

Adding a Child to Your Household

You must report the change in your household within 10 working days of the birth, adoption, or court awarded custody of a child.

Step 1. Tell us who you are:

Your Name: _____

The last four digits of your Social Security number: _____

Your Phone Number: _____

Important Note: Packets turned in after the 20th of the month will be delayed an additional 30 days.

Step 2. Tell us about the child:

Name of Child: _____ Date of birth: _____

Sex: Male Female Where was the child born? _____

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

Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino

Is this child disabled? Yes No Relation to Head of Household: _____

Do you have full custody or shared custody? Is this a Foster child? Yes No

Are you receiving Welfare cash assistance or Child Support for this child? Yes No

Step 3. Complete the Citizenship Declaration

Step 4. Attach Documentation

Are you attaching a copy of the social security card for the child? Yes No
If no, you will be required to provide this later.

We may also need documentation of an adoption, custody, or Foster Care.

Step 5. Certification

I do hereby swear and attest that all of the information on this form about me and my family is true and correct.

Signature of Head of Household: _____ Date: _____

Step 5. Landlord Approval (not required if adding a newborn)

TO BE COMPLETED BY THE LANDLORD: PLEASE CHECK EITHER YES OR NO

I understand that my current tenant is asking my permission to add the above-named person/people to their household:

() **YES**, I do agree to allow the above named person/people to be added to the household pending Housing Authority approval.

() **NO**, I do not give permission for the above-named person/people to occupy the rental unit.

Printed Name of Landlord: _____ Phone Number: _____

Signature of Landlord: _____ Date: _____

THIS FORM MUST BE COMPLETED

Declaration of Immigration Status

All adults, 18 years of age or older, must sign their own declaration. For children under 18 years of age, the declaration must be signed by the parent or legal guardian residing (or who will reside) in the unit and is responsible for the minor.

PROPOSED ADDITION #1:

Under Penalty of Perjury, I declare that: _____
Proposed Addition #1's Name

- IS: a citizen of the United States
- a non-citizen with eligible immigration status. I understand that I must provide documentation of eligible status for the family member listed above.
- choosing not to certify that he or she is a citizen or has eligible immigration status. I understand that this may effect the amount of housing assistance that my family will receive.
- a non-citizen without eligible immigration status.

CERTIFIED BY: _____
Adult's Signature Date

PROPOSED ADDITION #2:

Under Penalty of Perjury, I declare that: _____
Proposed Addition #2's Name

- IS: a citizen of the United States
- a non-citizen with eligible immigration status. I understand that I must provide documentation of eligible status for the family member listed above.
- choosing not to certify that he or she is a citizen or has eligible immigration status. I understand that this may effect the amount of housing assistance that my family will receive.
- a non-citizen without eligible immigration status.

CERTIFIED BY: _____
Adult's Signature Date