

A MESSAGE TO NEW SECTION 8 PARTICIPANTS

This is a brief summary of your responsibilities as a participant of the Section 8 Housing Assistance Program. **PLEASE READ YOUR LEASE AGREEMENT FOR MORE INFORMATION ON THE RULES AND REGULATIONS.**

Once a year, your unit will be inspected to ensure that it continues to meet Housing Quality Standards (HQS), that is, decent, safe, and sanitary condition. At the same time, your family eligibility will be reviewed to determine continued assistance which will be based on family income and family composition.

You are required by HUD regulations to immediately report any changes to your household income and family size. This includes changes for ALL family members. Every time you have a change, new paperwork must be signed by all adult family members. Not reporting changes in income or household composition is a violation of your Lease and may be used as a basis for termination of your rental assistance. This also includes untimely reporting of these changes.

Therefore, you must provide written verification of any and all changes directly to the Housing Authority office. **PLEASE DO NOT CALL IN YOUR CHANGES.** Written documentation must always be maintained in your file; therefore proof is necessary. We maintain various forms for various changes that usually require only your signature and certification.

Changes must be reported before the 20th of the month.

THE FOLLOWING IS AN EXAMPLE OF WHAT TO REPORT:

- If a child is born, this information must be added to your file and lease. Provide birth record and social security number verification.
- If someone in your household moves out. Any person 18 or over who is removed from your lease will not be allowed back on.
- If you get married or divorced, submit proof of the same.
- If you change jobs or receive an increase or decrease in wages/hours.
- If you or other adult members obtain employment or are terminated from your Present employment.