

**HAMDEN HOUSING AUTHORITY
SECTION 8 DEPARTMENT
51 WORTH AVE., HAMDEN CT 06518
203-281-7669 X 113/ FAX – 203-248-5505**

Favor de comunicarse con Hamden Housing Authority 203-281-7669 x101 si usted necesita asistencia con este document

PROCEDURES FOR SUBMITTING CHANGES OF INCOME

Program participants are required to report all changes for all members of the family- especially changes in household income. The Housing Authority's role is to verify what you report. If you do not know whether or not something should be reported – do not hesitate to contact the office.

ALL CHANGES IN HOUSEHOLD INCOME MUST BE SUBMITTED WITHIN 30 DAYS AND IN WRITING. NO CHANGES WILL BE ACCEPTED VERBALLY OR BY PHONE. DOCUMENTATION MUST COME FROM THE SOURCE (LETTER FROM THE EMPLOYER ON COMPANY LETTERHEAD, COPY OF UNEMPLOYMENT NOTICE, ETC).

WHEN YOU BEGIN EMPLOYMENT:

1. Provide a letter of hire from the employer on company letterhead which includes – the date of hire, the average hours worked per week and the rate of pay. This letter should be submitted within **30 days** from the date of hire.
2. Once the first six (6) weeks of work are completed, paystubs must be submitted – 6, if paid weekly and 3 if paid biweekly.
3. A Notice of Rent Adjustment will be sent out within 2 – 3 weeks. Contact the office if a letter is **not** received.

WHEN YOU TERMINATE EMPLOYMENT:

1. Provide a letter from the employer on company letterhead stating the last day worked or a copy of the unemployment notice – **IMMEDIATELY**.
2. The Housing Authority will verify this information before the income is removed and the rent is adjusted. Please make sure there is a telephone number and contact name.

ALL OTHER INCOME CHANGES:

If you begin receiving Social Security, SSI or SSD benefits, a copy of the award letter must be submitted. This letter can be obtained by calling: 1-800-772-1213 or via internet at www.ssa.gov.

If you begin receiving TANF, SAGA or SNAP, a budget sheet must be submitted. If you stop receiving any of the above, a letter from the agency is required.

Child Support is reported by submitting the court order or letter from Child Support Enforcement.

THE DEADLINE TO SUBMIT ALL CHANGES IS THE 15TH OF THE MONTH. CHANGES RECEIVED AFTER THE DEADLINE CAN NOT GUARANTEE THAT A RENT REDUCTION WILL BE EFFECTIVE FOR THE FOLLOWING MONTH.