



Housing Choice Voucher Clients Only FOR REPORTING CHANGES

CLIENT'S NAME: _____

CLIENT'S # OR SOCIAL SECURITY #: _____

CLIENT'S PHONE #: _____ CASE WORKER'S NAME _____

You must report correct income and/or family size changes in **writing** and provide verification from the list below. Failure by you to report these and any changes could delay the rent subsidy paid on your behalf by Housing Connect.

IF YOU HAVE A CHANGE IN HOUSEHOLD SIZE THE FOLLOWING VERIFICATION IS NEEDED:

IF YOU ARE ADDING A CHILD:

1. Birth Certificate, Resident Card (I-94), or Naturalization Certificate (originals)
2. Social Security Card (originals)
3. Legal documentation of adoption, court-awarded custody of a child, foster child (original documents required)

IF YOU ARE ADDING AN ADULT (18 YEARS OR OLDER), you must contact your Housing Choice Voucher Housing Specialist to obtain a packet which includes the forms needed to add an additional person. You must also provide the following:

1. Employment verification – **faxed or mailed by employer** – included in packet
2. Zero income form if you have no source of income – included in packet
3. Written notice from landlord verifying additional person has been approved to reside in the unit
4. Birth Certificate, Resident Card (I-94), or Naturalization Certificate (originals)
5. Social Security Card (original)
6. Picture I.D.

REMOVE A PERSON FROM HOUSEHOLD:

1. Notarized verification of address form or lease providing removed member's new address.
2. If deceased provide a death certificate or obituary.

CHANGES IN INCOME:

1. Obtain employment verification form from front desk – **must be faxed or mailed by employer.**
2. Print out from ORS for child support
3. Print out form from DWFS verifying benefits received and household composition
4. Current statement of social security benefits from the Social Security Administration Office.

If you have any questions regarding the procedure for reporting changes, please contact your housing specialist.

REMEMBER ALL CHANGES MUST BE REPORTED IN WRITING WITHIN 10 DAYS OF ACTUAL CHANGE. A RENT ADJUSTMENT WILL NOT BE PROCESSED UNTIL BOTH THE WRITTEN NOTICE AND THIRD PARTY VERIFICATION HAVE BEEN RECEIVED. THESE CHANGES WILL BE MADE FOR THE NEXT MONTH FOLLOWING THE DATE THE VERIFICATIONS ARE RECEIVED.

