



INVESTING IN COMMUNITIES

HCV FAQs

(Frequently Asked Questions)

July 22, 2013 Update

Question: How do I add and remove people from my HCV household?

Answer: Program participants must report all changes in household composition to the Agency within thirty (30) days of the change. This includes additions due to birth, adoption and court-awarded custody. The family must obtain Agency approval prior to all other additions to the household. The Agency requires that the family report in writing any change of family composition to the Agency within thirty (30) days of when the change occurs.

Additions to the household:

- Additions to the household due to birth, adoption and court awarded custody will be considered when calculating the bedroom size of the voucher.
- If the addition of a household member results in an additional bedroom, the family's voucher will be adjusted at the time of their next move.
- If a family member has been removed from the household and later requests to return, the family member will be considered an addition to the household, unless the returning member is a minor child who has previously resided in the home with PHA approval. If the returning member is an adult, he/she will be treated as an addition to the household and will not be considered in the calculation of the voucher size.
- Participants must report any change to the reported household income due to an addition to the household within 30 days. The income of any additions to the household may be considered in the calculation of a participant's subsidy and must be reported to the Agency.

Removal of household members:

- The family must report the absence or removal of any household member within 30 days. This includes students who are attending school away from home. (Do not wait until the next annual recertification.)
- If any family members are removed from the household the voucher size may be changed at the next annual recertification or if client is in the move process.
- Any reduction in the tenant portion of rent due to the removal of a household member with income will be effective on the first of the month after the Agency receives proper verification of the decrease.

It is the family's obligation to report all changes in household composition and income as required by the Agency. If any participant deliberately misrepresents the information on which eligibility or tenant rent is established, the Agency may terminate assistance.