



Strengthening Homes, Communities and Lives

175 Water St Catskill, NY 12414

Telephone 518-943-5170 • Fax 518-943-4342

www.rupco.org

INTERIM CHANGE REQUEST

Log Number	Head of Household Name	Social Security Number			Date
Address		Apt. #	City	State	ZIP Code
Home Phone	Work Phone	Cell Phone	Email Address		

I. HOUSEHOLD COMPOSITION CHANGE

Relation: head of household, spouse, domestic partner, co-head, son, daughter, foster child/adult, live in aide, other adult

Race: Black/African American, American Indian/Alaska Native, Asian, Native Hawaiian/Other Pacific Islander, White

I would like REMOVE the following Household Member:

Last Name	First Name	MI	Date of Birth	Sex (M/F)	Relation
Reason for Removal:					
New Address:					
In order to remove a Household Member, you must provide the following:					
Under 18:	Court-Awarded Change of Custody or School Record showing new address and notarized statement from HOH indicating date of removal				
18 or older:	Utility Bill, Lease or Statement from New Landlord showing new address and notarized statement from HOH indicating date of removal				

I would like ADD the following Household Member:

Last Name	First Name	MI	Date of Birth	Sex (M/F)	Relation
Disability Yes <input type="checkbox"/> No <input type="checkbox"/>	U.S. Citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Full-time Student Yes <input type="checkbox"/> No <input type="checkbox"/>	Race	Hispanic/Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	Social Security # or Alien Registration #
Reason for Addition:					
In order to add a Household Member, you must provide the following:					
Under 18:	Birth Certificate, Social Security Card, Court-Awarded Custody (if applicable), Landlord Approval (unless added by birth)				
18 or older:	Birth Certificate, Social Security Card or Immigration Documents, Marriage Certificate (if applicable), Proof of Income, Landlord Approval, Proof of Current Address, Most Recent Tax Return or Verification of Non-Filing				

II. INCOME CHANGE

I am reporting an INCREASE in income:

Household Member Name	Name and Full Address and Phone Number or Email Address of Income Source	NEW Income before any Deductions	How Often?	Date of Change
		\$		
Reason for Income Increase:				
You must provide one month consecutive pay stubs or other verification of income and document showing date of change.				

I am reporting a DECREASE in income:

Household Member Name	Name and Full Address and Phone Number or Email Address of Income Source	NEW Income before any Deductions	How Often?	Date of Change
		\$	0	0

Reason for Income Decrease:

You must provide one month consecutive pay stubs or other verification of income and document showing date of change.

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III. EXPENSE CHANGES **I am reporting an INCREASE in medical expenses:**

(ONLY for households with Head/Co-Head/Spouse is disabled or 62 or older)

Household Member Name	Description, Full Address and Phone Number or Email Address of Medical Expense	Total Unreimbursed Medical Expense	How Often Do You Pay?	How Long Will You Pay?
		\$		

Reason for Medical Expense Increase (do not provide specific medical information):

You must provide a bill or statement for any expenses.

 I am reporting an INCREASE in child care expenses:

(ONLY for households with a minor under 13 where child care allows an adult HH member to work, go to school or seek work)

Minor's Name	Name, Full Address and Phone Number or Email Address of Child Care Provider	Total Unreimbursed Child Care Expense	How Often Do You Pay?	Date of Change
		\$		
		\$		

Reason for Child Care Expense Increase and list Adult Household Member(s) Allowed to Work:

You must provide a bill or statement for any child care expenses.

 I am reporting an INCREASE in disability assistance expenses:

(ONLY for households with a disabled member where some form of disability assistance allows an adult HH member to work, go to school or seek work)

Disabled Household Member's Name	Description, Full Address and Phone Number or Email Address of Disability Assistance Expense	Total Unreimbursed Disability Assistance Expense	How Often Do You Pay?	How Long Will You Pay?
		\$		

Reason for Disability Assistance Expense Increase and list Adult Household Member Allowed to Work:

You must provide a bill or statement for any disability assistance expenses.

IV. CERTIFICATION STATEMENT**Giving True and Complete Information**

I certify that all the information provided on household composition, income, family assets and items for allowances and deductions, is accurate and complete to the best of my knowledge. I have reviewed the Interim Request form and certify that the information shown is true and correct.

Criminal and Administrative Actions for False Information

I understand that knowingly supplying false, incomplete or inaccurate information is punishable under Federal or State criminal law. I understand that knowingly supplying false, incomplete or inaccurate information is grounds for termination of housing assistance, termination of tenancy or denial of assistance. I/We also understand that I/we may be required to repay any housing assistance over payments made to landlord on our behalf.

Signature of Head of Household_____
Date

Warning: Section 1001 of Title 18, of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department of Agency of the U.S. as to any matter within its Jurisdiction.

The following documents are considered proof of income or expense changes:

- Four (4) consecutive paystubs for all employment income. **Must also be accompanied by a letter from employer on employer letterhead.**
- Current statement of income from SS, SSI, SSDI and state disability (call 855-488-0541 for a state disability benefit letter)
- Current unemployment benefits and/or worker's compensation statement(s) or award letter
- Current welfare/SNAP (food stamps) budget letter (including case make-up)
- Current statement(s) and/or court order(s) for child support and alimony
- Current statement of any regular financial contribution received by any member, including but not limited to, any funds to pay bills (must be signed and dated by the person/organization making the contribution)
- Current statement of any other income not listed above
- If any household member is self-employed (has their own business), the last filed tax return (1099 and all tax schedules) and most recent accounting ledger
- If you or a spouse/co-head is disabled or 62 or older, current statement(s) showing medical expenses and/or medical insurance premiums
- If you pay for dependent care to allow an adult to go to work or school, a current statement showing care provider, how much you pay for childcare and child(ren) receiving care

To REMOVE a household member from your voucher you must provide:

- Documentation of the leaving household member's new place of residence AND
- A notarized statement from the head of household indicating the date of change

To ADD a household member you MUST provide:**The forms below signed by the adult seeking to join your household:**

- Applicant/Participant Certification
- Debts Owed to Public Housing Agencies
- Authorization for the Release of Information (HUD-9886)
- Consent for Release of Information

AND the following documentation for the new household member:

- Birth certificate and proof of Social Security number for any new household member
- If new household member is a **child**: adoption papers or court awarded custody order
- Photo ID for new adult household members (18 and older)
- Proof of immigration status for any new household member not a U.S. citizen (INS document/Green Card)
- Four (4) consecutive paystubs for all employment income
- Current statement of income from SS, SSI, SSDI
- Current unemployment benefits and/or worker's compensation statement(s)
- Current welfare/SNAP (food stamps) budget letter (including case make-up)
- Current statement(s) and/or court order(s) for child support and alimony
- Current statement of any regular financial contribution received by any member, including but not limited to, any funds to pay bills (must be signed and dated by the person/organization making the contribution)
- Current statement of any other income not listed above
- Two (2) consecutive monthly statements for all checking accounts held solely or jointly by new household member
- Current statement for any and all of the following held solely or jointly by new household member: savings accounts, stocks, bonds, CDs, life insurance, trusts, annuities, money market accounts and/or any other assets
- If the new household member is self-employed (has their own business), the last filed tax return (1099 and all tax schedules) and most recent accounting ledger
- If any household member is a full-time student 18 or older, Verification of Full-Time Student Status (statement from educational institution)

