

Ver.2, 11/2010

Housing Authority of East Baton Rouge Parish \* 4731 North Boulevard \* Baton Rouge, LA 70806 Phone: (225) 923-8100 Fax: (225) 923-8109 TDD: 1-800-545-1833 ext. 930

## INTERIM/CHANGE REPORTING FORM

NAME			SOCIAL SECURITY # XXX – XX(LAST 4 ONLY)					
ADDRESS								
CITY, ST & ZIP			OTHER TELEPHONE					
PROPERTY NAME								
ARE YOU REPORT *( Place an "X" ne	TING A CHANG ext to the change you	E IN FA	AMILY COM	POSITI	ONHOU	SEHOLD INC	COMEO	ГНЕК
Change in Family	Composition	n: List ONLY	Y the people	you wis	sh to add or re	move from h	<u>ousehold</u>	
		Add to Lease (Put an "X")	Remove from Le (Put an "	ase	Social Security Number	Date of Bir	rth Birth Place	Race
1.								
2.								
3.								
4.								
5.								
Change in Housel If you no longer receive	an income, write	"No longer rec	eive" next to t					
Include income received household members, inc		Name of Person Who Receives Income Income Amount				Indicate How Often (Weekly, Bi-weekly, Monthly etc.)		
Welfare/TANF/Cash Aid								
Social Security Benefits								
Supplemental Security In	surance (SSI)							
Wages** Complete Emp	oloyer contact fiel	ld belo						
Regular Contributions Fr Relative, Friend (Money								
Self-Employment	or Goods)							
Unemployment Compens	ation							
Child Support/Alimony					Case	Case # How ofte		
Pensions (VA, Military A Retirement, Survivors Ins								
<b>Employer Contact In</b>	formation_							
Name of Employer			Employer Add	ress				
Employer Telephone	Employer Fax	i						
Other Change to	Report:							
I/We certify that the info accurate and complete to under Federal Law and o	the best of my/ou	r knowledge and	belief. I/We u	nderstan	d that false states	ments or inforn	nation are punis	
If you or anyone in your programs and services, p				re a spe	cific accommoda	ition in order to	o fully utilize ou	r
Signature of Head of Household		_	Other Family Member over age 18 Date					
Signature of Spouse			Other Famil	y Memb	per over age 18	-		



## **Facts to Remember**

- 1. **Changes in Household Composition** The addition of a family member as a result of birth, adoption, or court-awarded custody/guardianship does not require prior approval. However, the family is required to promptly notify Property Management of the addition, as well as supplying required documentation.
  - a. With the exception of children who join the family as a result of birth, adoption, or court-awarded custody/guardianship, a family must request approval to add a new family member or other household member
  - b. If a family member no longer resides in the unit, the family must inform Property Management within 10 business days. This requirement also applies to family members who had been considered temporarily absent, who are now permanently absent.
- 2. **Changes in Household Income** Families are required to report all increases in income, including new employment, within 10 business days of the date the change takes effect. In addition, decreases in income that are long term/permanent should be reported as soon as possible. To determine whether a reduction in income will be permanent, the family will be required to supply their last 4 paystubs and/or letter from employer.

## The following documentation must be submitted with the Interim/Change form.

- ✓ A reduction in work hours; you must supply 4 current paystubs or letter from employer
- ✓ A loss of income source; you must supply the termination letter (letter stating you no longer receive income)
- ✓ A household member has moved out; you must supply proof that the other adult member no longer resides with you. Examples of proof are their new lease, utility bill or mail in their name reflecting a different address. Additional documentation may be requested
- ✓ **Requesting to add a minor**; you must supply Birth Certificate ,SS card and proof of guardianship or custody (if you are not the biological parent)
- ✓ **Additional Income**; Supply 2-4 current paystubs and/or a letter from your employer, current benefit letter/printout
- YOU MUST CONTINUE TO PAY YOUR CURRENT RENTAL AMOUNT; once a change has been processed you will be notified by mail of your new rental amount, as well as the effective date of the change.