

Reporting a Household Income Decrease

Program Reporting Requirements:

- Decreases in income may be reported at any time, but must be reported, in writing, by the end of any month to consider a rent change for the first of the following month. All income that is different from the last rent certification will need to be verified. If income cannot be verified right away, decreases will be delayed until such time that all income has been verified.
- Decreases reported by the end of the month can only be implemented if verification is also received by the end of the month. If received *after* the end of the month, the change will be implemented the following month.
- For your rent to change, the decrease must be expected to last through the next possible effective date. Changes will not be made for very temporary changes. Change must result in an overall decrease in household income. Income is anticipated for the next 12 month period.
- You will receive a letter from us to let you know what your new rent will be or letting you know the reason we cannot make the change.

Reporting a Household Income Increase

Program Reporting Requirements:

- New income for all household members must be reported by completing this form and attaching verification within 10 days of the change in income.
- A delay in reporting new income as required results in forfeiting right to 30-day notice of increase to your rent portion.
- **Please Note: If your household's regular recertification process has started, the reported increase in household income will be effective at the recertification date.**

Instructions

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- Complete and sign the form on the back side of this page. Return to the Housing Authority at 1250 Queen Ave SE Albany, OR 97322. Or fax to 541-926-3589. Or e-mail to mail@L-bha.org
- **Attach verification of changed income**, for example, a letter from the employer stating your job has ended, the *Employment Verification Form* completed by the employer, a notice from Oregon Employment Department that Unemployment has stopped, etc
- **Verification must be dated within the last 60 days.**

Household Income Change Report

Staff: _____

Head of Household Name: _____ Last 4 SSN: _____

Address: _____

Phone: _____ Email: _____

What Has Changed? _____

When? _____

Has overall household income INCREASED, DECREASED, NOT CHANGED or UNSURE? Circle One

Is this PERMANENT or TEMPORARY Explain: _____ Circle One

Will you apply for TANF, UNEMPLOYMENT, or OTHER? (Explain) _____ Circle One

Is anyone in your household (over 18) a full time student? YES or NO Who? _____ Circle One

Have your childcare costs INCREASED, DECREASED, UNSURE or N/A? Circle One

What is your current monthly out of pocket cost for childcare? \$ _____

Name, Address, & Phone # of childcare provider _____

List **ALL** current income for **ALL** household members (including what has changed)

Person Receiving Money	Gross Monthly Amount	Income Type (Child Support, TANF, Employment, Social Security, Pension, Unemployment, Self-Employment, Financial Aid, Etc.)
	\$	
	\$	
	\$	
	\$	

If a job is listed above (new or old), write employers full name, address, & phone number:

IMPORTANT: You must provide verification of new income such as paystub or award letter.

Did you provide verification YES or NO? Circle One

If no, when will you provide it? _____

I/We do hereby swear and attest that all of the information reported on this form is true and complete. I/We understand that the Housing Authority is required to verify the information that I/we have reported. I/We understand that any misrepresentation or failure to disclose information may be grounds for termination of assistance and may be punishable under Federal law.

Signature

Date