

HOUSEHOLD COMPOSITION ADDITION REQUEST FORM

HEAD OF HOUSEHOLD: _____ ENTITY ID#: _____

LAST FOUR OF SOCIAL SECURITY NUMBER: XXX-XX-_____ PHONE NUMBER: _____

IMPORTANT INFORMATION

Any changes to the household composition of an applicant/participant must be reported to the Santa Clara County Housing Authority (SCCHA) **within 15 days of when the change occurred. Failure to sign, date and provide necessary documentation can result in a delay in processing the request.**

Adding a household member may change the **subsidy size** you are eligible to receive and/or change the **portion of rent** you are responsible for.

Fill in and check all applicable boxes/sections that apply below:

- Are you requesting to add a: Disabled Parent/Grandparent Disabled Adult Child Elderly Parent/Grandparent
 Spouse/Domestic Partner/Boy or Girlfriend Minor Child (birth, adoption, court-awarded custody)
 Minor Child (non-biological) Minor Child (birth or adoption who has been living elsewhere)
 New Live-in-Aide Replacement of a Live-in Aide

Name of Household Member to be Added	Date of Birth	Relation to the Head of Household or Spouse/Partner
1.		
2.		
3.		
4.		

The Head of Household and the potential new adult household member will be scheduled for an office appointment.

Familial status or guardianship needs to be established for the person(s) being added. On the back is a list of documentation to verify familial status. Please attach the documents that apply to this request form and submit to your assigned representative.

Written approval from the owner must be submitted to SCCHA before approval can be granted for any adult, any minor child by designated custody or any minor child by birth or adoption who has been living elsewhere.

SCCHA reserves the right to request additional documentation, if necessary. The family must supply any information requested by SCCHA or HUD for use in an interim reexamination of family income and composition in accordance with HUD requirements.

I understand that as Head of Household, I am responsible for reporting complete and accurate information for all household members. I declare, under penalty of perjury that the information given is true and correct. I understand that submitting this request form does not guarantee SCCHA approval.

Head of Household Signature: _____ Date: _____

****View the second page of this form before submitting your request****

CHECKLIST OF VERIFICATION OF DOCUMENTS TO SUBMIT WITH REPORTING ADDITION CHANGES TO HOUSEHOLD COMPOSITION

The Santa Clara County Housing Authority (SCCHA) needs to view and certify all original documents for each member being added.

1. VERIFICATION OF FAMILIAL STATUS

- Submit the birth certificate for a disabled adult child or minor child (hospital record for child 6 months and under is acceptable)
- Submit the birth certificate of the Head of Household or Spouse/Partner to add parents
- Submit the birth certificate of the parents of the Head of Household or Spouse/Partner to add grandparents
- Submit Adoption or Court- Awarded custody documents (if minor is biological or non-biological child)
- Notarized written permission/designation of physical custody for a non-biological child signed by the parent or legal guardian
- Court-ordered joint physical custody agreement showing 50% plus one day (183 days) or more, (if applicable)

2. Social Security Card

- Original Social Security Card issued by SSA
- Original printout from SS Office verifying legal name and SS Number
- Original document issued by a Federal , state or local government

3. Evidence of Immigration Status for each member (if applicable)

- Alien Registration Receipt Card: I-551 Arrival/Departure Record (I-94)
- Temporary Resident Card I-766 (formerly I-688)
- Receipt issued by the USCIS for issuance of replacement of any of the above documents that show individual's entitlement has been verified.

4. Identity of Applicant - Name and Date of Birth need to be listed on the document

- DMV issued Driver's license or Identification Card
- U.S. Passport
- U.S. Military Discharge form (DD214)
- Birth Certificate or Certificate of Naturalization
- Baptismal Certificate issued by a religious institution
- U.S. Military Discharge form (DD214)
- International Identification Card
- School Identification Card
- Valid Foreign Passport with I-766 Stamp or attached I-94 form indicating unexpired employment authorization

For Minors, the additional documents below are acceptable:

- Adoption papers
- Official Court-Awarded Custody Agreement
- Immunization Records
- School Records
- Hospital Records (child 6 months of age or younger)

INTERIM CHANGE REQUEST TIMELINE

1. Submit your change in writing along with all required documentation to SCCHA within 15 days.
2. You will receive a letter from SCCHA acknowledging your written request and/or an office appointment letter with your scheduled appointment date and time.
3. The assigned caseworker will review your request and will ask for any additional documents if necessary.
4. Once all documentation is received the assigned caseworker will process your file.
5. Please allow 4-6 weeks for requests to be completed.