



## HOW TO ADD NEW MEMBERS TO YOUR HOUSEHOLD

**Adding Adults:** If you would like to add an adult to your household, you must request advance permission in writing by completing the following form. Additionally, you must wait until you receive written permission from the Housing Authority before the additional adult moves in. The Housing Authority will conduct its standard eligibility screening on new household members.

The following adults may be added to the household (if approved in advance by the Housing Authority). This addition may result in a larger voucher size.

- The parent of the head of household, or the parent of the head of household's spouse / registered domestic partner.
- The child of the head of household, or the child of the head of household's spouse / registered domestic partner.

The following adults may be added to the household (if approved in advance by the Housing Authority), but will NOT increase your family's voucher size. Additionally, these adults will only be approved if they do not cause overcrowding.

- The spouse, registered domestic partner, or significant other of the head of household.
- The grandparent of the head of household, or the grandparent of the head of household's spouse / registered domestic partner.
- The grandchild of the head of household, or the grandchild of the head of household's spouse / registered domestic partner.

**Adding Children:** If you would like to add a child to your household, you must request advance permission in writing by completing the following form. Additionally, you must wait until you receive written permission from the Housing Authority before the child moves in. The Housing Authority understands that in some cases it may not be possible to request advance permission for the addition of a child. In such cases, you **MUST** notify the Housing Authority within 14 calendar days of the addition of the child. However, the Housing Authority may not approve the request.

The following children may be added to the household. These additions may result in a larger voucher size.

- The child of the head of household, or the child of the head of household's spouse / registered domestic partner.

The following children may be added to the household, but will NOT increase the family's voucher size. Additionally, these children will only be approved if they do not cause overcrowding.

- The grandchild of the head of household, or the grandchild of the head of household's spouse / registered domestic partner.
- Minor birth child of any existing household member.

**No other adults or children may move into the assisted unit, other than those specifically identified above.**

Please be aware that if you fail to provide proper notification and / or request advance permission regarding any changes in your family composition, your housing assistance may be terminated, or you may be responsible for paying back any overpayment of subsidy caused by the unreported information or violation.

### Next Steps

- Don't forget to include verification of the relationship between the head of household and the individual(s) you are requesting to add to the household, including birth certificate, marriage certificate, domestic partner registration, court / social service verification, or any other applicable verification of each new member's relationship to the head of household.
- The Housing Authority will contact you regarding the approval or denial of your request, or any additional information needed.
- Due to the volume of changes reported, it may take several weeks to process your change. Once all information has been received and verified, the Housing Authority will perform an Interim Examination to determine whether or not your request will be approved, and whether or not your housing assistance will change. You will be notified in writing regarding the details of the results of your Interim as soon as it has been completed. If you have an increase in household income, expect to pay an increase that is approximately 30% of your increased income. This increase may be retroactive due to a delay in reporting or processing.