



Caseworker _____

Head of Household Name: _____ SSN: _____ Date: _____

Current Phone # _____

CHANGE BEING REPORTED (Please check the applicable boxes):

- Remove a member from the household
- Change in utility provider: company name & account # _____
- Increase in household income Decrease in household income
- Household member turned 18, reporting their income
- Adult member, reporting no longer a full time student
- I am requesting to add an additional family member to my household*
- Change in childcare expense. Circle one: new ended increased cost decreased

Name of child care provider: _____ Effective date: _____

Address of provider _____ Phone number _____

You must submit current verification of the change: i.e. check stubs (2) or a current letter from your employer, or a current printout of benefits received from the appropriate agency.

All Changes in income and household composition must be reported in writing within 15 business days of effective day of change. You are required to provide proof (documentation) of the changes that you are reporting.

Decrease/Changes submitted by the 15th of the month with documentation will processed effective the next following month. Changes submitted after the 15th will be made effective the 1st of the 2nd month following.

I am requesting to ADD or REMOVE the following family member(s)

Name of Family Member	Relation to Head of Household	Sex	Age	Date of Birth	Social Security Number	Request
						<input type="checkbox"/> Add <input type="checkbox"/> Remove Date moved: ____ _____
						<input type="checkbox"/> Add <input type="checkbox"/> Remove Date moved: ____ _____

*I understand that an additional member may not be added to my lease and may not move into the subsidized unit until the request has been formally approved by the Housing Authority and Landlord.

*Newborns require birth certificate and social security card.

*Eligible add-ons are: Spouse/Partner, Mother, Father, Brother, Sister, Child, or Grandparents to the Head of Household or Spouse. All adults will require an appointment to do background check before they can be added to the household

