



# SCOTT COUNTY CDA: HOUSEHOLD CHANGE FORM

Please complete this form and return to the CDA:  
100 5th Avenue E, Shakopee, MN 55379

<b>HEAD OF HOUSEHOLD:</b>
<b>TENANT ID#:</b>
<b>ADDRESS:</b>
<b>PHONE #:</b>
<b>EMAIL:</b>

**CHANGE OF INCOME**

**1. What source of income changed?**

<input type="checkbox"/> Employment      Employer Name: _____ <input type="checkbox"/> Social Security /SSI /SSDI <input type="checkbox"/> Unemployment <input type="checkbox"/> Child Support <input type="checkbox"/> Other Income: _____
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**2. How did it change?**

<input type="checkbox"/> Started <input type="checkbox"/> Stopped <input type="checkbox"/> Increased amount or hours <input type="checkbox"/> Decreased amount or hours <input type="checkbox"/> Job change or 2 <sup>nd</sup> job <input type="checkbox"/> Other: _____
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**CHANGE IN HOUSEHOLD SIZE OR COMPOSITION**

**ADD**       **REMOVE**

Name:	Date of Birth:
Relationship:	Social Security #:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 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
- Printout from Child Support Website showing last 90 days of child support

## 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. A guest is defined as a person who can verify a permanent address elsewhere. Temporary is considered to be no more than a total of 14 calendar days during a 12-month period. If I wish to have guests stay for more than a total of 14 days during a 12-month period, I must receive written permission from 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 changed in my household size in writing 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 in writing if this should change.

### REPORTING CHANGES OF INCOME:

- I understand that I must report, in writing, **all changes** of my income to the CDA within 10 days of the change.
- If my gross income increases by **\$400 or more per month**, the CDA will recalculate my income and my rent portion will increase. An increase in income from assets of **\$400** 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 in writing 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 quarter 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 certification of the change.
- **I understand that if I fail to report a change in my income in writing within 10 days of the change, I may 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 CDA a copy of my written 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. The CDA will deny a family permission to make more than one elective move during any 12-month period. I understand that a mutual termination of the lease counts as an elective move and I may lose my assistance. If I move more than one time during any 12-month period, it will be considered a serious lease violation and subject my household to termination from the program.

The CDA must receive two full calendar months 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 written notice when I go off the program.

### TERMINATION OF ASSISTANCE FOR EVICTION AND/OR LEASE VIOLATION:

I understand that if I am evicted for any reason, the CDA will begin action to terminate my rental assistance. In addition, the CDA may terminate my assistance for serious or repeated violations of my lease. *Serious and repeated lease violations* will include, but not be limited to, nonpayment of rent, utility disconnection due to nonpayment, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, housing unauthorized household members, and criminal activity.