

## Section A. Explanation

The following information is required in order to either add or remove household members. Cocoa Housing Authority policy requires all changes in family size and income to be reported within ten (10) business days of the date the change occurred. Failure to do so may result in termination action.

References: Administrative Plan, Rev. 4/18, 5-1.C. Family Obligations; 24 CFR 982.551

### Add Member Required Documentation:

- Birth Certificate
- Social Security Card (Must be Signed)
- Legal Custody/Guardianship Documents (If Under Age 18)
- Declaration of 214 Status
- Authorization for Release of Information

### Required Documents if Over Age 18:

- Picture ID (Must be Valid)
- Proof of Income (If Applicable)

## Participant Information

Head of Household Name	SSN		
Unit Address/Street	City	State	Zip
Phone	Email (Optional)		

## Section B. Family Composition

Add	Remove	Name	Relationship	DOB MM/DD/YY	SSN	Income
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose/Reason						
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose/Reason						
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose/Reason						
<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose/Reason						

## Section C. Signatures

Section 8 Participant Signature	Date
Required: Landlord Signature	Date

If you require assistance completing this form please contact Cocoa Housing Authority at 321.636.8535