**DCHA Things You Should Know**

Don’t risk your chances for federally or locally assisted housing by providing false, incomplete, or inaccurate information on your application and recertification forms.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>This is to inform you that there is certain information you must provide when applying and certifying your eligibility for assisted housing. Some penalties apply if you knowingly omit information or give false information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penalties for Committing Fraud</td>
<td>The United States Department of Housing and Urban Development (HUD) and DCHA place a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:</td>
</tr>
<tr>
<td></td>
<td>- Evicted from your apartment or house;</td>
</tr>
<tr>
<td></td>
<td>- Required to repay all overpaid rental assistance you received;</td>
</tr>
<tr>
<td></td>
<td>- Prohibited from receiving future assistance.</td>
</tr>
<tr>
<td></td>
<td>- Fined up to $10,000;</td>
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<tr>
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<td>- Imprisoned for up to 5 years; and/or</td>
</tr>
<tr>
<td>Asking Questions</td>
<td>When completing an application for assistance or going through the initial eligibility/continued eligibility determinations for housing assistance you should know what is expected of you. If you do not understand something, ask for clarification. DCHA staff assisting you can answer your questions or find what the answer is.</td>
</tr>
<tr>
<td>Completing the Application</td>
<td>When you answer application or eligibility determination questions, you must include the following information:</td>
</tr>
<tr>
<td>Income</td>
<td>- All sources of money you or any member of your household receive (wages, welfare payments, alimony, social security, pension, etc.);</td>
</tr>
<tr>
<td></td>
<td>- Any money you receive on behalf of your children (child support, social security for children, etc.);</td>
</tr>
<tr>
<td></td>
<td>- Income from assets (interest from a savings account, credit union, or certificate of deposit, dividends from stock, etc.) - see &quot;asset&quot; paragraph below for details</td>
</tr>
<tr>
<td></td>
<td>- Earnings from a second job or part-time job; and</td>
</tr>
<tr>
<td></td>
<td>- Any anticipated income (such as a bonus or pay raise you expect to receive)</td>
</tr>
<tr>
<td>Assets</td>
<td>DCHA will only require reporting of assets from the total net family income of more than $1,000/year and total net family assets valued at more than $15,000</td>
</tr>
<tr>
<td></td>
<td>- All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc. that are owned by you and any adult member of your family’s household who will be living with you.</td>
</tr>
<tr>
<td></td>
<td>- Any business or asset you sold in the last 2 years for less than its full value such as your home to your children</td>
</tr>
<tr>
<td><strong>Signing the Application and Eligibility Forms</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>□ Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.</td>
<td>□ When you sign the application and certification forms, you are claiming that the form(s) is complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.</td>
</tr>
<tr>
<td>□ Information you give on your application and eligibility forms will be verified by DCHA. In addition, HUD will perform computer matches of the income you report with various federal, State, or private agencies to verify that it is correct.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Recertifications</strong></th>
<th>You must provide updated information as part of the scheduled recertification process. You must report any changes in income and family/household composition immediately. Be sure to ask when you must recertify. At a minimum, you must report the following on the recertification forms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ The names of all of the people (adults and children) who will be living with you, whether or not they are related to you.</td>
<td>□ All income changes, such as increases in pay and/or benefits, change or loss of job and/or benefits, etc., for all household members;</td>
</tr>
<tr>
<td>□ Any household members moving in or out; and</td>
<td>□ All assets that you or your household members own that are valued at more than $15,000; household assets that generate net income of more than $1,000/year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Beware of Fraud</strong></th>
<th>You should be aware of the following fraud schemes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Do not pay any money to file an application;</td>
<td>□ Do not pay any money to move up on the waiting list;</td>
</tr>
<tr>
<td>□ Do not pay for anything not covered by your lease;</td>
<td>□ Get a receipt for any money you pay; and</td>
</tr>
<tr>
<td>□ Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).</td>
<td></td>
</tr>
</tbody>
</table>

| **Reporting Abuse** | If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to DCHA. If that is not possible, then you can call the local HUD office or the HUD Offices of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to: HUD-OIG HOTLINE, (GFI) 451 Seventh Street, SW, Washington, DC 20410. |

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Preparing For Your Recertification Interview

I. Completing Enclosed Forms:
Enclosed with your recertification notification letter is a series of forms that must be completed to process your recertification. Before your interview, please review these forms carefully and completely. Some of the information required is contact information (i.e. employers, banking institutions, etc.). If you have any questions, please contact your office.

II. Identification (Bring the following items):
- Valid government-issued photo identification for all household members 18 years old and older
- Proof of Social Security Numbers for **ALL** household members (i.e. Social Security card, Social Security Administration benefit letter or letter acknowledging issuance of Social Security number, etc.)
- Birth Certificate/Proof of Birth for all household members (long version)

III. Information About Your Income andAssets:

1. **Employment Income**. For every member of your family who works, bring the following information:
   - Name, address, telephone, and facsimile numbers of the employer
   - The current rate of regular pay and overtime pay and the number of hours per week normally worked (three current pay stubs for bi-weekly pay) (six current pay stubs for weekly pay) (two pay stubs for semi-monthly pay).
   - Information about any changes you expect in your pay or the number of hours worked during the next twelve months.
   - Other types of income you expect to receive from employment, such as tips, commissions, profit-sharing programs, etc.
   - Initial employment letter stating, start date, projected work hours per week, rate of pay, and employment title.

2. **Benefit and Support Income**. If any member of your family receives any of the following types of income, bring the name, address, and telephone number of the source of the income, and information about the amount received:
   - Unemployment Compensation
   - Social Security
   - Supplemental Social Security
   - Pension
   - Disability Income
   - Alimony
   - Child Support
   - Welfare or other Public Assistance
   - Regular support from family members or friends

3. **Educational Grants and Scholarships**. If any member of your family receives an educational grant or scholarship, bring information about the amount of the assistance and the purposes for which the assistance can be used. Bring the name, address, and telephone number of the institution providing the assistance.

4. **Other Income**. For any other type of income your family has, bring the name, address, and telephone number of the source of the income and information about the amount of the income.

5. **Assets sold or given away**. If you have sold or given away any assets in the past two years (such as giving property or an amount of money to another family member), please bring information about those assets.
6. **Assets.** DCHA has adopted a policy whereby applicant/resident/participant families are only required to report assets if:

- Total family assets exceed $15,000; and/or
- The family has total income from assets that exceed $1,000/month

If one or both of the above apply to you and your family, please bring the following items that document the value of your family’s assets and income from assets to your interview:

- **Amounts in Savings and Checking Accounts** (including Christmas Clubs, Certificates of Deposit, IRA, and Keogh Accounts). Bring the account number for all accounts and the balance in your accounts. Bring the account number for all accounts and the balance in your accounts. Bring three (3) most recent bank statements that have been received (must be dated within the last 90 days).

- **Real Estate You Own.** Bring information about the current value of the property. If you own property and rent it, bring the address of the property and information about how much income you receive and what expenses you have for the property. (Bring last year’s Schedule E from your income tax forms).

- **Stocks, Bonds, Trusts, Other Investments.** Bring account numbers and statements on the value of investments and information about income from investments.

- **Life Insurance Policies.** Bring the name of the company(ies), policy number(s), and contact information.
### Application for Continued Occupancy

**Type of Recertification (select one):**
- [ ] Triennial
- [ ] Biennial
- [ ] Interim Recertification

**Program (select one):**
- [ ] Public Housing
- [ ] HCVP (Section 8)

**DCHA Representative Conducting Recertification (please print):**

If additional room is needed to complete this form, attach additional sheets of paper.

---

#### SECTION 1: GENERAL FAMILY INFORMATION

(Head of Household/Other Adult Member)

<table>
<thead>
<tr>
<th>Head of Household (Legal Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Adult Member (If Head of Household is not Present for Interview)</td>
</tr>
<tr>
<td>Address (Current)</td>
</tr>
<tr>
<td>Mailing Address (If different from Current Address)</td>
</tr>
<tr>
<td>Home Phone#</td>
</tr>
</tbody>
</table>

**Type of Legal Identification Presented**

If either Head of Household or Spouse is not present, why?

---

#### SECTION 2: HOUSEHOLD COMPOSITION

Please list the legal names of all of the people who live with the Head of Household. Start with the Head of Household, then spouse or co-head, then minors (oldest to youngest), and then any other adults.

<table>
<thead>
<tr>
<th>Fam. Mem.</th>
<th>Legal Names</th>
<th>Relation to Head</th>
<th>Sex (M or F)</th>
<th>Birth Date</th>
<th>Occupation or School Name</th>
<th>Soc. Sec. #</th>
<th>Birth Place (City, State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

Do you expect anyone to move in or out of your household within the next twelve months?  □ Yes  □ No
SECTION 3: PROGRAM INTEGRITY INFORMATION
All Adult Household Members

Program Integrity Information (These questions apply to all adult household members).

Have you or any other household member ever used any name(s) or Social Security number(s) other than the one currently being used?
  Yes □  No □
  If yes, explain. ____________________________________________________________

Have you or anyone in your household been arrested since your last recertification or convicted for the use, sale, manufacture, or distribution of controlled substances?
  Yes □  No □
  If yes, who? When? For what? ________________________________________________

Does anyone in your household currently use a controlled or illegal drug?
  Yes □  No □
  If yes, explain. ____________________________________________________________

Has anyone in your household ever been arrested or convicted of violent criminal activity?
  Yes □  No □
  If yes, who? When? For what? ________________________________________________

Are you or any member of your household subject to a State lifetime sex offender registration program in any state?
  Yes □  No □
  If yes, who? In what state(s)? ________________________________________________

FOR DCHA USE ONLY

Sex Offender 3rd Party Check Completed for All Adult Members □ Yes □ No  Date Completed: __________
3rd Party Criminal Background Check Completed (if applicable)? □ Yes □ No  Date Completed: __________

SECTION 4: INCOME

List all money received or earned by everyone living in the household.
Note the employment status of all adult family members. Include all money from Employment, Self-Employment, Unemployment Compensation, Child Support, Regular Contributions, Social Security, SSI, Retirement, Disability, Workmen’s Compensation, TANF, Veterans Benefits, Rental Property Income, Stock dividends, Interest, Alimony, Annuities, and all other sources. (Provide a complete explanation of “income” to the applicant).

<table>
<thead>
<tr>
<th>Source (Employment, TANF, Child Support, Social Security/Supplemental Security, Unemployment, DC Grandparent Stipend, All Other Income)</th>
<th>Rate</th>
<th>Type of Income</th>
<th>Annualized Income</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Has anyone in your household applied for any benefits or money which is in the process of being approved?  
☐ Yes  ☐ No

If yes, explain.  ____________________________________________________________  

Does anyone outside of your household pay for any of your bills or expenses?  
☐ Yes  ☐ No

Are you entitled to:  
Child Support?  
☐ Yes  ☐ No
Alimony?  
☐ Yes  ☐ No
Maintenance?  
☐ Yes  ☐ No

Do you receive child support, alimony, or maintenance?  
If yes, from who?  Amount?  ________________________________________________  

Does anyone in your household receive an educational scholarship or grant?  
☐ Yes  ☐ No

If yes, provide the following information for the member receiving the assistance:

<table>
<thead>
<tr>
<th>Family Member Name</th>
<th>Source</th>
<th>Amount</th>
<th>Month/Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

SECTION 5: ASSETS & BANKING INFORMATION

Do you and/or any household member earn interest income from assets of more than $1,000/month?  
☐ Yes  ☐ No

Do you and/or any household member have assets valued at more than $15,000?  
☐ Yes  ☐ No

If you answered YES to one or both of the questions above, complete the rest of the questions in this section (“Section 5: Assets and Banking Information”).

If you answered NO to both of these questions, move forward to “Section 6: Allowances and Deductions”.

Do you or any household member own or have an interest in any real estate, boat, and/or mobile home?  
☐ Yes  ☐ No

If yes to any, please describe.  ____________________________________________

Have you or a household member sold any real estate in the last two years?  
☐ Yes  ☐ No

If yes, please describe.  _________________________________________________

Do you or a household member own any stocks or bonds?  
☐ Yes  ☐ No

If yes to any, please describe.  ____________________________________________

<table>
<thead>
<tr>
<th>Family Member Name</th>
<th>Checking or Savings (select one)</th>
<th>Account #</th>
<th>Balance</th>
<th>Bank Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Do you or a household member own a car(s)?

<table>
<thead>
<tr>
<th>Family Member Name</th>
<th>Tag No.</th>
<th>Model/Year</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Do you or a household member have any additional assets, including but not limited to, Annuities, Savings Bonds, and Credit Union Shares.

If yes, please provide describe.

<table>
<thead>
<tr>
<th>Family Member Name</th>
<th>Asset</th>
<th>Account #</th>
<th>Balance $</th>
<th>Financial Institution Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**SECTION 6: ALLOWANCES & DEDUCTIONS**

**Dependent**
Are there members of the household who are under 18 years of age, are persons with disabilities, or are full-time students? Dependents **DO NOT** include live-in aides, foster children, and foster adults who may be household members.

If yes, please provide name(s).

**Elderly Family**
Is the Head of Household, spouse, or sole member 62 years old or older?

If yes, please provide name(s).

**Disabled Family**
Is the Head of Household, spouse, or sole member a person with a disability?

If yes, please provide name(s).

What form(s) of verification of disability was provided by the household? (To be answered by DCHA staff)

**Childcare Expenses**
*Unreimbursed amounts the family anticipates paying for children less than 13 years old for the period for which annual income is based.*

Do you pay childcare expenses?

If yes, complete the following:

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Amount</th>
<th>Per (Week/Month/Year)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Is childcare necessary for the purposes of allowing a family member to be employed, to actively seek employment, or to further a family member’s education?

If yes, provide the name(s) of the family member(s):
Disability Assistance Expenses (Elderly and Disabled Families ONLY)
Please indicate if you have any expenses related to attendant care or auxiliary apparatus for a disabled family member that you are paying (these are expenses for which you are NOT receiving any reimbursement). Only provide information for those expenses that allow for an adult member of the family to be employed (including persons with disabilities).

<table>
<thead>
<tr>
<th>Household Member Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
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<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Medical and Unusual Expenses
Does any household member anticipate any medical expenses during the next 12 months that will not be reimbursed by any source outside your household? Include prescription/nonprescription drugs and any other medical costs.

<table>
<thead>
<tr>
<th>Household Member Name</th>
<th>Type of Expense</th>
<th>Monthly Expense</th>
<th>Total Anticipated Expenses for Next 12 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$</td>
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</tr>
</tbody>
</table>

Current Monthly Expenses (From preceding month)

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Expense</th>
<th>Type of Expense</th>
<th>Expense</th>
<th>Type of Expense</th>
<th>Expense</th>
<th>Type of Expense</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$</td>
<td>Phone</td>
<td>$</td>
<td>Medical</td>
<td>$</td>
<td>Credit Card</td>
<td>$</td>
</tr>
<tr>
<td>Electric</td>
<td>$</td>
<td>Auto Payment</td>
<td>$</td>
<td>Cable</td>
<td>$</td>
<td>Credit Card</td>
<td>$</td>
</tr>
<tr>
<td>Gas</td>
<td>$</td>
<td>Auto Insurance</td>
<td>$</td>
<td>Insurance</td>
<td>$</td>
<td>Loan</td>
<td>$</td>
</tr>
<tr>
<td>Water</td>
<td>$</td>
<td>Child Care</td>
<td>$</td>
<td>Rentals</td>
<td>$</td>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

Do you have any other regular monthly payments besides those above? 
If yes, specify and include the amount(s) paid:  

Yes  No

SECTION 7: WORK HISTORY
Where was the last place of employment for all adult household members?

<table>
<thead>
<tr>
<th>Household Member Name</th>
<th>Employer (Company Name)</th>
<th>Supervisor</th>
<th>Start of Employment (Month/Year)</th>
<th>End of Employment (Month/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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SECTION 8: EMERGENCY CONTACT

Please provide the names of someone for DCHA to contact in case of an emergency,

Primary Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Head of Household</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>Alternate Phone Number</td>
</tr>
</tbody>
</table>

Alternate Contact (in case your Primary Contact is not available)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Head of Household</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>Alternate Phone Number</td>
</tr>
</tbody>
</table>

SECTION 9: DECLARATION AND CERTIFICATION

I understand that any misrepresentations of information or failure to disclose information requested on this form may disqualify me from consideration for continued participation, and may be grounds for eviction/termination of assistance. I understand that DCHA may verify the information provided herein. I also understand that all changes in income of any member of the household, as well as any changes in household composition, must be reported to the District of Columbia Housing Authority in writing immediately.

Signature of Head of Household ___________________________ Date __________

Signature of Spouse or other adult ___________________________ Date __________

DCHA Representative Certification: I DO HEREBY CERTIFY THAT I HAVE REVIEWED ALL ANSWERS AND CERTIFICATIONS WITH THE RESIDENT/PARTICIPANT PRIOR TO THEIR SIGN-OFF.

DCHA Representative ___________________________ Date __________

WARNING! False statements are a basis for rejection of your application, eviction or termination from a program and may be a criminal offense under Section 1001 of Title 18 of the U.S. Code for federally aided developments.
Full-Time Student Verification
(College/Technical School)

This form should be completed by an administrative officer of the school. A school seal MUST be affixed below to certify the information provided.

TO: 
Educational Institution/Representative

RE: 
Student

Address

Address

City/State Zip

City/State Zip

Phone #

Head of Household

Property Name (if applicable)

TO BE COMPLETED BY THE SCHOOL

The above-named person is an applicant for, or participant in, a federally-assisted housing program operated by the District of Columbia Housing Authority (DCHA). This person has indicated that ___________________________ (Student’s Name (Please Print))
a family member is attending your school on a full-time basis. In order to determine the rental payment for this family, we must verify the information regarding student status. Please verify this information in the space provided below and return the form to our office as soon as possible. Thank you for your assistance in this matter.

I hereby confirm that ___________________________ (select one) □ IS or □ IS NOT enrolled as a full-time student at this institution.

If a full-time student, please indicate the current year or level of student: ___________________________

(School Seal)

Student Address of record: ___________________________

Per your records, please provide the name of the person with whom the student resides:

Name of Educational Institution Representative (Please Print) 
Title (Please Print) 
Phone #

Signature of Educational Institution Representative 
Date 
School Address

WARNING! Title 18, Section 1001 of the U.S. Code, states that any person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the U.S. or the Department of Housing and Urban Development is guilty of a felony.

RELEASE OF INFORMATION

To be completed by the Applicant/Resident.

I hereby authorize the educational institution identified above to release the information requested directly to the District of Columbia Housing Authority.

Student’s Signature: ___________________________ Date: ___________________________

TO BE COMPLETED BY THE SCHOOL

Please return via mail or fax to:

DCHA Representative: ___________________________ Phone#: (202) ___________________________

District of Columbia Housing Authority
1133 North Capitol Street, NE, Room# ___________________________
Washington, DC 20002 
Fax#: (202) ___________________________
Full-Time Student Verification (Minor)

This form should be completed by an administrative officer of the school. A school seal MUST be affixed below to certify the information provided.

TO: Educational Institution/Representative

RE: Student 2
Date of Birth
Grade

Student 3
Date of Birth
Grade

Property Name (if applicable)

Release of Information

To be completed by the Applicant/Resident.

I hereby authorize the educational institution identified above to release the information requested directly to the District of Columbia Housing Authority.

Parent's Signature: Date:

The above-named person is an applicant for, or participant in, a federally-assisted housing program operated by the District of Columbia Housing Authority (DCHA). This person has indicated that a family member is attending your school. In order to determine the rental payment for this family, we must verify the information regarding student status. Please verify this information in the space provided below. Thank you for your assistance in this matter.

Only provide information for those students listed above who are currently enrolled at your school/institution. Please Print.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>Full-time or Part-time</th>
<th>Current Address of Record</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

I hereby confirm that the above-named student(s) is currently enrolled at this school/institution. (Affix School Seal HERE)

Name of Educational Institution Representative (Please Print) Title (Please Print) Phone #

Signature of Educational Institution Representative Date School Address

WARNING! False statements are a basis for rejection of your application, eviction or termination from a program and may be a criminal offense under Section 1001 of Title 18 of the U.S. Code for federally aided developments.

Please return via mail or fax to:

DCHA Representative: District of Columbia Housing Authority
(202) 535-1000 | dchousing.org

1133 North Capitol Street, NE, Room 178
Reduction in Household Composition Notification

Head of Household: _______________________________  SS#: ________________

Address
Apt. #

City/State Zip

Name of Household Member who has moved: ________________________________  SS#: ________________

Date the Household Member moved: __________
New Address: ________________________________
Address
Apt. #

City/State Zip

New Phone #

Please answer the following questions.

1. What is the nature of the move?  □ Temporary  □ Permanent

   If temporarily absent, please explain why the household member has left?

   ___________________________________________________________________

   When will the member return to your household?

   ___________________________________________________________________

2. Please provide documentation related to the nature of the move and attach it to this form. For example, if a child is away at school and will be returning to the unit, attach documentation confirming student status and living address. If an adult member is leaving the unit, provide a lease, utility bill(s), or pay stub that shows the household member’s new address.

3. List below the persons remaining in your household. Use the back of this form if there is not enough room below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to the Head of Household</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

I certify that the information contained herein is true and correct.

__________________________  __________________
Head of Household Signature  Date

WARNING! Title 18, Section 1001 of the U.S. Code, states that any person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the U.S. or the Department of Housing and Urban Development is guilty of a felony.
## Request for Termination of Employment Verification

<table>
<thead>
<tr>
<th>Attn:</th>
<th>Re:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Contact</td>
<td>Employee’s Name</td>
</tr>
<tr>
<td>Company Name</td>
<td>Address</td>
</tr>
<tr>
<td>Address</td>
<td>City/State Zip</td>
</tr>
<tr>
<td>City/State Zip</td>
<td>Social Security #</td>
</tr>
</tbody>
</table>

### RELEASE OF INFORMATION

To be completed by the Applicant/Resident.

I hereby authorize my employer to release the information requested directly to the District of Columbia Housing Authority.

Employee’s Signature: __________ Date: __________

### TO BE COMPLETED BY FORMER EMPLOYER

Dear Sir/Madam:

DCHA is required to verify, through the Employer, the end of employment for all applicants and participants of government-assisted housing programs operated by the housing authority. We ask your cooperation in supplying this information. Under no circumstances should this form be filled out by the employee. Forms should be completed by the employee’s supervisor, a timekeeper, a bookkeeper, or an accountant.

Employee’s Name: __________________________ SS#: __________ Other Employee ID# (if applicable): __________

Employee’s Address (of record): __________________________ Street __________________________ City, State Zip __________

Date employed: __________ Date of termination: __________ Last day employee actually worked: __________

If yes, amount employee will receive $: __________

Name of Company: __________________________ Street __________________________ City, State Zip __________

If terminated for lack of work or other, do you anticipate re-hiring this employee? [ ] Yes [ ] No

If yes, when? __________________________

__________________________ __________________________
of Employer or Authorized Representative Title (Please Print) Date

Signature

__________________________
Phone #

Please return via mail or fax to:

DCHA Representative: __________________________
District of Columbia Housing Authority
1133 North Capitol Street, NE, Room __________
Washington, DC 20002

Phone#: (202) __________

Fax#: (202) __________

DCHA is committed to providing equal access to this event for all participants & residents with disabilities. If you need a reasonable accommodation or sign language interpreter service, please contact ADA/504/Language Department at 202-535-2737 or ADA504@dchousing.org with your complete request. Please allow at least 3 business days to make the necessary arrangements. If you need a foreign language translator, please contact ADA/504/Language Department at 202-535-2737 or ADA504@dchousing.org. Please allow at least 5 business days to make the necessary arrangements.
ZERO INCOME CERTIFICATION

To be completed by each adult member (18 years old and older) who claims to have no income.
Use a separate form(s) for each adult member claiming to have no income.

Date: __________________________

Name of Head of Household: ________________________________

Household Address: _______________________________________

Name of Occupant: ___________________________ Social Security # _________________

I certify that I am not receiving income from any source and verify that I am not:

1. Employed through any private or public employer _______ initials
2. Receiving unemployment compensation benefits _______ initials
3. Receiving Social Security Administration benefits _______ initials
4. Receiving Public Assistance (PA), or Veteran’s Benefits _______ initials
5. On maternity leave without pay _______ initials
6. Receiving any contributions from friends, relatives, agencies, churches, etc. _______ initials

I understand that I must immediately report any changes in income and family composition. I understand that a recertification will be performed for all family members 18 years of age or older every ninety (90) days as long as the entire family is reporting that the household has no income. I understand that failure to report all family incomes is a violation of the Family Obligations under the terms of the Housing Choice Voucher Program and may lead to the termination of assistance to the family.

I certify that the above information is true and correct to the best of my knowledge.

WARNING! False statements are a basis for rejection of your application, eviction, or termination from a program and may be a criminal offense under Section 1001 of Title 18 of the U.S. Code for federally aided developments.

Occupant Signature ___________________________ Date _____________

Head of Household Signature ___________________________ Date _____________

THIS FORM MUST BE NOTARIZED

Subscribed and sworn before me on this __________ day of ___________________, 20 ______
My commission expires _________________________

Notary Public Signature ___________________________
Request for Verification of Employment Income

Attn: Personnel Department Re: Employee’s Name

Company Name

Address

Address

City/State Zip

City/State Zip

Social Security #

RELEASE OF INFORMATION

To be completed by the Applicant/Resident.

I hereby authorize my employer to release the information requested directly to the District of Columbia Housing Authority.

Employee’s Signature Date:

TO BE COMPLETED BY EMPLOYER

Dear Sir/Madam:

The above-named person is applying for or participating in, a government-assisted housing program operated by the District of Columbia Housing Authority. Written verification of income is required to determine eligibility/continued eligibility and the amount of rent that will be paid. Under no circumstances should this form be filled out by the employee identified above. Forms should be completed by the employee’s supervisor, a timekeeper, a bookkeeper, or an accountant. Your prompt return of this form is appreciated.

Verification of Employment Income (Please complete whether currently employed or not)

1. Date employment began: ____________________________ Occupation: ____________________________

2. Date employment terminated: ____________________________

3. Base pay: $ _______ per (select one):  □ hour □ day □ week □ month □ year

   Date present rate effective ____________________________

   Average hours per week at base pay rate _________ Average weeks per year at base rate _________

   Change in base rate anticipated during next 12 months to $ __________ per ________________

   Overtime pay: $ _______ per hour   Expected overtime during next 12 months: _________ hours per week

   Earnings year to date: $ ____________________________

   Amount deducted per pay period for health insurance $ __________ per ________________
Amount vacation pay $_________ per _________
Amount sick leave pay $_________ per _________
Total earnings past 12 months: $_________ Base Pay: $_________ Bonus $_________ Overtime $_________ Tips $_________
If an employer is your landlord, is a rent reduction given? ☐ Yes ☐ No Amount: $_________
Do federal funds pay for any part of your salary? ☐ Yes ☐ No Amount: $_________
If yes, provide the name of the program: __________________________________________________________

Previous Base Pay Rates: $_____ Per_________ Effective Date ______________
$_____ Per_________ Effective Date ______________
$_____ Per_________ Effective Date ______________

Name (Please Print) ____________________________ Phone # ____________________________
Title ____________________________ Company Name & Address ____________________________
Signature ____________________________ Date ____________________________

Return to:

Please return via mail or fax to:

DCHA Representative: ____________________________ Phone#: (202) ______________
District of Columbia Housing Authority, Room ______________
1133 North Capitol Street, NE ____________________________ Fax#: (202) ______________
Washington, DC 20002
Verification of Child Care/Attendant Care Costs

(Provider)

To: Re: 

Provider’s Name 

Applicant/Recipient’s Name 

Address 

Address 

City/State Zip 

city/State Zip 

To be completed by the Applicant/Recipient.

I hereby authorize the release of information directly to the District of Columbia Housing Authority concerning child/attendant care that I receive.

Applicant/Participant Signature Date: 

TO BE COMPLETED BY CHILD CARE/ATTENDANT CARE

Dear Sir/Madam:

The District of Columbia Housing Authority (DCHA) is a federally/locally funded agency assisting qualified families with rent subsidies. The above-named person is an applicant for, or a participant in, a DCHA housing program. To determine the eligibility and rental payment for the above-named person, we must verify information regarding his/her income. Thank you for your assistance in completing the information below.

I do hereby affirm that I ___________________________ do hereby certify that I provide care for the following children/dependent persons on the following days for the hours indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Days Cared for (Circle all that apply)</th>
<th>Hours (select AM or PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>M T W Th F S Su AM/PM AM/PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M T W Th F S Su AM/PM AM/PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M T W Th F S Su AM/PM AM/PM</td>
<td></td>
</tr>
</tbody>
</table>

I. How many hours a week is care provided for each of the following reasons that apply?

Work ______ Seeking Employment _______ Attending School _________

II. TOTAL HOURS of care provided: ___________ per week ___________ per month

III. Cost of care to the family $ _______ Amt paid by the family $ _______ Amt paid by other sources (if applicable): $ _______

IV. The estimated cost of care for the upcoming 12 months (include full-time summer care of school children, if applicable): $ _______

Signature of Child Care Provider/Attendant Care Provider Date

Please return via mail or fax to:

DCHA Representative: __________________________ Phone#: (202) __________________________

District of Columbia Housing Authority Fax#: (202) __________________________

1133 North Capitol Street, NE Washington, DC 20002
Verification of Support
(Contributor)

To: ____________________________
Contributor’s Name

Re: ____________________________
Applicant’s/Participant’s Name

Address

Address

City/State Zip

City/State Zip

Dear Sir/Madam:
The District of Columbia Housing Authority (DCHA) is a federally/locally funded agency assisting qualified families with rent subsidies. The above-named person is an applicant for or a participant in, a DCHA operated housing program. To determine the eligibility and rental payment for the above-named person, we must verify information regarding his/her income. Thank you for your assistance in completing the information below.

Please complete this form as it relates to cash money contributed to this household.

I do hereby affirm that I pay the sum of $__________ per (select one) ☐ week or ☐ month to:

Applicant/Participant’s Name (please print) ____________________________

I provide this sum in support of the following person(s) (please provide name and ages below). Use additional pages if necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the support intended to be ongoing if the family is provided housing assistance by DCHA? ☐ Yes ☐ No

Are these payments court ordered? ☐ Yes ☐ No If yes, please provide a copy of the court order.

Name of Contributor (Please Print) ____________________________ Phone #: ____________________________

Signature (Contributor) ____________________________ Date: ____________________________

Return to:

Your prompt return of this form is appreciated. Please return via mail or fax to:

DCHA Representative: ____________________________ Phone#: (202) ____________________________

District of Columbia Housing Authority
1133 North Capitol Street, NE
Washington, DC 20002

DCHA is committed to providing equal access to this event for all participants & residents with disabilities. If you need a reasonable accommodation or sign language interpreter service, please contact ADA/504/Language Department at 202-535-2737 or ADA504@dchousing.org with your complete request. Please allow at least 3 business days to make the necessary arrangements. If you need a foreign language translator, please contact ADA/504/Language Department at 202-535-2737 or ADA504@dchousing.org. Please allow at least 5 business days to make the necessary arrangements.
Authorization for the Release of Information

The District of Columbia Housing Authority
Client Placement Division
1133 North Capitol Street, NE
Washington, DC 20002

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544. This law requires that you sign a consent form authorizing: (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household’s income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to have for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form. Private owners may not request or receive information authorized by this form.

Who Must Sign the Consent Form: Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD’s assisted housing programs. I understand that the District of Columbia Housing Authority (DCHA) will receive income information under this consent form but cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest any determinations by DCHA.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PHA-Owned Rental Public Housing
- PHA- Local Rent Supplement Program
- PHA -Local Assistance Program
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the Housing Authority grievance procedures and Section 8 informal hearing procedures.

Sources of Information to Be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self-employment information and payments of retirement income as referenced at Section 6103(l) (7) (A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted benefits.
This consent form expires three years from the date(s) of signatures

Signatures:

Head of Household ___________________________ Date ____________

Social Security Number (if any) of Head of Household ___________________________ Other Family Member over age 18 ___________________________ Date ____________

Spouse ___________________________ Date ____________

Other Family Member over age 18 ___________________________ Date ____________ Other Family Member over age 18 ___________________________ Date ____________

Other Family Member over age 18 ___________________________ Date ____________ Other Family Member over age 18 ___________________________ Date ____________

Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et.seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-10). The Housing and Community Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member. Purpose: Your income and other information are being collected by HUD and Housing Authority to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other uses: HUD uses your family income and other information to assist in the managing and monitoring HUD-assisted housing programs, to protect the Government’s financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the Housing Authority, including all Social Security Numbers of all household members which is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent

HUD, the Housing Authority, and any owner (or any employee of HUD, the Housing Authority, or the owner) may be subject to penalties for unauthorized disclosure or improper uses of information collected based on the consent form.

Use of the information collected based on this “Authorization for the Release of Information” is restricted to the purposes cited on the release form. Any person, who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than $5,000.

Any applicant or participant affected by negligent disclosure of information may bring a civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the Housing Authority, or owner responsible for the unauthorized disclosure or improper use.