



# Housing Assistance Change/Report Request Form

Head of Household: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Addition of Income**

Member Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Employment Started: \_\_\_\_\_ Hourly Pay Rate: \_\_\_\_\_ Hours per Week Worked: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Non-Earned Income – (Circle all that apply):**

**TANF/AFDC   SS   SSI   Child Support   Pension   Contributions   Unemployment   Other**

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**Loss of Income**

Member Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Last Day of Work: \_\_\_\_\_ Date of Last Payment: \_\_\_\_\_ Amount: \_\_\_\_\_

Reason Employment Stopped: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Non-Earned Income – (Circle all that apply):**

Income: **TANF/AFDC   SS   SSI   Child Support   Pension   Contributions   Unemployment   Other**

**Request to Add/Remove Household Member(s):** *OCHA will only approve the following additions with proper documentation: Birth of a child by family members living in the unit by adoption or court ordered custody, marriage, or live-in-attendant.*

Member Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_

Relation to Head: \_\_\_\_\_ SSN: \_\_\_\_\_ Citizenship Status: \_\_\_\_\_

Does this person have income? Yes No Place of Employment: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Employment Started: \_\_\_\_\_ Hourly Pay Rate: \_\_\_\_\_ Hours per Week Worked: \_\_\_\_\_

Income: **TANF/AFDC   SS   SSI   Child Support   Pension   Contributions   Unemployment   Other**

**Child Care Changes**

Name of Child(ren): \_\_\_\_\_ Age(s) of Child(ren): \_\_\_\_\_

Name of Child Care provider: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number of Child Care Provider: \_\_\_\_\_ #of Hours: \_\_\_\_\_ Rate: \_\_\_\_\_

Housing Specialist: \_\_\_\_\_

Mailing Address  
P.O. Box 8181  
Hillsborough, NC 27278

Main Office  
300 W. Tryon Street  
Hillsborough, NC 27278

Satellite Office  
2501 Homestead Road  
Chapel Hill, NC 27516

