

WHEN REPORTING CHANGES TO LOUISIANA HOUSING AUTHORITY

COPIES OF THE FOLLOWING MUST BE SUBMITTED:

- BIRTH CERTIFICATES FOR ALL HOUSEHOLD MEMBERS
- SOCIAL SECURITY CARDS FOR ALL HOUSEHOLD MEMBERS
- PHOTO IDENTIFICATION FOR ALL HOUSEHOLD MEMBERS AGE 18 AND OLDER

REPORTING HOUSEHOLD COMPOSITION CHANGES

ALL HOUSEHOLD CHANGES ARE SUBJECT TO APPROVAL. CHANGES IN HOUSEHOLD COMPOSITION MUST BE REPORTED WITHIN 10 DAYS OF THE OCCURANCE OF THE REPORTED CHANGE.

TO ADD A HOUSEHOLD MEMBER YOU MUST ALSO SUBMIT...

Spouse	<i>Items as outlined above</i>
Minor Child - Birth	<i>Copy of Birth Certificate</i>
Minor Child - Adoption	<i>Copy of Adoption Order</i>
Minor Child – Change in Custody	<i>Copy of Custody Order/ Custody Agreement</i>
Minor Child – Stepchild	<i>Copy of Marriage Certificate and Custody Order/Agreement</i>
Disabled Adult	<i>Copy of Guardianship Order</i>
Care Attendant	<i>Original note from Doctor</i>
TO REMOVE A HOUSEHOLD MEMBER	YOU MUST SUBMIT...
Divorce	<i>Copy of Final Judgment of Divorce</i>
Death of Household Member	<i>Copy of Death Certificate</i>

INCOME/ASSETS REPORTING



Household Member Moves Out	<i>Notarized letter from household member who has left the unit stating that they no longer live in the unit, including the date they left the unit.</i>
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Employed *Copy of your four (3) most recent consecutive paystubs*

Bank Accounts/Credit Union Accounts	<i>Copy of your six (3) most recent consecutive statements</i>
Pension/Annuities	<i>Copy of your three (3) most recent consecutive statements/check stubs</i>
Life Insurance	<i>Copy of the policy</i>
A household member age 18 or older who is a full time student	<i>Letter from the school verifying full-time enrollment</i>

Social Security/SSI Benefits	<i>A copy of the most current award letter or a copy of a recent statement.</i>
TANF/Other Cash Aid	<i>A recent printout from welfare stating your monthly benefit amount.</i>
Food Stamps	<i>A recent printout from welfare stating your monthly benefit amount.</i>
Child Support	<i>Copy of child support printout showing amount received</i>

Unemployed Self-Employed	<i>Copy of your four (3) most recent consecutive check stubs/statements from unemployment & termination letter from job Copy of last year's tax return or completed IRS form 4506-T</i>
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