

Interim Change Form

Name:	
Address:	
Phone:	
Email:	

Loss of Income

Reason for Income Decrease:

Name of previous source of income	Address of previous employment.	Date previous employment ended
Did you apply for unemployment yet? (Please circle yes or no)	Yes	No

Change in Income

Reason for Income Increase (ex. New job, pay increase, etc.)

Name your new income or additional source of income	Address of new or additional source of income	Date new or additional income began

Removal of Household Member

Reason for removal:

Name of Household Member being removed	Relation	Date of Birth	Social Security # or Alien Registration #

Addition of Household Member

Reason for addition:

Name of Household Member being added	Relation	Date of Birth	Social Security # or Alien Registration #

I, the undersigned, certify that the information reported on this form is true and correct. I understand that giving false, incomplete, and/or inaccurate information is punishable under Federal and State law and is grounds for termination.

Signature of Head of Household: _____

Date: _____

Documentation listed may be considered proof of income changes (All income must be current)

- Three (3) consecutive paystubs for all employment income or letter of termination from employer stating the last date employed
- Statement of income from SS, SSI, SSDI and state disability
- Unemployment benefits and/or worker's compensation statement(s)
- Welfare budget letter/ SNAP budget letter (including case make-up)
- Child Support or Court Order Statement (For child support please include the disbursement history)
- Letter of financial support from any entity outside of the household to help fund the household for the purpose of paying bills (must be signed, dated and notarized by the person/organization making the contribution)
- Statement of any other income not listed above

Adding a household member

- Birth Certificate/US Passport and Social Security Card
- Photo Identification Card (18 and older)
- Proof of immigration status for any new household member not a U.S citizen (Green Card/INS Document)
- Letter of Good Conduct from the Police Department
- If new household member is a minor please provide proof of custody/guardianship papers (adoption papers or court awarded custody)
- Letter from the landlord approving the addition to the household (SECTION 8 tenants only)
- Letter of Intent from the head of household as to why they would like to add this person to their household.
- Any and all income from the new member being added, please see below: **(all income must be dated within 60 days)**
 - Current IRS 1040 with all W2's/1099's or a Verification of Non-Filing Letter from the IRS office.
 - Four (4) current and consecutive paystubs from their employer (if employed)
 - Statement of income from SS, SSI, SSDI
 - Unemployment benefits and/or worker's compensation statement(s)
 - Welfare budget letter/ SNAP budget letter) including case make-up)
 - Child Support or Court Order Statement (For child support please include the disbursement history)
 - If the new member is self-employed, provide a copy of their current IRS 1040 with **all** schedules
 - Letter of financial support from any entity outside of the household to help fund the household for the purpose of paying bills (must be signed, dated and notarized by the person/organization making the contribution)
 - Three (3) consecutive monthly statements for all checking accounts. One statement for any account that is a savings account, 401K, life insurance
 - Statement of any other income not listed above

➤ **Please have the new household member (18 and over) sign the following forms listed:**

- Declaration of Citizenship Form_
- Acknowledgement of Receipt of VAWA Form
- Authorization for the Release of Information
- HUD 9886

Removing a household member

- Letter from the landlord stating the household member no longer resides in the household (Section 8 tenants)
- A notarized statement from the head of household indicating the date of the change
- Proof of the removing member's new place of residence (Ex: Copy of Lease, Utility Bill, Post Office Change of Address Documentation)