

# Orange County Housing Authority

1501 E. St. Andrew Place • Santa Ana, CA 92705  
(714) 480-2700 • California Relay Service (800) 735-2929  
<http://www.ochousing.org>

## Reporting Changes of Income and Family Size

### **INCREASE IN INCOME or NEW JOB:**

Use the [Family Income Change Form](#) when you have an income change such as an increase in pay (including your Social Security annual cost of living increase). You must report changes in writing within 15 days of the change. You must also provide Orange County Housing Authority (OCHA) with verification – a letter from your employer on company letterhead stating that you have received an increase in income, the effective date, rate per hour, hours per week, and how often you will be paid.

When Social Security sends you an award letter stating what your new benefit will be, send a copy of it along with the completed [Family Income Change Form](#) stating that you are reporting an increase in your income.

**NEW JOB:** Please provide current pay stub(s) or a letter of employment on company letterhead stating; hourly rate, weekly hours, pay schedule and date of hire. Be sure to include the name of the company you work for and their address.

### **REDUCTION OF INCOME/OR NO INCOME:**

Use the [Family Income Change Form](#) when you lose your job, get laid off, or your hours change. OCHA must also receive a written notice on company letterhead from your employer stating your reduced hours, effective date, how much you will be earning, and how often you are to be paid; or, if you are being laid off, a letter from your employer stating the last day of employment. If you receive unemployment benefits, include a copy of the award letter from the unemployment office, with completed [Family Income Change Form](#) stating that you are reporting a decrease in your income. Written verification (pay stubs, employer letter, etc.) must be received in our office by the 15<sup>th</sup> day of the current month in order for the decrease to be effective the following month.

### **FAMILY MEMBER CHANGES – 18 YRS. AND OLDER:**

A prospective new adult family member **must not** move in without OCHA's approval!

Use the [Household Composition Change Form](#) if you want to add an adult family member to your household. The process to add an additional family member requires the following steps:

1. Submit a [Household Composition Change Form](#) to request to add the additional family member. The request must be sent to the Occupancy Specialist assigned to your city for OCHA's review.
2. If OCHA approves, you must obtain written permission from the owner/property manager and forward it to the Occupancy Specialist.
3. The Occupancy Specialist will contact you to set up an interview appointment.
4. The prospective additional family member will be asked to provide information, and come in to the OCHA office to sign the necessary documentation.
5. All income and assets will be verified.
6. A criminal background check will be submitted to the District Attorney's office.
7. Upon receipt of required documents, verifications, and a clearance from the District Attorney's office, the new adult will be allowed to move into the unit.

### **FAMILY MEMBER CHANGES – MINOR CHILDREN:**

Submit a completed [Household Composition Change Form](#) to add minor children. You will be required to bring in or mail in copies of the child's birth certificate, social security card, bank statements (if the child has an account), alien registration, and/or naturalization certificate. If you have a newborn baby, or adopt a child, you will need to mail in or bring documentation to OCHA as stated above. You must also provide OCHA with a letter from your landlord granting permission to have the new person reside in the rental unit. If applicable, we must have written proof of legal guardianship/custody via court documents, Social Services documents, school records, etc.

### **LIVE-IN ATTENDANT:**

To request a live-in attendant please complete the [Request for Reasonable Accommodation Form](#), and [Authorization for Release of Information Form](#). Submit the completed form to the Occupancy Specialist assigned to the city that you live in. OCHA will verify the need for reasonable accommodation with the health care professional. After the verification process is completed, OCHA will notify you of the decision in writing. The live-in attendant will be required to submit their ID card and Social Security Card for verification purposes to OCHA. Family members of a live-in attendant may also reside in the assisted unit only if doing so does not increase the rental assistance subsidy by the cost of an additional bedroom and does not cause overcrowding of the unit. The Live-in attendant will not be considered a remaining family member and will not be entitled to the Voucher if the tenant is no longer a participant on the Rental Assistance Program.