

### Interim Request Form

Date: \_\_\_\_\_

Head of Household Name: \_\_\_\_\_

Your Name: \_\_\_\_\_ SSN#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

#### Reporting Change of Income

Name	Income Source (i.e. name of employer)	Type of Change

#### Removal of Household Member

Name	New Address	Move Out Date

#### Addition of Household

Name	Social Security Number	Date of Birth

\*Please note no letter will be sent regarding increase or decrease of voucher size. If applicable, any changes to the voucher size will be updated during your annual redetermination.

**Additional Comments: (ex: employers name, address, phone number, and/or fax number)**

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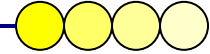
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**Signature**

**Date**



### What are Interim Reexaminations?

Family circumstances may change between annual reexaminations; Therefore, HUD regulations permit the family to request an interim determination if other aspects of the family's income or composition changes.

**Please allow LCHA 45 days from the date of request to complete the interim reexamination. Any required documents or information that the family fails to provide may result in denial of Interim Request. Also, please note, if the family composition changes and LCHA determines that the voucher size must be increased or decreased, a letter will not be sent out. If applicable, any changes to the voucher size will be updated during your annual redetermination.**

- **Effective 10-01-2020 Families are required to report all changes of income & household composition. These changes must be reported within 10 business days of the change occurring.**

### New Family Members Not Requiring PHA Approval

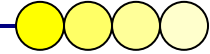
The addition of a family member because of birth, adoption, or court-awarded custody does not require PHA approval. However, the family is required to promptly notify LCHA of the addition. LCHA will require families to furnish verification of legal identity for each household member.

Verification of Legal Identity Required to Add Household Member*	Documentation Required to add Household Member
<ul style="list-style-type: none"> <li>• Certificate of birth, naturalization papers</li> <li>• Social Security card</li> <li>• Adoption papers Custody agreement (for minor children)</li> </ul>	<ul style="list-style-type: none"> <li>• Declaration of Citizenship</li> <li>• Lead Disclosure (children 6 years of age or younger)</li> <li>• Proof of Income; if applicable</li> </ul>

### Departure of a Family or Household Member

Families must promptly notify LCHA if any family member no longer lives in the unit. Household members are considered when determining the family unit (voucher) size, LCHA also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit.

Documentation to Remove Household Member
<ul style="list-style-type: none"> <li>• Out of Household</li> <li>• Proof of new residency (i.e. utility bill, lease, photo ID)</li> <li>• divorce decree, court record is required to document a separation; if applicable</li> </ul>



### New Family and Household Members Requiring Approval

Families must request LCHA approval to add a new family member, live-in aide, foster child, or foster adult. Requests must be made in writing and approved by the PHA prior to the individual moving into the unit.

Verification of Legal Identity Required to Add Household Member* (Requiring Approval)	Documentation Required to add Household Member (Requiring Approval)
<ul style="list-style-type: none"> <li>• Adoption papers Custody agreement (for minor children)</li> <li>• Certificate of birth, naturalization papers</li> <li>• Social Security card</li> <li>• Current, valid driver's license or Department of Motor Vehicles identification card, U.S passport (Adults 18 and older)</li> <li>• Marriage certificate; if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Debts Owed, if applicable</li> <li>• Criminal Request form, if applicable</li> <li>• Declaration of Citizenship</li> <li>• Live in Aide Agreement; if applicable</li> <li>• Lead Disclosure (children 6 years of age or younger)</li> <li>• Proof of Income; if applicable</li> </ul>

### Changes Affecting Increase in Income

Families are required to report all increases in earned income, including new employment.

Documentation Required to report Increase of Income
<ul style="list-style-type: none"> <li>• 3 current, consecutive pay check stubs</li> <li>• Letter from employer which list start date, hourly wage/salary, number of hours work per week, pay frequency; sign and dated</li> </ul>
<b>Documentation must be dated within the last 60 days</b>

### Changes Affecting Decrease in Income

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination. LCHA must process the request if the family reports a change that will result in a reduced family income.

Documentation Required to report Decrease of Income**
<ul style="list-style-type: none"> <li>• Letter of separation/termination from employer</li> <li>• Self-certification which list employer name, last date of employment, and contact information of manager/supervisor; sign and dated.</li> </ul>
<b>Documentation must be dated within the last 60 days</b>