



Section 8 Office

700 Andover Park W • Tukwila, WA 98188-3326 • www.kcha.org
 Phone 206-214-1300 • Fax 206-243-5927

OFFICE USE ONLY	
FORM #:	815C
HH ID #:	
UNIT #:	
EFFECTIVE DATE:	

CHANGE IN FAMILY COMPOSITION – ADDING OR REMOVING MEMBERS

THINGS TO KNOW BEFORE REPORTING A CHANGE

- **Before the Change Is Processed:**
 - KCHA must receive all documentation and complete all verification before a change is processed.
 - Additional family member may not be added to the lease until approved by **KCHA and landlord. It may take more than 30 days to add an adult.**

- **Your Responsibility:**
 - As the Head of Household, you understand that you are required to report in writing any change in your family composition, or any change in your income, **within 30 days** of when the change occurred. Any misrepresentation of your family’s circumstance to the Housing Authority could result in termination of your housing assistance.

THE HOUSING AUTHORITY MAY TAKE UP TO 30 BUSINESS DAYS TO PROCESS AN INTERIM REVIEW

FAMILY CONTACT INFORMATION

Head of Household Name:		Date:
Address:	Unit:	Phone:
City/State/ZIP Code:		Email:

SUMMARY OF FAMILY COMPOSITION CHANGE

Please list the names of the family members who are being added or removed.

Race Codes: 1 Caucasian; 2 African American; 3 Native American; 4 Asian; 5 Pacific Islander; 6 Hispanic

ADD			Relation to Head of Household	Age	Sex	Race	Birth Date	Birth Place	Social Security
Last Name	First Name	MI							
REMOVE			Relation to Head of Household	Age	Sex	Race	Birth Date	Birth Place	Social Security
Last Name	First Name	MI							

SUMMARY OF CURRENT FAMILY INCOME

List the current income for all family members, including the source of income and the gross amount received. Please include all family members you're adding on this form.

Name of Family Member	Source of Income	Employer Name	Gross Amount of Income	Check Box if the Gross Amount is per:			
				Hour	Week	Month	Year

CHECK AND PROVIDE ALL DOCUMENTATION FOR YOUR CHANGE

ADDING A MINOR	REMOVING A MINOR
<p>Please provide all documents listed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the child's birth certificate and full custody papers or Child Protective Services letter (if applicable) <input type="checkbox"/> Copy of the child's Social Security card <input type="checkbox"/> Income verification for the child, such as child support, TANF, Social Security benefit, etc. <input type="checkbox"/> KCHA 814 Landlord Statement or a letter from your landlord stating the child has been added to the lease <input type="checkbox"/> KCHA 432 Declaration of Eligibility <input type="checkbox"/> KCHA 434 Non-Citizen form (if applicable) <input type="checkbox"/> USCIS card (if applicable) – copy of front and back of card 	<ul style="list-style-type: none"> <input type="checkbox"/> KCHA 814 Landlord Statement or a copy of the lease showing the member has been removed from the lease <input type="checkbox"/> Current household income (DSHS, Social Security, child support, etc.)
ADDING AN ADULT MEMBER	REMOVING AN ADULT MEMBER
<p>Please provide all documents listed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of their ID and Social Security card <input type="checkbox"/> Proof of relationship <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate (if applicable) <input type="checkbox"/> Marriage Certificate for spouse (if applicable) <input type="checkbox"/> KCHA 486 Authorization for Release form (18+ must sign) <input type="checkbox"/> KCHA 432 Declaration of Eligibility (18+ must sign) <input type="checkbox"/> KCHA 434 Non-Citizen form <input type="checkbox"/> USCIS card or I-94 (if applicable) – copy of front and back of card <input type="checkbox"/> KCHA 417 Criminal History (new member(s) and Head of Household must sign) <input type="checkbox"/> KCHA 857 Statement of Family Responsibility <input type="checkbox"/> H52675 Debt Owed (new member must sign) <input type="checkbox"/> KCHA 405 Employment Verification, paystubs, Social Security benefit, TANF, unemployment benefit, pension, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> KCHA 814 Landlord Statement or a copy of the lease showing the member has been removed from the lease <input type="checkbox"/> Verification of the member's new address such as a copy of their lease, utility bill, or driver's license <input type="checkbox"/> Divorce/separation papers – if removing a spouse

I, (Head of Household's name) _____, hereby authorize King County Housing Authority to verify the information I have provided on this form. I understand that if this form is not completely filled out and/or supporting documentation is not attached, the review may be cancelled. I understand that such verification may include contacting any appropriate employers, governmental agencies, or individuals identified on this form.

King County Housing Authority will treat your digital signature on this document as it would treat a handwritten signature. By signing this document electronically, you agree that this document is as legally enforceable as a document signed with your handwritten signature. I certify that the information given above is true and complete.

Head of Household's signature: _____ Date _____

RETURN COMPLETED FORMS TO:

Please email/fax completed packet to your caseworker or mail to:
 Section 8 ATTN: (Your Caseworker)
 700 Andover Park W
 Tukwila, WA 98188-3326