

Staff Use

HCV Interim Change Form



Head of Household: _____ Last four of SSN: XXX-XX-_____
Address: _____ Phone: _____

I have the following changes to report: **(PLEASE PRINT ALL INFORMATION)**

INCOME CHANGE

Income Change? Yes No (circle one)

Type of income: _____ Increase Decrease (circle one)

Hours & Rate of Pay: _____ Employer: _____

Which Family Member?: _____ Date Change Occurred: _____

How is this different from current income?: _____

Type of income: _____ Increase Decrease (circle one)

Hours & Rate of Pay: _____ Employer: _____

Which Family Member?: _____ Date Change Occurred: _____

How is this different from current income?: _____

Other Income change: _____

CHANGE OF HOUSEHOLD COMPOSITION

Requests to add person(s) to the household must be approved by the Housing Authority before the person(s) may reside in the unit.

Request to ADD or REMOVE (circle one) Family Member(s) to the household?

Name of addition: _____ SSN: _____

Birthdate: ___/___/___ Reason for addition or removal: _____

Other Change to report: _____

I certify that the information reported in this document is correct and complete to the best of my knowledge.

Head of Household Signature: _____ Date: _____

Co-Head Signature: _____ Date: _____

WARNING: Section 1001 of Title 18 of the US Code makes it a Criminal Offense to make willful false statements or misrepresentations to any department of the US Government, including HUD and any Housing Authority.

3/2017 revision

You must read and initial below to verify that you understand the rules for reporting changes to the Housing Authority of the City of Danville, IL.

Rules for reporting income changes:

All changes to income or cash benefits for any household member must be reported within 10 business days of the change in writing on this form.

You will be required to submit supporting documentation of any income change reported. Documentation could be at least 4 of the most current pay stubs, benefit letter, letter of new employment or termination of employment on employer letter head, etc... You must submit documentation with this form if available. Your assigned case worker will review your change request and may require additional documentation or an appointment in our offices.

Increase in Income:

Failure to report an increase within **ten (10) business days** of the change may be investigated for fraud and will result in a debt owed to the Housing Authority and could also result in termination of assistance.

Decrease in Income:

A decrease in household income reported on or by the **22nd** day of month will generate a change in Total Resident Rent for the 1st day of the upcoming month.

A decrease in household income reported on or after the 23rd day of the month will generate a change in Total Resident Rent for the 1st day of month following the upcoming month.

Rules for reporting Changes in Family (Household) Composition:

All requests to add person(s) to the household must be approved by the Housing Authority before the person(s) may reside in the unit.

Additional ADULT: You may request to add an adult to your household under the following conditions: Marriage, Civil Union, Domestic Partnership, or Romantic Cohabitation. You may also request to add an additional adult if you or a family member are disabled and require the care of an additional adult. The requested adult must be eligible under our administrative plan and must provide all requested documentation.

Additional CHILD: You may request to add a child to your household under the following conditions: Birth of a new baby to a current household member, legal adoption, court awarded legal custody, foster placement. You will be required to provide documentation.

Remove a Household Member: You will be required to provide documentation to prove the whereabouts of the household member you are requesting to remove.

*****If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.*****