

Interim Adjustment Request

Name:				Client ID:	
Address:					
City:		State:		ZIP Code:	
Telephone Number:			Email:		

I would like to report the following change (see page 3 for documentation required):

New and/or increased income in the household

Family Member:		Income Source:	
Start Date:		Amount per month:	
Name, Address of Income Source:			

Lost and/or reduced income in the household

Family Member:		Income Source:	
Start Date:		Amount per month:	
Name, Address of Income Source:			

Add family member (s)

Name	Relationship	Date to be added

Remove family member (s)

Name	Relationship	Date to be removed

Other:

Signature:

Date:

- I understand that the HACC cannot process adjustments to my rent portion until the change I am reporting is verified.
- I understand that I am responsible to submit the documentation to verify the change as outlined on page 3.

Interim Adjustment Request – Documentation List

Change in Family Member(s)

Add a Family Member	Remove a Family Member
Birth certificate	Out of Household form
Social Security Card	Documentation of the new residence for the member who moved: <ul style="list-style-type: none"> • Current government issued photo ID with current address • Current utility bill • Voter registration card
Declaration of Citizenship form	
Foster care placement/guardianship	
Marriage license	

Documentation for Income Changes

Type of Income	Documentation
Income from employment, including wages, salary, commissions, fees, tips, bonuses or similar income	Check stubs (6 current or all from hire date if have less than 6), employer offer letter, payroll printout, letter from employer with pay rate, frequency of payment; or similar documentation If no longer employed: termination notice, separation letter, resignation letter or similar documentation.
Income in lieu of earnings, such as unemployment, disability payments, workmen's compensation, severance pay or similar income	Statement of payments from source, with pay rate and frequency of payment. If no longer receiving payment, statement from source with date payment stopped or similar documentation.
Income from a business or as a contractor, including odd jobs, babysitting, doing hair, tax preparation, catering, driving for a ride share program or similar income	Business ledger, earnings and expense statement, statement of earnings from company or similar documentation. If no longer receiving business/contractor income, statement of last day of business or statement from company of last day or similar documentation.
Periodic payments from Social Security Administration, pension, retirement fund, disability or death benefits, annuity, insurance policy payments or similar income	Award letter from source with pay amount and frequency or similar documentation. If no longer receiving payment, statement from source with date of last payment or similar documentation.
Child support (court-ordered or voluntary), alimony, including back pay for unpaid child support or alimony or similar income	Court-order, printout from child support disbursement unit, divorce decree, written statement from ex-spouse and/or absentee parent with support amount and frequency or similar documentation. If no longer receiving payment, statement from source with date of last payment or similar documentation.
Welfare income through Temporary Assistance for Needy Families (TANF) or other welfare income (excluding food stamps)	Award letter from public aid with monthly benefit amount and type or similar documentation. If no longer receiving, statement from public aid with date of last payment or similar documentation.
Military pay, including regular pay, special pay and allowances for a member of the armed services	Military pay stubs or statement from Department of Defense with pay rate and frequency or similar documentation. If no longer receiving, DD214 showing date of discharge.
Financial assistance, including student loans, grants, scholarships, that exceed the tuition cost of higher education or work study jobs	Statement from school with financial assistance, check stubs from work study job, loan documents or similar documentation.
Adoption assistance, guardianship payments (excluding foster care)	Check stubs, statement from agency of pay rate and frequency or similar documentation. If no longer receiving, statement from agency with date of last payment or similar documentation.
Veterans benefits of any kind	Veterans Affairs statement of pay rate and frequency or similar documentation. If no longer receiving, statement from Veterans Affairs with date of last payment or similar documentation.
Regular contributions or gifts from persons not living in the unit or agencies	Statement from person and/or agency contributing to your household with the amount they give per month or similar documentation. If no longer receiving, statement from person and/or agency contributing to your household with the date of the last contribution or similar documentation