

HOW TO REPORT A CHANGE IN FAMILY OR INCOME (INTERIM UPDATE)

The following changes are **MUST** be reported by all participants

- The family is required to report the following in writing within 30 calendar days from the date of occurrence.
- Families are required to report **new sources of earned and unearned income** (i.e. examples of new income sources include: job, VA benefit, child support, Social Security, SSI, TANF, family contribution or unemployment)
- Families are required to report **all changes in family composition**.
- When a family is reporting a decrease in income, they must also report any new sources of income which have occurred.

The following are NOT required to be report

- The family is not required to report the following until the next annual re-examination.
- Cost of living adjustments (COLA) for benefits such as Social Security, TANF and Veteran Assistance.
- Families are not required to report increases **in current earned or unearned income**. (i.e. increase in pay rate, hours worked or benefit amount).
- Families are not required to report increases **in assets**.

Method of Reporting

- Please complete and submit the docuSign update form.
- Please submit the necessary information or documentation to support the change using the docuSign submit button



- You may upload documentation from your computer, phone, and we will accept photos of documentaiton as well.
- The participant must submit any required information or documents within 14 calendar days of receiving a request from HACA.

Attention Family Self Sufficiency (FSS) Participants: You may choose to report all changes in income as an increase in income could increase your escrow account.