Items	For	Received	Status
Employment	PADRINA ETHELE MESSINGROUND		<a href="#">Upload</a>
Unearned Income	SAMANTHA MESSINROUND		<a href="#">Upload</a>
Employment	SAMANTHA MESSINROUND		<a href="#">Upload</a>
Educational Income	PADRINA ETHELE MESSINGROUND		<a href="#">Upload</a>
Medical Expenses	PADRINA ETHELE MESSINGROUND		<a href="#">Upload</a>
RCA Verification - Assistance History	PADRINA ETHELE MESSINGROUND		<a href="#">Upload</a>
Medical Expenses	PADRINA ETHELE MESSINGROUND		<a href="#">Upload</a>

- Home
- Case Summary
- Benefits
- Services
- Documents
- Notices
- Forms
- Verifications**
- Resources

# VERIFICATIONS PAGE

This page displays:  
-Items needed from the customer.

Some documents can be uploaded such as:

- Income
- Assets
- Shelter
- Medical
- Authorization Forms



# Questions?

## **Equal Opportunity Employer/Program**

Auxiliary aids and services are available upon request to individuals with disabilities  
by  
calling: 801-526-9240.

Individuals with speech or hearing impairments may call Relay Utah by dialing 711.  
Spanish Relay Utah: 1-888-346-3162





**WORKFORCE  
SERVICES  
ELIGIBILITY**

