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Commissioner

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Tenant Commissioner

INTERIM REQUEST PACKET

Household Name: _____

Address: _____

Telephone Number: _____

Please fill out the form and indicate reason for interim change. You must attach the proper verification in order for the request to be completed.

- Change In Income Increase Decrease *(Please Check One if Applicable)*

If you are reporting a change in Income, please provide the family member name(s) and information below:

Household Member Name:	Source of Income:	Date Began or Date Stopped: (circle one)	Monthly Gross Income:

*Please note that if this is an income change in employment you must provide (4) Paystubs or (2) if you are paid bi-weekly and a letter from your employer stating the change.

*If this is a change in benefits from a state or federal agency you must provide the updated letter stating the change.

*If you are reporting a change income and are reporting zero income, please contact the office and request a Certification of No Income Packet.

- Change In Household Composition

- Reduction in Household Member

- Addition to Voucher. The Following documentation must be provided:

- Birth Certificate

- Social Security Card

- Child Custody Documentation

- Adoption Documentation

- Photo ID (Adult 18 years or older)

Please be advised that WHA may only add immediate family members (children, siblings, parents, grandparents, grandchildren) or a child by adoption or Court-awarded custody.

If you are removing or adding a household member, a request form must be filled out. You will be contacted by the office and given the necessary request form.

- Request Addition of a Live-In-Aide

If you are requesting an addition of a Live-In-Aide, you will be contacted by the office to be given a Live-In-Aide Application

Please Note:

Interim decreases in rent are effective the month following the receipt of the interim packet
Interim increases in rent are effective, on the 1st of the month following the 30 days' notice to the family

If an increase in income is not reported within 30 days, you will be retroactively charged to the date it would have been effective if the information had been provided on a timely basis.

I understand that my interim recertification will not go into effect until the Wallingford Housing Authority has received all of the necessary Documents.

Signature

Date