

FAMILY OBLIGATIONS AND CERTIFICATIONS

The following conditions are grounds on which the Housing Authority (HA) may deny or terminate assistance because of a family's action or failure to act:

ALL Family members 18 and older must sign.

- Supply any information that HA or HUD determines necessary, including evidence of citizenship or eligible immigration status, birth certificates social security cards and sign and submit consent forms for obtaining information. Sign and complete documentation as requested by HA to complete and/or update your file.
- Supply information and documentation requested by HA or HUD for use in yearly scheduled re-certification examinations or for any other requested reasons.
- Report ANY changes in income to our office within 14 calendar days. (This includes cash assistance, SSI, SSDI, VA, pension, child support alimony, unemployment, workers compensation, job changes, babysitting, wage increases or decreases, contributions etc.) Provide any requested verification of such income.

If you receive a lump sum payment for child support/alimony be advised, the lump sum amount will be calculated in your average monthly payment most likely resulting in an increase in your portion of the rent payment. Please budget accordingly for this additional amount. Other lump sum payments, such as social security, may be counted as an asset.

Please be advised you will be financially responsible to repay the HA for any fraudulent unreported income that results in overpayment in your rental subsidy may be subject to termination from the program.

- Promptly notify the HA in person in writing of the birth, adoption, or court awarded custody of a child. You MUST provide documentation such as birth certificate, social security card and any supporting court documentation requested.
- Notify PHA in writing to request approval to add any other family member as an occupant of the unit. The HA requires adults to complete the application and approval process before moving in. Any adult residing in a unit without the HA written approval will be considered an unauthorized occupant and may result in the need to repay the HA for rental assistance funds and/or termination of rental assistance.
- Notify the HA in writing (within 14 calendar days) when the family is away from the unit for more than 21 calendar days.
- Supply any information requested by HA to verify that the family is living in the unit or

