



CHANGE OF INCOME
or ADDITIONAL FAMILY MEMBER

Head of Household: \_\_\_\_\_ Phone number: \_\_\_\_\_

Household Member: \_\_\_\_\_ Alternate Phone/Email: \_\_\_\_\_

INSTRUCTIONS: Complete ONLY the sections that are necessary to tell us how your household income or conditions have changed. Complete all items in the applicable section and attach supporting documentation verifying the change.

What type of Change?

- I am reporting an increase in household income
I am reporting a decrease in household income
I would like to add a household member
Other: \_\_\_\_\_

EMPLOYMENT - Attach paystubs or a letter from the employer

Table with 2 columns: Change in Pay or New Employment, Employment Ended. Rows include Household Member, Employer Name, Employer Phone, Employer Fax/Email, Effective date of change, Stop Date, and Attach confirmation from the employer of your last day worked.

OTHER INCOME

Provide a current payment printout of award letter

Table with 2 columns for Unemployment/TANF and Child/Spousal Support/SS/SSI. Each cell contains checkboxes for Stopped, Increased, and Decreased.

ADDING HOUSEHOLD MEMBER

If you are adding an adult member an application MUST be submitted in order to process. For a new addition of a child we need copies of the Social Security Card, Birth Certificate, and a Declaration of Citizenship Form, Elevated Blood Level of Lead Form and New Lease MUST be Signed.

Name of Person Adding:

Have you been sent with paperwork? Yes No What was sent with you? \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Signature of Household Member

Date