

Dear Housing Voucher Program Participant:

We are committed to processing your Interim **Change in Family Composition** request in a timely manner. However, all of the required documentation to support the change must be submitted with the request.

Before you allow anyone to move into your unit other than by birth, legal adoption, or court awarded custody, they must be approved by the Camden County Senate Bill 40 Board and your landlord. Failure to receive advance approval from Camden County Senate Bill 40 Board and your landlord could result in termination of assistance. If you are approved for a Change in Family composition, an approval letter will be sent to you and to the landlord. If your request has been denied, a denial letter will be sent to you and your landlord within 30 days.

A Change in Family Composition must be completed for each member being added or removed from the household.

Sincerely,

Camden County Senate Bill 40 Board



Request for Change in Family Composition

Name of Guardian/Head of Household _____ Date _____

Consumer ID # _____ Relationship to Consumer _____

Phone _____ E-mail Address _____

REMOVE from household: (Please provide full name and new address of person being removed)

NAME: <i>First and Last</i> _____	NEW ADDRESS: _____ _____ _____	REASON: _____ _____ _____
Please Print		

ADD to household: (Please provide full name of person being added and complete all fields)

NAME: <i>First and Last</i> _____	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	REASON: _____ _____ _____
Date of Birth: <i>Month/Day/ Year</i> _____	Relationship to Head of Household _____	
Social Security# _____	Does this person have <u>ANY</u> source of income? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Does this person have <u>ANY</u> assets? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please attach Supporting documents of proof as applicable. If all documents are not provided, the request will not be processed.

Adding 18 years or older:

- Change of Family Composition Form
- Social Security Card
- State picture ID
- Proof of Income & Assets
- Approval letter or lease addendum from landlord
- Other Supportive Documentation

Adding under 18 years of Age:

- Change of Family Composition Form
- Birth Certificate or Birth Facts
- Social Security Card
- Court Documents (*Power of Attorney NOT Acceptable*)
- Approval letter or lease addendum from landlord
- Other Supportive Documentation

Removing over 18 years:

- Change of Family Composition Form
- Declaration Form
- Death Certificate / Obituary (if applicable)
- Approval letter or lease addendum from landlord
- Other Supportive Documentation

Case Manager Notes:

Removing Under 18 years of Age with Income

- Change of Family Composition Form
- Written letter & Proof of Address (Must provide both)
- Proof of Beneficiary change (Child support, SSI, TANF)
- Death Certificate / Obituary

Guardian/Head of Household Signature _____ Date _____



