** 1201 SE GATEWAY DRIVE, GRIMES, IA 50111 515.986.1882 515.986.1883 FAX**

**CIRHA OWNED HOUSING 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) ❖ To Add Child Need: ❖ To Add/Remove Adult:
* Unemployment Letter -Birth Certificate contact your Housing
* SS/SSI/SSDI Benefit Letter -SS Card Manager to set up an
* Offer of Employment Letter -Custody document appointment.
* Paycheck Stubs (3 most recent) -Updated FIP/SNAP letter from DHS
* Termination Letter from employer
* Child Support Printout (past 3 months)
* Pension (Monthly Payment)

**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.

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Signature of Head of Household Date