

**DIRECTIVE SASO / AGREEMENT  
N°1 – 2016**

**DIRECTIVE ON THE REQUIREMENT TO REPORT ANY CHANGE OF  
SITUATION**

In compliance with Article 17, paragraphs 2 and 3 of the implementation regulation of the Act of harmonisation and coordination of social benefits (Règlement d'exécution de la loi sur l'harmonisation et la coordination des prestations sociales (hereafter "RELHaCoPS"), of 18 December 2013,

All persons claiming benefits are required to report **immediately** to the Regional Social Office (Guichet social régional/GSR) **any change** in their personal or material situation along with that of all members of their household (called hereafter UER i.e. economic reference unit), in Switzerland or abroad. Changes can pertain especially to the civil status, the number of persons residing under the same roof, the residence, the income and fortune as well as the training or education stand.

This requirement applies also to his or her spouse, partner, guardian or proxy along with his or her parents if the person is of legal age and studying or training.

These changes may lead to a reduction, removal or modification of the claim to social benefits as defined in the LHaCoPS.

**CONSÉQUENCES IF THE REQUIREMENT TO REPORT IS NOT MET**

Failure to report immediately can lead to a delay of payment of the benefits or to an order to reimburse the benefits unduly perceived. Non-compliance can also lead to penal prosecution.

**The following changes are to be reported:**

1. **Residence :**
  - a. Change of address or move to another community, another canton or abroad ;
  - b. Rent : increase or reduction ;
  - c. Flat- or house-sharing : change of the number of persons sharing a same dwelling.
2. **Personal situation:**
  - a. Civil status : marriage, separation, divorce, death of the spouse or partner;
  - b. Live-in partnership: beginning or end of live-in partnership, death of the partner;
  - c. Family: birth, adoption or death of a child.
3. **Education/training:** beginning, end or interruption of education (studies, apprenticeship...).
4. **Income from work** (including self-employment, side income and apprenticeship): resumption of a lucrative activity, new lucrative activity, salary increase or reduction, and of lucrative activity.
5. **Other income:** increase, reduction or termination (incl. Interest on fortune).

6. **Fortune:**
  - a. Movable property in Switzerland or abroad: inheritance, gift, payment of a life insurance or pension capital, lottery prize, any other fortune increase or reduction;
  - b. Estate assets in Switzerland or abroad: purchase or sale of houses, tenements or estate, inheritance, gifts, any other fortune increase or reduction.
7. **Family support** (alimony): beginning of the claim, increase, reduction, ending, new court decision, new legal entitlement, etc.
8. **Daily allowances** under legislation governing insurances for invalidity (“AI”), sickness, accident, loss of earnings (“APG”) or unemployment:
  - a. Application filing;
  - b. Beginning of payment;
  - c. Increase, reduction or ending.
9. **All social and private insurance benefits** : invalidity (“AI”), accidents, military service, pension scheme, unemployment, Old Age and Survivors Insurance (“AVS”), Supplementary benefits to the old-age, survivors' and invalidity insurance, pension from abroad:
  - a. Application filing;
  - b. Beginning of claim, increase, reduction, ending ;
  - c. Retroactive payment of social and private insurance benefits.
10. **Institution** (specialist institution, care, nursing home or similar): entrance or dismissal, change of institutions.
11. **Deputyship/guardianship**: beginning or end; change of administrative receiver/guardian.
12. **Stay abroad** beyond a three month period of a person included within the household (UER).
13. **Any other changes** pertaining to income, expenses or fortune.

Neuchâtel, Social services (Service de l'action sociale), 8 January 2016

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**PROCEDURE TO BE FOLLOWED REGARDING REGIONAL SOCIAL OFFICES  
(GSR) ; IMPORTANT REMARK ABOUT FILING AN APPLICATION FOR  
SOCIAL BENEFITS (DEMANDE DE PRESTATIONS SOCIALES/DPS)**

**SIGNATURES AND COMMITMENTS WITH RESPECT TO THE APPLICATION  
FOR SOCIAL BENEFITS (DPS) (SEE PAGE 2 FORM 1ADMIN)**

Upon signing, all members of the household (UER) thereby certify having filled out the application for social benefits (“Demande de prestations sociales”) comprehensively and truthfully; they furthermore undertake to provide the competent authorities with all documents required as documentary evidence for the application for social benefits. They commit to **immediately** report to the competent authorities **any change** of their personal or material situation. Changes can pertain, among others, to the number of persons residing under the same roof, the residence, the income and the fortune as well as the education/schooling. The household members who file an application certify that they have received the directive on the requirement to report in case of change of situation. Any unsigned application will be returned to sender.