

## Reporting changes of Income and Family Size

### **INCREASE IN INCOME or NEW JOB:**

When you have an income change that is going to be on-going such as an increase in pay (including your Social Security annual cost of living increase), you must report this in writing within 15 days of the change. You must also provide OCHA with verification – a letter from your employer on company letterhead stating that you have received an increase in income, the effective date, rate per hour, hours per week, and how often you will be paid.

When Social Security sends you an award letter stating what your new benefit will be, send a copy of it along with your written notice. **Please state that you are reporting an increase in your income.**

**NEW JOB?** Please provide 4 pay stubs or a letter of employment on company letterhead stating; hourly rate, weekly hours, pay schedule and date of hire. Be sure to include the name of the company you work for and their address.

### **REDUCTION OF INCOME/OR NO INCOME:**

When you lose your job, get laid off, or your hours permanently change, OCHA must receive a written notice within 15 days on company letterhead from your employer stating your reduced hours, effective date, how much you will be earning, and how often you are to be paid; or, if you are being laid off, a letter from your employer stating the last day of employment. If you receive unemployment benefits, include a copy of the award letter from the unemployment office, with your letter. **Please state that you are reporting a reduction in income.** Written verification (pay stubs, employer letter, etc.) must be received in our office by the 15<sup>th</sup> of the current month in order for the decrease to be effective the following month.

### **FAMILY MEMBER CHANGES – 18 YRS. AND OLDER:**

A prospective new adult family member must not move in without OCHA's approval!

If you wish to add an adult family member to your household, you must request permission in writing to add that person. The process to add an additional family member requires the following steps:

1. Submit a written request to add the additional family member. The request must be sent to the Occupancy Specialist assigned to your city for OCHA's approval.
2. After OCHA's approval, you must obtain written permission from the owner and forward it to the Occupancy Specialist.
3. The Occupancy Specialist will contact you to set up an interview appointment.
4. The prospective additional family member will be asked to provide all the necessary documentation and signatures.
5. Income and assets will be verified.
6. A criminal background check will be submitted to the District Attorney's office.
7. Upon receipt of required documents and a clearance from the District Attorney's office, the new adult will be allowed to move into the unit.

### **FAMILY MEMBER CHANGES – MINOR CHILDREN:**

To add minor children, submit a request for permission in writing. You will be required to bring in or mail in copies of a birth certificate, a social security card, bank statements (if the child has an account), alien registration, and/or naturalization certificate. If you have a new baby, or adopt a child, you will need to mail in or bring documentation as stated above. You must also provide OCHA with a letter from your landlord granting permission to have the new person reside in the rental unit. If applicable, we must have written proof of legal guardianship/custody via court documents, Social Services documents, school records, etc.

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### **LIVE-IN ATTENDANT:**

To request a live-in attendant, you must have a statement from a licensed professional verifying the following:

1. Diagnosis
2. Prognosis
3. Exact duties to be performed by the live-in attendant
4. How often will each duty be performed (e.g. once a day, two times a day, etc.)
5. How much time will be spent on each duty (e.g. 10 minutes, 2 hours, etc.)

Upon receipt of the doctor's letter containing all of the information listed above, OCHA will send you a written decision notification.

The live-in attendant must submit their ID card and Social Security Card or Birth Certificate to OCHA. The live-in attendant must be available to provide services as prescribed above. Family members of a live-in attendant may also reside in the assisted unit only if doing so does not increase the rental assistance subsidy by the cost of an additional bedroom and does not cause overcrowding of the unit. The Live-in attendant will not be considered a remaining family member and will not be entitled to the Voucher if the tenant is no longer a participant on the Rental Assistance Program.