

CHANGE OF STATUS FORM (Income Verification)

Please print in ink. Change of income must be reported within thirty calendar days. Failure to report changes may result in termination of housing assistance.

PLEASE FILL OUT THIS PORTION:

I am in the moving process (Relocation).

Head of Household: First Name Middle Initial Last Name

Social Security# Last (4) digits

Street Address City State Zip Code

Home or Cell Telephone #

E-Mail Address:

ONLY CHECK THIS PORTION IF YOU ARE REPORTING CHANGES TO THE FOLLOWING INCOME:

*Attach a letter or statement from the agency for verification. Changes will not be processed if required documentation is not attached.

I'm reporting a change in:

- Child Support Employment Unemployment Pension/Retirement Workfirst (AFDC) Social Security/SSI Child Care Expenses (Allowance) Medical Expenses (Allowances) Requested from Specialist: Others:

Attached is: (2) Current check stubs (reporting new or re-start employment or RHA Employment Verification Form) (4) Current check stubs (reporting wages decrease only) Awards Letter Allowances Documents

Description of Income Change: Income Decrease Income Increase

ONLY CHECK THIS PORTION IF YOU ARE REPORTING CHANGES TO YOUR EMPLOYMENT:

Changes will NOT be processed if required documentation is incomplete or not attached. If more than one employment change, complete another COS form for each change. Failure to report an increase in income and to provide the necessary verification within 30 calendar days may result in termination of your assistance and/or you having to repay monies you were not entitled to receive. You should be aware that any adjustments to your housing assistance payment and to your portion of the rent as a result of your increased income will be effective from the date of your change in income, not the date on which you provide the required verification. Accordingly, if the tenant's delay in providing the verification results in the Housing Authority overpaying housing assistance payments, the tenant will be obligated to repay this overpayment. If income is not reported within 30 days of the or restart/rehire date, tenant will start paying their rent portion immediately.

Employment Status: Temporary Employment Full-time Part-time Month (s) Employment

- Resignation (Effective) Employer Termination (Effective) Employer Returned to Work (Effective) Employer Changed Jobs (Effective) Other

Old Company Name New Company Name Start Date: How Often Paid: Weekly Bi-Weekly Semi-Monthly Monthly (52) (26) (24) (12)

WARNING: Section 1001 of the Title 18 of the United States Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any departments of the United States Government.

I hereby give Raleigh Housing Authority permission to request and obtain information required to perform a change based upon the information provided by me, which is listed above and /or attached.

Tenant's Signature Date

FOR HOUSING AUTHORITY USE ONLY

Denied & Returned Reason: SEE ATTACHED NOTIFICATION

MORE INFORMATION ON OTHER SIDE, TURN OVER

INSTRUCTIONS FOR CHANGE OF STATUS FORM

***PLEASE READ CAREFULLY ***

You should complete a Change of Status form whenever there is a change of income, additions to the household, changes in your marital status, and/or employment status. Failure to report changes within 30 calendar days may result in termination of assistance and /or paying back monies you were not entitled to receive.

Income changes reflecting Annual Increases in a family's income must be submitted at your annual recertification. *(This will only apply to income increases, if the increase is due to a pay raise or work hours being increased.)*

It is the tenant's responsibility to provide Raleigh Housing Authority with all necessary verifications to process the change of status. It also the tenant responsibility to provide the name, address and phone number of their employers, if verification is not attached, your change of status will be denied and returned to you.

According to 24 CFR 960.259 & 982.551 the family must supply any information that the PHA or HUD determines is necessary in the administration of the program. The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.

1. When filling out the change of status form, only mark the change you are reporting.
2. If you are reporting changes to Social Security, SSI, Child Support, or AFDC, please provide a letter showing the new amount received. For child support: 12 month computer print out from the child support office is required. Also, if you are reporting that you are no longer receiving any of the above; verification must be provided showing zero amounts.
3. When reporting an income decrease due to a change in wages or hourly pay, you must submit your (4) most recent consecutive paycheck stubs. *No Employment Verification Forms will be accepted.*
4. You must report all income increase changes within Thirty (30) calendar days of your start or re-start date. Provide copies of your (2) paycheck stubs from your new job and attach to the change of status form. If unable to provide (2) paycheck stubs within 30 days you will need to complete an Employment Verification Form (located in the main lobby or on our website) and return to our office attached to this form. All salary increases (Raises) must be reported at your annual recertification.
5. When separating from your employer due to lay-off, termination, disability, etc., you should provide written verification on company letterhead from your Human Resources or Payroll Department stating your last day employed. If you are unable to obtain this information from your employer; please complete an Affidavit of No Employment Form.

*******YOU ARE RESPONSIBLE FOR PAYING YOUR RENT PORTION UNTIL YOU RECEIVE A NEW RENT NOTIFICATION LETTER FROM RALEIGH HOUSING AUTHORITY ADVISING YOU OF THE NEW RENT PORTION. IN ADDITION, IF YOUR INCOME CHANGE IS NOT REPORTED IN A TIMELY MANNER, IT MAY CAUSE INCOME DISCREPANCY. ALL CHANGES NOT REPORTED IN A TIMELY MANNER WILL BE EFFECTIVE IMMEDIATELY, NO 30 DAY GRACE PERIOD WILL BE GIVEN.** {_____ Tenant Initial}

*******If you are currently in the pre-moving process, no income or household composition changes can be made until you receive your final rent adjustment letter for the new unit. {_____ Tenant Initial}**

I _____ the voucher holder has read and understand the instruction above; I do understand the last lines on this document, stating that I must pay my rent until a written notice has been sent to me within 30 business days of submitting a income change.

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Privacy Act Notice: The collection, maintenance, use, and dissemination of SSNs, EINs, any information derived from SSNs and Employer Identification Number (EINs), and income information under this subpart shall be conducted, to the extent applicable, in compliance with the Privacy Act (5 U.S.C. 552a) and all other provision of Federal, State, and Local Law.

Tenant Signature_____ Date: _____