

❑ **ACCEPTABLE FORMS OF VERIFICATION TO RETURN WITH THIS FORM:**

- Copies of pay stubs (from the last three pay periods if possible)
- Letter from Employer regarding employment status
- Unemployment Benefits Statement
- Social Security Benefits Statement
- Public Assistance Benefits Statement
- Child Support Award Letter

SCOTT COUNTY CDA'S REPORTING POLICIES:

REPORTING CHANGES IN HOUSEHOLD SIZE

* I understand that no adult person(s) other than those listed on my application can live/stay with me in my housing unit unless I notify the CDA. Allowing another person to use my address as their mailing address suggests that that person lives in my unit.

* I am allowed to have guests stay with me on a temporary basis. Temporary is considered to be no more than a total of 10 days during any 30 day period. If I wish to have guests stay for more than a total of 10 days during any 30 day period, I must give prior notice to the CDA.

* I also understand that I must notify the CDA in writing within 10 days if anyone moves in or out of my housing unit. A rent increase may be required if the person moving in has income.

* I understand that failure to report changes in my household size to the CDA will result in termination of my housing assistance and could result in theft and fraud charges under state and federal law. I certify that no other person(s) live/stay in my housing unit other than those listed on my application. I will notify the CDA if this should change.

REPORTING CHANGES OF INCOME

I understand that I must report, in writing, all changes of my income to the Scott County CDA within 30 days of the change.

If my gross income increases by **\$500 or more per month**, the CDA will recalculate my income and my rent portion will increase. An increase in my income will not automatically cause me to lose my rent assistance or a change in my rent portion. An increase in income from assets of **\$500** or more per month must also be reported.

If my gross household income is at a *minimal* amount or at *zero* income, I must report *any increase* to my income and an adjustment will be made to my rent portion accordingly. I will also be required to complete a ***Minimal or Zero Household Income Report*** form each month that I am claiming zero/minimal income.

If my gross income decreases or my expenses increase (medical, child care, or handicap assistance), the CDA will adjust my rent portion after third party verification of the change.

I understand that if I fail to report a change in my income *within 30 days of the change*, I will lose my rental assistance, which means the CDA will no longer pay part of my rent.

REPORTING PLANS TO MOVE AND/OR TERMINATE ASSISTANCE

I am required to give the Scott County CDA a copy of my notice to terminate my lease at the same time I give notice to the landlord. Failure to provide a copy of the lease termination notice to the CDA will be considered a violation of Family Obligations and may cause my household to be terminated from the program. During the initial term of the lease, I may not end the lease unless the Owner and I mutually agree to end the lease. If I move from the unit before the initial term of the lease ends without the Owner's and CDA's prior approval, it will be considered a serious lease violation and subject my household to termination from the program.

The CDA must have a minimum of one rental period plus one day **written notice** for any move from my assisted unit, even if I am moving to another unit in the same building or complex. **Failure to notify the CDA *in writing before moving* from my assisted unit will cause me to lose my rent assistance.** I must give the CDA one rental period plus one day written notice when I go off the program.