

REPORT OF CHANGE

IT'S YOUR RESPONSIBILITY.



Under IHEDA policy and HUD regulations, you must report any changes in your household within **15 days** of the change.

WHAT IS A REPORT OF CHANGE?

A Report of Change is when you tell our office about any changes that may affect your eligibility, rent amount, or housing assistance.



WHY IS IT IMPORTANT?

- ✓ Ensures you receive the correct amount of assistance
- ✓ Helps prevent overpayments you may have to repay
- ✓ Keeps your information accurate and your case in compliance

REPORT CHANGES WITHIN



of when the change occurs.

CHANGES YOU MUST REPORT



INCOME

Any increase or decrease in income (wages, SSI, SSA, unemployment, child support, etc.)



HOUSEHOLD MEMBERSHIP

Anyone moving in or out of the home, including birth, adoption, or custody changes.



ADDRESS OR CONTACT INFO

New address, phone number, or email address.



EMPLOYMENT STATUS

New job, loss of job, change in hours, or self-employment.



ASSETS

Bank accounts, credit union accounts, vehicles, real estate, or other resources.



OTHER CHANGES

Any other change that may affect your eligibility or rent amount.

WHAT YOU NEED TO PROVIDE

You must provide written verification to support the change. Examples of acceptable documentation include:

- ✓ Pay stubs (30 days)
- ✓ Benefit award letters (SSA, SSI, unemployment, etc.)
- ✓ Employment verification or offer letter
- ✓ Child support/custody documents
- ✓ Bank statements
- ✓ Lease or rental agreement
- ✓ Utility bills
- ✓ Other documents related to the change



POLICY & REGULATIONS



IHCDA Policy:

Participants must report all changes in income and household composition within 15 days.

Federal Regulation:

24 CFR § 982.551

Participants must provide complete and accurate information and report changes in income or family composition in a timely manner.

FAILURE TO REPORT CHANGES CAN RESULT IN:



Overpayment you must repay



Possible termination of assistance



Disqualification from future assistance



REPORT TODAY!

Submit your Report of Change in writing, by email, mail, or in person.



We're here for help!

463-230-7522 | section8program@cagi-in.org
www.cagi.org



Safe Homes.
Strong Communities.
Brighter Futures.

Thank you for helping us serve you better!

Report of Change Form

- All changes must be reported within 15 calendar days of their occurrence
- Only complete the sections of the form that describe the changes you are reporting
- Attach proof of all changes reported

| <i>Change in Household Composition</i> | | | | | | |
|---|--------------------------|--------------------------|--------------------|------------------------|-----------------------|-----------------------------------|
| Family Member Full Name (Print Clearly) | Add | Delete | Date of Birth | Social Security Number | Date of Change | Relationship to Head of Household |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Explanation of change: | | | | | | |
| | | | | | | |
| | | | | | | |
| <i>Change in Household Income</i> | | | | | | |
| Family Member Name | New Income Amount | Amount of Increase | Amount of Decrease | Type of Income | Income Source Address | Date of Change |
| | | | | | | |
| | | | | | | |
| Explanation of change: | | | | | | |
| | | | | | | |
| | | | | | | |
| <i>Other Changes</i> | | | | | | |
| Type of Change | | | | Date of Change | | |
| | | | | | | |
| | | | | | | |
| Explanation of Change: | | | | | | |
| | | | | | | |
| | | | | | | |
| Certification: I declare, under penalty of perjury, that the above information is true and complete. WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentation to any Department or Agency of the U.S. as to any matter within its jurisdiction. | | | | | | |
| Head of Household Name | | | | Date | | |
| Head of Household Signature | | | | Telephone | | |