



**GARFIELD COUNTY HOUSING AUTHORITY**

1430 RAILROAD AVENUE, UNIT F  
RIFLE, CO 81650  
(970) 625-3589 or (888) 627-3589  
Fax (970) 625-0859 \* TTY (800) 659-2656

**CHANGES REQUIRING WRITTEN NOTIFICATION TO THE HOUSING AUTHORITY**

**Changes to household income**

Participants are required to report the following income changes in writing within **ten (10) business days** of the change: **THESE CHANGES NEED TO BE MADE SEPERATLY FROM ANNUAL RECERTIFICATION PAPERWORK!**

- 1) Any new source of revenue (any new money coming into household).
- 2) Report changes in employer.
- 3) Report additional employers or revenue (second job, 2<sup>nd</sup> child support account etc.).
- 4) DOH clients must report the 3 items above plus any gross income increases of \$250.00 or more to previously reported earnings in between annual recertification periods.

**Four (4) consecutive paycheck stubs should be submitted within ten (10) business days of date the checks are issued.**

Families are not required to report any other changes regarding income (revenue) or expenses.

**If in doubt, contact your Housing Specialist to discuss.**

The family may request a re-examination of income anytime the family has experienced a change in circumstances since their last annual recertification. Changes will not be made monthly!

Garfield County Housing Authority (GCHA) routinely uses HUD’s Enterprise Income Verification data base and other non-HUD sources of up-front income verification. This includes all private or public databases available to us. At each examination, the current income and expense information provided by the family is compared to these data bases to detect possible under or unreported income. However, families should **NEVER** expect the data base availability to substitute for their written notice requirements! This policy applies to Colorado Division of Housing (DOH) vouchers administered by GCHA.

In the case of family-caused errors or program abuse, the family will be **required** to repay any excess subsidy received. GCHA/DOH may, but is not required to, offer the family a repayment agreement. If the family fails to pay the debt in full, fail to sign the offered repayment agreement, or defaults on their signed repayment agreement GCHA/DOH will terminate the family’s assistance. The account will then be turned over to a collection agency and/or any other resources available to GCHA/DOH to collect the debt. Additional expenses for attorney’s fees, court costs and interest will be added to any outstanding balanced owed our agency. All adult family members terminated from the program for violation of our policies will not be allowed to reapply for assistance again with this agency (GCHA).

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**Changes in household composition**

**2/2019**



**Warning: Section 1001 of Title 18 of the United States Code, states that a person who knowingly and willingly makes false or fraudulent statements to any department or agency of the United States is guilty of a felony. This institution is an equal opportunity provider and employer.**



Participants are required to report all changes in their family (household) composition within **ten (10) business days** of the change: **THESE CHANGES NEED TO MADE SEPERATLY FROM ANNUAL RECERTIFICATION PAPERWORK!**

- 1) Birth, adoption or court-awarded custody of a child. No approval from the agency is required. However, Social Security card and birth certificate must be provided within 30 days; extensions can be granted, if needed.
- 2) If a member no longer lives in the unit **or** a household member is expected to be out of unit for 30 days or more. You must report in writing when the temporarily absent household member returns to the unit **OR** that they will be permanently absent.
- 3) If a live-in aide, foster child, or foster adult no longer lives in the unit.

**If in doubt, contact your Housing Specialist to discuss.**

New family and household members requiring approval **prior** to moving in:

1. Add a new family member (anyone other than birth, adoption or court-awarded custody of a child(ren)). This includes any person not on the lease who is expected to stay in the unit more than 30 consecutive days or 90 cumulative days within a 12-month period **OR** in excess of the landlord guest policy whichever is LEAST for GCHA or the period outlined in lease exclusively for DOH, therefore no longer qualifies as a "guest".
  - a. GCHA/DOH will not approve individuals unless they meet the agency's eligibility criteria and documentation requirements. GCHA/DOH may have other restrictions as well.
2. Live-in aide.
3. Foster child or foster adult.

GCHA/DOH will not approve the addition of new household members (anyone other than birth, adoption or court-awarded custody of a child(ren)), live-in aide, foster child or adult if it will cause a violation of HQS standards.

GCHA/DOH will provide written approval or rejection if the requested individual does meet agency eligibility criteria or documentation requirements along with the reason for a denial. The agencies will make the determination within ten (10) business days of receiving all information required to verify the individual's eligibility.

**I have read and fully understand my written notification requirements with the Garfield County Housing Authority and Colorado Division of Housing. Head of Household is responsible for the reporting requirements of the entire household.**

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse/Co-head/Other Adult member

\_\_\_\_\_  
Date

**2/2019**