

Notification of Change in Income or Family Composition - Participants

Head of Household's Name: _____

Head of Household's Address: _____

Head of Household's Home Number and Cell Phone Number: _____

Head of Household's Email Address: _____

Please check all that apply. If documentation is not attached, your request will not be accepted.

_____ I am reporting a change in hours worked (**attach check stubs or a letter from your employer.**)

Current Employer: _____

_____ I am reporting termination of employment (**attach a letter from your employer on company letterhead of your termination.**)

Last place of employment: _____ Last day worked: _____

_____ I am reporting new employment (**attach a letter from your employer on company letterhead with your start date, hourly wage, and the number of hours you work per week.**)

Name of Employer: _____ Start date: _____

_____ I am now receiving child support / family support (**attach a printout of the last 12 months of child support and/or the name and address of the person providing the family support.**)

_____ I am now receiving unemployment benefits.

_____ I am now receiving TANF benefits.

_____ I am now receiving income from the Social Security Administration (**attach an award letter with the monthly amount you receive dated within the last 30 days.**)

_____ I am reporting a change in "other" income not listed: (please explain) _____

_____ I am requesting to add or remove the following person(s): _____

_____ I am an FSS participant. If the request requires my portion of the contract rent to increase, I wish the increase to be reflected after completion of the pay change giving me a 30-day notice of the increase.

Please allow 4-6 weeks for processing. Any correspondence regarding your income change request will be done via e-mail or mail. In cases of any income decreases: If there is a tenant delay in processing the income change, there will be NO retroactive payments made to your landlord.

Head of Household's Signature: _____ Date: _____

Reviewed by: _____