



### **Process to Request a Change in Family Composition**

North Coast Housing Connections (NCHC) requires program participants to report interim changes to NCHC within **ten (10) calendar days** of when the change occurs. Failure to comply with this requirement may result in termination of housing assistance and/or retroactive rent charges.

The completed ***Change in Family Composition Request Form***, accompanied by all required verification must be received by NCHC.

#### **Mandatory Documentation and Verification:**

- Change in Family Composition Request*** form (see page 2)

#### **Mandatory Verification, If Reporting Family Composition Change due to Birth, Court Awarded Custody, Adoption, and Foster Care:**

- Birth Certificate
- Social Security Card
- Completed Declaration of 214 Status for each individual being added
- Court Awarded Custody Paperwork (if applicable)
- Adoption Paperwork (if applicable)
- Foster Care Documentation (if applicable)

#### **Reporting Other Additions to the Household:**

The participant family is required to report additions to the household, in writing, 10 days prior to the proposed move-in date, in order to receive NCHC's approval. **NCHC will deny the addition of a family member, with exception of an addition by birth adoption, court awarded custody of a child, marriage, if the addition will result in overcrowding.**

**Your Case Worker will schedule an appointment to approve the requested addition.**

#### **Mandatory Verification, If Reporting a Reduction in Household Size:**

- Foster care documentation (if applicable)
- Medical facility documentation (if applicable)
- Enrollment paperwork from an institution of higher learning (if applicable)
- New address of removed household member
- Move-out Date

***\* Failure to complete the Change in Family Composition Request form and submit all required mandatory verification and/or documentation will result in your interim request being canceled.***

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***Reasonable Accommodation:*** If you, or any household member, have a disability that could prevent your full access to or utilization of NCHC's Housing Choice Voucher Program and any related services, you have the right to request a reasonable accommodation. A reasonable accommodation may include a modification of a rule, policy, procedure or service that will assist an otherwise eligible disabled applicant or resident to make effect use of its programs. If you believe you require a Reasonable Accommodation, please contact your Case Worker

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**Change In Family Composition Request Form**

Head of Household: \_\_\_\_\_ SSN: \_\_\_\_\_  
Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address: \_\_\_\_\_ Telephone Number \_\_\_\_\_

**\*\*Your request will not be processed without the below listed, required verification \*\***

**MANDATORY ADDITIONS TO THE HOUSEHOLD (Please check all that apply):**

- Birth
- Adoption
- Court-Award Custody
- Foster-Care

1) Name: \_\_\_\_\_ Relationship to Head of Household: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship to Head of Household: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Please attach a copy of the following, for each person being added to the household: Birth certification, Social Security Card, and if applicable, court order custody and/or adoption paperwork and foster care documentation.**

**DISCRETIONARY ADDITIONS TO THE HOUSEHOLD (Please check all that apply):**

**\*\*All discretionary additions to the family composition must include written approval from the landlord before any changes will be processed and NCHC must approve the request prior to move-in. \*\***

- Marriage
- Adding a previously removed household member
- Other \_\_\_\_\_

1) Name: \_\_\_\_\_ Relationship to Head of Household: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship to Head of Household: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Prior to approving the addition of the listed household member, NCHC will schedule an appointment where the Head of Household and person listed above member must attend and provide required documentation. The scheduled appointment is mandatory prior to the additional household member(s) move-in date.**

**REMOVING A MEMBER FROM THE HOUSEHOLD:**

- Permanent (will be absent from the household for more than 90 days)
- Temporary (will be absent from the household for less than 90 days i.e. foster care placement, entering medical facility, incarcerated etc.)

Name: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

New Address: \_\_\_\_\_

Name: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

New Address: \_\_\_\_\_

**By signing below, I have released information to NCHC with regards to my family composition. I am also certifying that the information provided about my household composition is true and accurate to the best of my knowledge. I understand that any false statements contained herein may result in the termination of my housing assistance and/or retroactive rent charges.**

Household member completing this form: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Any changes in family composition that include income adjustments will need to fill out a CHANGE IN HOUSEHOLD INCOME REQUEST FORM**

**ADDITIONAL MEMBERS' INFORMATION**

Anyone you list as a household member must use the subsidized unit as their primary residence (at least 51% of the time). All adults must have acceptable criminal background, cannot owe any housing authority money, and if he/she previously participated in federally-subsidized housing program, they must have acceptable compliance history. All adult additions must be approved in writing by your landlord and by PPHA before the additional person can move in.

**Head of Household:** \_\_\_\_\_  
**Additional Member's Name:** \_\_\_\_\_  
**Relation to head of household:** \_\_\_\_\_

**D.O.B.** \_\_\_\_\_

Male       Female

**Are you disabled?**                       Yes       No

**Race**                                       White     Black     Asian     Pacific Islander  
 American-Indian

**Ethnicity**                                 Hispanic       Not Hispanic

**List all income received and attach verification (for example, pay stubs or letter):**

Source \_\_\_\_\_ Phone# \_\_\_\_\_ Monthly amount\$ \_\_\_\_\_  
Source \_\_\_\_\_ Phone# \_\_\_\_\_ Monthly amount\$ \_\_\_\_\_

**List all assets held or owned and attach verification (example, bank or account statement):**

Type \_\_\_\_\_ Financial Institution \_\_\_\_\_ Balance\$ \_\_\_\_\_  
Type \_\_\_\_\_ Financial Institution \_\_\_\_\_ Balance\$ \_\_\_\_\_

**Are you a student?**                       Yes     No    If yes, attach verification of enrollment status or school schedule

**Have you ever been convicted of a felony?**                      Yes     No

If yes, please explain: \_\_\_\_\_

**Have you ever been a registered sex offender?**                       Yes     No

Required Attachments:

- Original Social Security number verification
- Declaration of Citizenship or Immigration Status
- Non-citizens: Original homeland Security I-551 or annotated I-94
- Income, asset, and student verification (if applicable)

FOR ADULTS ADDITIONS:

- Legal ID
- Release of Information
- Debts Owed and Terminations (52675)

I certify the above information is true and the additional household member will reside in the subsidized unit at least 51% of the time. I acknowledge that falsifying or manipulating information may result in denial or termination from the HCV or Public Housing Program.

Head of Household's Signature \_\_\_\_\_ **Date** \_\_\_\_\_

Addition's Signature (if an adult) \_\_\_\_\_ **Date** \_\_\_\_\_