



CHANGE FORM

Head of Household Name: _____ Date: _____

Contact phone number: _____

Tell us about your change(s) and the date it/they happened. (Examples: "I started a new job.", "I lost my job.", "I got a pay raise at work.", "I started getting child support.", "My FIP ended.", "I had a baby.", "A family member moved out.")

_____ Date: _____

_____ Date: _____

Child you are adding : Full name: _____ date of birth: _____

Social Security Number: _____

List ALL current income you and your household members now have:

°Monthly FIP amount received: \$ _____ °Monthly Food Stamp amount received: \$ _____

°Monthly Social Security or SSI (gross amounts): \$ _____ °Monthly Pension: \$ _____

°Job #1 - list employer name and gross monthly pay: _____ \$ _____

°Job #2 - list employer name and gross monthly pay: _____ \$ _____

°Monthly Child Support amounts: \$ _____ (If you have more jobs, list on the back)

°Weekly Unemployment amount: \$ _____

°Money given to you monthly from someone outside your household: \$ _____

°Other income source and amount: _____ \$ _____

Attach all paperwork that pertains to the change. *This includes any of the following:

- ❖ DHS letter (FIP, Food Stamps)
- ❖ Unemployment Letter
- ❖ SS/SSI/SSDI Benefit Letter
- ❖ Offer of Employment Letter
- ❖ Termination Letter from employer
- ❖ Child Support Printout (past 3 months)
- ❖ Pension (Monthly Payment)
- ❖ Paycheck Stubs (3 most recent)
- ❖ To Add Child Need:
 - Birth Certificate
 - SS Card
 - Custody documents
- ❖ To Remove Adult Need:
 - Copy of New Lease or
 - Copy of utility bill showing new address or
 - Statement from Landlord
- ❖ To Add Adult Need:
 - Permission document from your Landlord
 - Appointment with your Housing Coordinator to do the paperwork

CERTIFICATION: I hereby swear and attest that all of the information above about me and my household is true and correct. I also understand that all changes in income of any member of the household as well as any changes in household members must be reported to CIRHA in writing within 10 days of the change.

WARNING! Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the United States. This includes the U.S. Department of Housing and Urban Development and thereby CIRHA.

Signature of Head of Household

Date

*** ATTACH YOUR DOCUMENTS OR YOU MAY BE REQUIRED TO ATTEND AN APPOINTMENT IN THE CIRHA OFFICE AT A LATER DATE.**