REPORTING CHANGES TO HAB

All changes must be reported by the 15th of the month AND documentation must be attached to process

_____/_____ _____

Name of Head of Household Phone # Name of Occupancy Specialist

I am reporting a change in: **Family composition** **Income** **Expenses** **Assets**
Please circle all that apply

Family Composition

Someone is being added to my household: _____
Name

Please provide the following documents for each new member: Original Social Security Card
Birth Certificate

You must schedule an appointment with your caseworker before the 15th of the month.

Someone is being removed from my household: _____
Name

_____
If known please provide new address

Household Income: New or increased income: Employment TANF
Please circle all that apply SS Benefits Child Support _____
Pension Case number
Family Support Other:_____

Decreased or removed income: Employment TANF
SS Benefits Child Support _____
Pension Case number
Family Support Other:_____

Please provide the following:

For new employment

_____
Name of Household Member

Name of Employer: _____
Address: _____
Phone number: _____Fax_____
Rate of pay_____Hours/week_____
How often are you paid? Please circle below
Weekly Bi-Weekly Semi-Monthly Monthly
Start Date of employment:_____

For terminated employment

_____
Name of Household Member

Name of Employer:_____
Address: _____
Phone Number: _____Fax_____

Date Employment was ended:_____

Expenses have Increased Decreased **Please circle**
i.e. child care, medical, disability
Must be 62 and older or disabled for
Medical or Disability Expenses to qualify

Assets have Increased Decreased **Please circle**
i.e. new IRA, new Stocks, new checking or savings
Certificate of Deposit (CD)

Please describe change: _____

_____

_____

I certify that the information provided above is **true** to the best of my knowledge. I understand that providing false, incomplete or misleading information could result in termination of my housing assistance.

_____ _____/_____

Please print name of person reporting change Signature Date