

Instructions: Fill out form completely & submit with income verification/ documentation.

Head of Household		Social Security No.
Address, City, State, Zip Code		
Phone #	Work#	Message#
Are you an FSS Participant? <input type="checkbox"/> Yes <input type="checkbox"/> No		

HACA has a NEW policy that may not require you to report your change. If you are only reporting:



- An increase in your employment income, benefit amounts, and/or assets; OR
- A cost of living adjustment (COLA) in social security, TANF, and/or Veteran Assistance,

You **DO NOT** need to complete this form. Your changes will be processed at your next annual re-exam. THANK YOU!

<input type="checkbox"/> Check all that apply		WHAT ARE YOU REPORTING?			
<input type="checkbox"/>	New Employment	Family Member Name:	New Rate/wage per hour	New Hours per week	Employer Name:
		1.			
		2.			
<input type="checkbox"/>	Employment Decrease	Family Member Name:	New Rate/wage per hour	New Hours per week	Employer Name:
		1.			
		2.			
<input type="checkbox"/>	New Benefit Social Security, Unemployment, Child Support, TANF, VA Pension, Family Contribution	Family Member Name:	Type of Benefit:		Amount Per Month:
		1.			
		2.			
<input type="checkbox"/>	Benefit Decrease	Family Member Name:	Type of Benefit:		Amount Per Month:
		1.			
		2.			
<input type="checkbox"/>	Medical Expenses	Amount per month \$			
<input type="checkbox"/>	Childcare Expenses	Amount per month \$	Contact Information:		
<input type="checkbox"/>	Removing Family Member	Name:			
<input type="checkbox"/>	Adding Family Member	Name:	Is this a live-in aide? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Relationship to HOH	Is this person 17 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/>	Request for a bedroom upgrade	The New bedroom size requested is _____			
<input type="checkbox"/>	Change in Student Status	Name:	<input type="checkbox"/> Full Time	<input type="checkbox"/> No longer full time	

X

X

Signature of Head of Household

Date

My Eligibility Specialist/Coordinator is: