



121 Paillet Drive - Harvey, LA 70058 - 504.342.4475 - www.jp hsdd.org

### HCV PROGRAM INTERIM CHANGE FORM

Tenant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_

Check change: \_\_\_\_\_ Income \_\_\_\_\_ Household Composition \_\_\_\_\_

#### Change of Employment:

Employer's Name: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Employer's Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Hire Date: \_\_\_\_\_  
Termination Date: \_\_\_\_\_  
(Copy of Separation Notice Needed)

#### Change of Household Composition:

Please circle whether you are **ADDING** or **REMOVING** a household member.

Name: \_\_\_\_\_  
Social Security No: \_\_\_\_\_

**\*\*If ADDING a household member, the following documents are required: Birth Certificate, Social Security card, Declaration 214 Status form and HUD form 9886 - Authorization for Release of Information form. A person 18 years of age or older will be subjected to a criminal background check, income verification and MUST submit a valid government issued photo identification card (State or Driver License).**

**\*\*If REMOVING a household member, the following documents are required: Proof of new residency (Valid government issued photo identification card, utility bill and copy of new lease). If removing a minor child submit school documentation of newly appointed guardian and address or government assistance letter including information child has been removed).**

**MOVE OUT DATE:** \_\_\_\_\_

#### Change in Benefits:

Unemployment \$ \_\_\_\_\_ per week  
Child Support \$ \_\_\_\_\_ per month  
AFDC/TANF \$ \_\_\_\_\_ per month  
Social Security/SSI \$ \_\_\_\_\_ per month  
Contributions \$ \_\_\_\_\_ per month \*\*\*Must complete a Zero Income Packet if only source of income\*\*\*

**If you are no longer employed or if benefits have been decreased and/or suspended, an Interim will not be processed until verification of ALL income is received. ALL INCOME/HOUSEHOLD CHANGES MUST BE REPORTED WITHIN 10 DAYS OF CHANGE(S). If written verification is received after the 20<sup>th</sup> of the month you may not be processed for the next month; however, we will make every effort to complete the change as timely as possible.**

**You are responsible for your current rent portion until a signed Contract Amendment outlining the rent change and effective date of the change.**

Signature \_\_\_\_\_

Date \_\_\_\_\_