



### Interim Re-Examination Request Form

Head of Household: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Failure to submit the required supportive documentation may result in the denial of your request.**

Please indicate below the change(s) you are reporting (check all that apply):

- Increased Income       Decreased Income       Family Composition Change

**Change in Income**

Name of family member reporting change: \_\_\_\_\_

Effective date of change: \_\_\_\_\_

Source of income:

- Started working       Child support       Student  
 Stopped working       Pension       Other: \_\_\_\_\_  
 Government assistance       Self-employment

**Supporting Documents** - Please note that the documentation must be dated *within 60 days* of your request.  
*Employment:* Submit two (2) current and consecutive paystubs OR an offer letter from the employer with hourly pay and number of hours worked per week. For terminations, submit a termination letter from the employer with last date worked.  
*Government assistance:* Submit a current benefit letter (such as Social Security, Unemployment benefits (EDD), Calworks, Calfresh food stamps, etc.)  
*Child support:* Submit a court mandated document or the last two (2) monthly collection statements  
*Pension:* Submit an annual pension letter with amount received  
*Self-employment:* Submit previous year's tax return with Schedule C  
*Student:* Submit class schedule and any financial aid awarded  
*Other:* Please contact your Housing Specialist on what documentation to submit to make the change in income

**Change in Family Composition**

Name of family member: \_\_\_\_\_  Add       Remove

Date of birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_



Relationship to Head of Household: \_\_\_\_\_ Date they are moving in/out: \_\_\_\_\_

Income(s): \_\_\_\_\_

Asset(s): \_\_\_\_\_

For addition to the household, you MUST supply required documentation please see below for the required documentation for type of household addition.

**Required documentation –**

*Adult(s):* Submit a copy of the birth certificate, a copy of the social security card, Section 214 form, Criminal background check form, Income (please see examples of income below), Assets (please see examples of assets below), and letter of approval from the landlord. If adding a spouse, a copy of the marriage certificate is also required.

*Child(ren):* Submit a copy of the birth certificate, a copy of the social security card, Section 214 form. For adopted or foster child(ren), must supply a copy of the court order.

Income:

*Employment:* Submit two (2) current and consecutive paystubs OR an offer letter from the employer with hourly pay and number of hours worked per week. For terminations, submit a termination letter from the employer with last date worked.

*Government assistance:* Submit a current benefit letter (such as Social Security, Unemployment benefits (EDD), Calworks, Calfresh food stamps, etc.)

*Child support:* Submit a court mandated document or the last two (2) monthly collection statements

*Pension:* Submit an annual pension letter with amount received

*Self-employment:* Submit previous year’s tax return with Schedule C

*Student:* Submit class schedule and any financial aid awarded

Assets:

*Bank Accounts:* Submit the 3 most current and consecutive months of statements for any Checking or Savings

*Investment/Retirement/Certificate of Deposit:* Submit the most recent account statement

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Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading, or incomplete information may result in termination.

Signature

Date